



**St. Joseph's Covid-19 Risk Assessment – During the National Government Lockdown from January 5<sup>th</sup>, 2021**  
(National lockdown 5/1/21 amendments are in brown ink)

<b>Date of Assessment:</b> 13/01/20 <b>Updated</b> 28/1/21	<b>Assessed by:</b> Elaine Jackson
<b>Review date:</b> This risk assessment will be frequently and dynamically reviewed going forward, as the government advice and local staffing levels change	<b>Role:</b> Head Teacher

What is the **task, activity, person or environment** you are assessing?

Coronavirus effects within school, following the government announcement of the National Lockdown on 5<sup>th</sup> January 2021. During the period of national lockdown, schools, alternative provision (AP), special schools, and wraparound childcare and other out-of-school activities for children should allow only vulnerable children and young people and the children of critical workers to attend (recognising that the characteristics of the cohorts in special schools and alternative provision will mean these settings continue to offer face to face provision for all pupils, where appropriate). This risk assessment has been reviewed following the below guidance:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision#vulnerable-children-and-young-people>

All other pupils and students should not attend and should learn remotely until February half term. This will be regularly reviewed and will expire when schools are no longer asked to limit attendance.

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			Yes	No		Action by whom?	Action by when?	Date complete
Contamination/spread of Coronavirus (surfaces)	<p>Staff, pupils, contractors' visitors</p> <p>Virus spread in water droplets that are expelled from the body through sneezing, coughing, talking and breathing. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.</p>	<p>Additional cleaning provided of hand-contact surfaces within the school, such as doors, chairs, desks, bannisters, sinks, toilets, light switches, gates, external railings etc.</p> <p>More frequent cleaning of toys and educational equipment where possible and cleaned between use by different groups.</p> <p>Sharing of stationery and other equipment between pupils reduced where possible. Staff/pupils to have their own frequently used items e.g. pens</p> <p>Pupils are asked to only bring in essential equipment into school e.g. lunch boxes, hats, coats, books, stationary and mobile phones (bags are allowed).</p> <p>Classroom based resources such as books and games can be used and shared within bubble and these should be regularly cleaned. Resources shared between classes or bubbles e.g. sport, art and science equipment should be cleaned frequently and</p>			<p>Further guidance can be found on the link below from Public Health England:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Revised guidance on cleaning non-healthcare settings will be published by PHE by the end of the summer term in addition to the current advice</p> <p>Extra cleaning on touch surfaces</p>			

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		<p>meticulously and always between bubbles, or rotated (unused and out of reach for 48hrs and 72hrs for plastic)</p> <p>Where extra bins are needed for tissues etc and all bins emptied frequently.</p> <p>Doors propped open to reduce the need for direct contact, where possible (e.g. where not a fire door and not needed for safeguarding reasons).</p> <p>More frequent cleaning of rooms/shared areas that are used by different groups. KS 1 and KS2 are kept in separate areas of the school.</p> <p>Discussions had with cleaning staff/ contractors/ suppliers to ensure effective cleaning schedule in place that is compatible with altered timetables/ use of school spaces, and increase in stock demand etc. COSHH assessments are reviewed where required e.g. change in product.</p>						

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		<p>If cleaning tasks are given to staff that don't normally carry out these duties as part of their role, they are given adequate instruction/ training and any required PPE e.g. gloves. Consideration given to selection of cleaning products and less hazardous substances (e.g. those that don't fall under the COSHH Regulations) chosen wherever possible.</p> <p>Sign in and out methods hand gel to be used near to signing sheet (whilst ensuring fire safety arrangements are not compromised).</p>						
Contamination / spread of Coronavirus (person to person)	Staff, Pupils	All staff to wear face masks when moving through the school and in the staff room. Staff are told not to gather in the staff room and socially distance.			KS1 are bubbled as are Years 3 and 4 and 5 and 6 in order to mitigate infection.			
Social distancing measures - lesson time	Staff, pupils	Primary schools – maintain consistent groups of no more than 15 in a bubble and kept apart from other groups where possible. Teachers and other staff may operate across different classes and year groups if this is needed to facilitate the delivery of the school timetable. However, where possible groups should be led by			<p>If there is a shortage of teachers, then a teaching assistant can lead a group, where working under the direction of a teacher and where deemed competent to do so.</p> <p>A review of contacts between staff and pupils should be</p>			

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		<p>the same member of staff.</p> <p>Peripatetic and temporary staff can move between schools where necessary. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Early years settings - pre-school children should continue to be taught in line with the staff to child ratios within <u>Early Years Foundation Stage</u> (EYFS)</p> <p>Within groups pupils should maintain distance where this is possible e.g. for older children and where space allows. Desks/ seating spread out as much as possible within classrooms and arranged forward facing and side by side. The same desk to be used by each pupil day to day. Unnecessary items including furniture should be removed from classrooms and other learning environment, where there is space to store it elsewhere.</p> <p>Within classrooms adults should maintain 2 metre distance when circumstances allow and avoid</p>			<p>carried out and where possible reduce class bubbles/mixing. Any additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people</p>			

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		<p>close face to face contact and minimise time spent when within 1 metre of anyone.</p> <p>This may not be possible with younger pupils and pupils with complex needs, and educational and care support should be provided as normal</p> <p>Groups to be kept 2 metres apart from other groups, where possible.</p> <p>Groups to use the same classroom/ space where possible throughout the day, and these are cleaned regularly.</p> <p>Lessons/ activities reviewed any activities encouraging/ requiring pupils to be particularly close to each other for extended periods reduced/ stopped e.g. PE exercises requiring pupils to pair up and work in close proximity to each other/contact sport are stopped.</p> <p>Opportunities for outdoor learning/ sport should be prioritised where possible and when weather allows use large indoor spaces when</p>			<p><a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-</a></p>			

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		<p>weather is bad &amp; maximise natural ventilation distancing between pupils and paying scrupulous attention to cleaning and hygiene, due to the way people breathe during exercise.</p> <p>Maximising distance between pupils and continue with equipment being thoroughly cleaned is essential.</p> <p>Schools must only provide for recreational sport, team sports on the list available at <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p>			<p><u><a href="#">Guidance-in-a-PESSPA-Context-FINAL.pdf.</a></u></p> <p>PE, sport and physical activity provided by schools to their own pupils under their systems of control can continue. This includes sports in addition to their regular PE lessons. Outdoor activities prioritised where possible and pupils kept in consistent groups and equipment cleaned between bubbles</p>			
Contamination/spread of Coronavirus during music lessons	Staff, pupils Virus spread in water droplets that are expelled from the body through breathing,	<p>Singing should be,</p> <ul style="list-style-type: none"> <li>• Small groups</li> <li>• If indoors use a large room if possible, with high ceiling</li> <li>• Social distancing adhered to</li> </ul>						

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	singing chanting playing wind or brass instruments or shouting. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.	<ul style="list-style-type: none"> <li>• playing outside wherever possible</li> <li>• Positioning pupils back-to-back or side-to-side</li> <li>• Avoid sharing instruments, but if shared disinfect regularly including packing cases, handles, props, chairs, microphones and music stands (by pupils using them where possible)</li> <li>• Label equipment used by designated user</li> <li>• Position wind and brass players so air from instrument does not blow into another person</li> <li>• Ensure good ventilation</li> <li>• Limit handling of music scores, parts &amp; scripts</li> </ul> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensemble or school assemblies.</p> <p>Background and accompanying music should be at a level that does not encourage performers or teachers to raise their voices, if</p>			<p>Ventilation guidance:  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>If the need to share microphones, please follow guidance below:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#handling-equipment</a></p> <p><u>During National Lockdown schools must not host performances with an audience.</u></p>			



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		possible, use a microphone (if possible do not share)			<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</a>  <a href="https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19">https://www.eventsindustryforum.co.uk/index.php/11-features/14-keeping-workers-and-audiences-safe-during-covid-19</a>			
Social distancing measures – outside of lesson time	Staff, pupils	<p>School timetable reviewed, to reduce the volume of people congregating/ moving around school outside lesson time e.g.:</p> <ul style="list-style-type: none"> <li>• Assemblies in each class room or via teams</li> <li>• Break and lunch times staggered</li> <li>• Shared spaces used at reduced capacity so groups can be kept apart</li> </ul> <p>Use of shared offices, staff rooms should be minimised and reviewed to ensure occupancy limited wherever possible.</p> <p>Staff or visitors to wear or agree to wearing face coverings in indoor areas outside of classrooms i.e.</p>						

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		<p>staffrooms (some individual exemptions may apply)</p> <p>Play time activities reviewed and pupils kept in existing groups. Play areas divided into zones to facilitate this where practical. Outside play equipment cleaned between groups and not by multiple groups at the same time.</p> <p>Pupils kept in existing groups during lunch time, tables cleaned between groups, or groups to have lunch in classrooms if above not possible.</p> <p>School kitchens can operate but must comply with Government guidance:  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a> </p> <p>Avoid overcrowding in toilets/ hand washing areas e.g. by staggering times and reviewing which toilets are used by particular</p>			<p>Exemptions: Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability</li> <li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education">https://www.gov.uk/government/publications/face-coverings-in-education</a></p>			

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		<p>groups.</p> <p>Additional support provided to pupils who may struggle to follow the above measures e.g. particularly young pupils or those with special educational needs, such as social stories or use of pictorial symbols.</p> <p>Social distancing to be considered within lifts and signage displayed to reinforce this.</p> <p>Radios or phones used between staff to communicate between different parts of school to limit unnecessary movement, subject to existing safeguarding procedures.</p>						
Social distancing measures – pick up and drop off time	Staff, pupils  Parents/ guardians	<p>. Parents/ guardians advised to adhere to social distancing apart from people outside their household when collecting/ dropping off pupils and that coming on to site without an appoint is not allowed</p> <p>Locations of where pupils are</p>						

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		<p>dropped off/ collected from school reviewed to facilitate this as much as possible.</p> <p>Parents encouraged to come alone, rather than with partners/ other children where possible.</p>						
Clinically vulnerable staff/pupils or those with other risk factors e.g. BAME	Staff, pupils	<p>Shielding advice is currently in place and so all children still deemed clinically extremely vulnerable are advised not to attend school</p> <p>Pupils who remain under specialist health professional care may need to discuss their care further before returning to school</p> <p>Where a pupil is unable to attend due to complying with clinical/public health advice then immediate access to remote education should be offered</p> <p>Staff that are extremely clinically vulnerable and were 'shielding' <b>cannot return to workplace during the lockdown</b>. Those that are clinically vulnerable should maintain social distancing as much as possible a risk</p>			<p>Individual Vulnerable Person Risk Assessment to be completed in discussed with the member of staff.</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Follow gov remote education advice:  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#actions">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#actions</a></p>			

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		<p>assessment should be undertaken.</p> <p>Schools should be flexible in how these staff are deployed to enable them to work remotely or in roles that allow social distancing.</p> <p>Regular contact from managers maintained with any staff working from home, and they are kept informed of school life as much as possible. e.g. via Microsoft Teams or phone calls.</p> <p>All other staff <b>during National Lockdown</b> can continue to attend work <b>where it's not possible to work from home</b>, including those living in a household with someone who is clinically extremely vulnerable. <b>Although they should ensure they maintain good prevention practice in the workplace and home setting.</b></p>			Under very high alert, staff and employers may wish to discuss flexibilities that support clinically extremely vulnerable staff, such as staggered start times to reduce travel during rush hour.			
Individuals living in a household with a 'clinically extremely vulnerable' individual or	The 'clinically extremely vulnerable/clinically vulnerable' person	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace <b>but should ensure they maintain good prevention practice in the workplace and home settings e.g.</b>			<b>Following the reintroduction of shielding, clinically extremely vulnerable staff are advised that they should not attend the workplace. Clinically extremely vulnerable individuals are those identified through a letter from</b>			

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clinically vulnerable individual		<p>Staff must take care to observe good hand and respiratory hygiene, minimise contact and maintain social distancing where possible. Try to avoid face to face contact and minimise time spent within 1m of others.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. More <a href="#">guidance and advice on coronavirus (COVID-19) and pregnancy</a> is available from the Royal College of Gynaecologists.</p> <p>Be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID-19). This is because, although pregnant women of any gestation are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, for those women who are 28 weeks pregnant and beyond there is an increased risk of becoming severely ill, and of pre-term birth, should they</p>			the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list). Staff who are identified as clinically extremely vulnerable should follow the published guidance.			

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		<p>contract coronavirus (COVID-19).</p> <p>This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness from coronavirus (COVID-19). All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p> <p>Pupils who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all locations</p>						
Covid-19 infection-symptomatic individuals	Staff, pupils	<p>Individuals displaying or who have someone in their household who has any of the symptoms of Covid-19 (new continuous cough, high temperature, or a loss or change in normal sense of taste or smell) instructed to stay at home and self-isolate, following the <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-</a></p>			<p>Refer to Public Health England on the latest isolation times and cleaning requirements</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-</a></p>			

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		<p><a href="#">blications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection.</a></p> <p>Staff and parents frequently reminded of this.</p> <p>All schools must follow this process and ensure all staff are aware that:</p> <p>If an employee or pupil develops Covid-19 symptoms whilst onsite, they are sent home and advised to stay at home and self-isolate for at least 10 days from the onset of symptoms and only return if they do not have symptoms other than a cough or loss of sense of smell/taste and arrange to get test at <a href="https://www.gov.uk/get-coronavirus-test">https://www.gov.uk/get-coronavirus-test</a></p> <p>Keep self-isolating if temperature is still high. Other members of their household (including any siblings) should self-isolate for 10 days from the day after the symptomatic person tested positive</p> <p>Test kits are available but only used in exceptional circumstances where an individual becomes</p>			<p><a href="#">healthcare-settings</a></p> <p>Inform NSC as soon as possible of any confirmed cases: <a href="mailto:Sally.varley@n-somerset.gov.uk">Sally.varley@n-somerset.gov.uk</a>  <a href="mailto:wendy.packer@n-somerset.gov.uk">wendy.packer@n-somerset.gov.uk</a></p> <p>The advice service (or PHE local health protection team if escalated) 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 places between children and staff in different groups</p> <p>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.</p>			



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		<p>symptomatic and school believe they may have barriers to accessing the test elsewhere, Children aged 11 and under need to be helped by their parents or careers using a home test.</p> <p>Whilst awaiting collection, if the weather is appropriate pupil can be kept outside whilst waiting collection if not they can be isolated, in a separate room with closed door where possible ideally with a window open for ventilation. If not possible, they should be kept at least 2 metres from others.</p> <p>A fluid resistant surgical face mask worn by staff supervising the child while they await collection if a 2-metre distance cannot be maintained (e.g. a very young child or a child with special educational needs). If contact needed, then gloves and apron should be worn. Everyone must wash their hands thoroughly after contact with someone that is unwell.</p> <p>If an emergency arises whilst they are awaiting collection, e.g. they</p>			<p>Schools must ensure staff and pupils must isolate if required to do so having recently travelled from certain other countries:  <a href="https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive">https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-</a></p>			

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		<p>are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.</p> <p>The area where symptom individual was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e. double bagged and stored securely for 72 hours before disposing of in line with normal waste collection from site.</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.</p> <p>Individuals with symptoms will have access to testing <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> (this to be advertised to parents/ staff). Should the test result be positive, then the rest of that class/ group or anyone who has had close contact with that person will</p>			<p><u>and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</u></p> <p>NHS Test &amp; Trace link: <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> or by calling NHS119</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p> <p>Ensure active engagement with NHS track and trace process</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>			

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		<p>be sent home to self-isolate for 10 days</p> <p>Household members of those contacts sent home (class/group) do not need to self-isolate themselves unless the contact themselves then develops symptoms, in which case will need to get tested and if negative remain isolates for the remainder of the 10 days or if positive inform the school and isolate for at least 10 days from the onset of symptoms</p> <p>Covid-19 confirmed cases in school will be reported immediately to Public Health England's local health protection team delivered by NHS Business Services authority who will investigate/ advise accordingly. Tel 0300 303 8162 for specialist schools or Tel 0800 046 8687 (option 1) for advice on action to take in response to a positive case any general queries relating to Covid-19 and education should select option 3 or 4</p> <p>Parents and staff should inform schools immediately the results of</p>			<p>(skin-to-skin)</p> <ul style="list-style-type: none"> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>If schools have two or more confirmed cases within 10 days, or an overall rise in</p>			

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		a test.			<p>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.</p> <p>Public Health England has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID19).</p>			
Travel to and from site	Staff, pupils, parents, members of public	<p>Parents and pupils encouraged to walk or cycle where possible</p> <p>Families using public transport should refer to the following gov guidance  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> </p>			<p>Additional advice for parents, staff and young people can be found in government guide:  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a> </p>			

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First Aid Cover	Staff, pupils, contractors	<p>First aid cover is continually monitored to ensure adequate cover and First Aid needs Assessment reviewed if necessary, e.g. if shortage of first aid trained staff due to self-isolation.</p> <p>All staff informed of where the first aid boxes are kept.</p> <p>Children requiring first aid to be dealt with by first aiders within their group/ bubble wherever possible.</p> <p>Activity of first aiders reviewed and they act in line with Covid-19 HSE guidance  <a href="https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>  where applicable, e.g. when dealing with a visitor/ parent requiring first aid, where the first aider is unable to ascertain if the</p>			<p>Call NHS 111 for additional clinical advice or help in a non-emergency situation (for emergency situations, 999 should be called).</p> <p>PPE is not necessary when dealing with pupils and staff on site, where you are able to ascertain they are symptom free:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p>			

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		patient is symptom free and they are unable to maintain social distancing. Rescue breaths will not be given to adults – chest compressions only.						
Non-essential meetings	Staff, Contractors, visitors	Non-essential group gatherings avoided - alternative communication methods utilised where possible e.g. video calls  No face to face meetings are allowed on the school premises						
Visitors coming to site	Visitors / Parents.	No face to face talks are allowed on the school premises.  Alternative communication e.g. letters home, emails, telephone etc encouraged.  Contractors to site will wear a face covering – (unless they are exempt). Contact details (telephone numbers/ email addresses) have been updated to avoid unnecessary communication difficulties  If there are any sudden changes						

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		to the school day this will be communicated via e mail/web site and displayed on a white board at the entrance to the school car park.						
School trips	Staff, pupils	<p>Overnight and overseas educational trips will not currently take place.</p> <p>The following Gov advice should be used when considering visits: <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a></p>			In February 2021, we will review the possibility of changing our advice for overnight residential education visits to resume from Easter 2021 on the proviso the scientific evidence supports any such change.			
Statutory building compliance testing	Staff, Contractors, pupils	<p>Contractors: Frequent liaisons with compliance contractor to ensure critical inspection/ testing checks continue.</p> <p>Arrangements put in place to ensure contractors follow social distancing measures wherever possible and contractors reminded of need for good hygiene practices. Appropriate handwashing facilities on site made available to them, and</p>			<p>Where buildings have been limiting attendance to just vulnerable children and children of critical workers or had reduced occupancy, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Ensure systems are flushed through regularly. Advice on this can be found in the guidance: <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-">https://www.hse.gov.uk/coronavirus/legionella-risks-during-</a></p>			

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		<p>where possible visits are arranged outside school hours. A record of all visitors to site is kept.</p> <p>Internal: If individuals that normally carry out internal inspections/ checks are not in work, essential functions (e.g. weekly testing of the fire alarm system) are carried out by others, following appropriate instruction/ briefing.</p> <p>All required compliance tasks/ inspections carried out before parts of the site reopened, as advised by the school's compliance contractor and in line with Department of Education's advice to ensure risks such as legionella are adequately controlled.</p>			<a href="#">coronavirus-outbreak.htm</a>			
Fire Safety	Anyone on site	<p>Ensure adequate to staff on site to assist in an evacuation.</p> <p>Roles of key staff reviewed, and minimum adequate cover maintained in the event of any staff shortages e.g. due to self-isolation. Designated person(s) to</p>			Please discuss any specific concerns discuss with NSC H&S team			



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		<p>act as Fire Safety Co-ordinator in an emergency.</p> <p>Any repositioning of desks etc done in a way so as not to obstruct exit routes.</p> <p>Any existing PEEPS for staff or children reviewed to ensure any required assistance is available and it is safe for them to be on site</p> <p>Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.</p> <p>Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if involved in tasks involving naked flames e.g. lighting worship candles in assemblies and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.</p>						

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		Fire safety arrangements reviewed. Consideration given to emergency evacuations and fire assembly point e.g. groups staying together/ kept adequately separate from other groups where safe to do so.						
Concerns from all parties on the changing situation	Staff, parents, pupils	<p>Regular communication to all parties following latest government advice and provide reassurance if needed of the measures in place to reduce the risk in school. School website updated regularly.</p> <p>Department of Education Coronavirus helpline is available to staff Parents and young people where appropriate. Telephone number is: 0800 046 8687</p> <p>Staff and pupils given support and resources to promote good mental health and wellbeing. E.g. <a href="https://www.nhs.uk/oneyou/every-mind-matters/">https://www.nhs.uk/oneyou/every-mind-matters/</a></p> <p>Where available, staff reminded of school's EAP (Employee Assistance Programme). There are also free resources e.g.</p>			<p><a href="https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2">https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2</a></p> <p><a href="https://www.gov.uk/guidance/re-mote-education-practice-for-schools-during-coronavirus-covid-19">https://www.gov.uk/guidance/re-mote-education-practice-for-schools-during-coronavirus-covid-19</a></p> <p>Planning to ensure any changes to workloads do not become unmanageable e.g. use of DfE's <a href="#">workload reduction toolkit</a>.</p> <p>Consider use of school nursing team and <a href="#">health child programme</a></p> <p><a href="#">Please see Gov link for training and resources for teachers &amp;</a></p>			

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		<ul style="list-style-type: none"> <li>• <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a></li> <li>• Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892.</li> </ul> <p>All employees briefed and kept up-to-date on procedures and given opportunity to raise concerns / make suggestions.</p>			<p><a href="#">Staff to respond to wellbeing &amp; mental health as a result of Covid</a>  <a href="https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing">https://www.gov.uk/government/news/8m-programme-to-boost-pupil-and-teacher-wellbeing</a></p> <p>If staff are concerned, including those who may be clinically vulnerable or who believe they may be at possible increased risk from coronavirus, we recommend school leaders discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p>			
External Deliveries	Staff	<p>Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged.</p> <p>Hand washing after handling collections</p>						
Site Maintenance	Staff, contractors	Existing core functions e.g. external visual checks on play areas, unlocking/ locking of gates maintained.						

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		<p>Where these aren't part of someone's normal roles, it is ensured that staff have the required competencies and are briefed on safe techniques, etc.</p> <p>Work carried out in quiet times wherever possible and unnecessary contact with others avoided.</p> <p>Regular hand washing carried out</p> <p>Site walk arounds/ visual checks undertaken to identify potential hazards, paying particular attention to areas that have been out of regular use during lockdown.</p> <p>Compliance check take place as</p>						
Reduced staff numbers on site due to isolation/ working from home	Staff, pupils	<p>Where numbers of staff are affected particularly those with critical roles staff levels are reviewed to ensure minimum safe supervision levels are being maintained.</p> <p>Roles of staff are reviewed/ monitored to ensure all required core functions can be maintained</p>						

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		<p>e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin tasks, building compliance/ caretaking duties.</p> <p>Additional instruction/ information/ training given where needed to those covering changes to roles.</p> <p>:</p>						
Pupils with existing education, health and care (EHC) plans/ individual risk assessments	Pupils	<p>Education, health and care (EHC) plans and individual risk assessments for pupils are reviewed to determine the best place for the pupil, whether it be home or school. Associated discussions should include the parent/ carer, school staff, local authority staff, social workers where applicable.</p> <p>For pupils in school, staff will familiarise themselves with individual risk assessments/ care plans if they are supporting children they don't normally support.</p> <p>If different staff or pupils are present, then staff (e.g. catering</p>			<p>Risk assessments will need to be kept under review due to changing circumstances</p> <p>Please refer to the latest government guidance e.g.:</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-</a></p>			

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		<p>staff) familiarise themselves with any allergies of individuals.</p> <p>Where close personal care is needed, this is done following the EHC plan and the standard infection control precautions required for the task.</p> <p>Arrangements for obtaining/ maintaining PPE stocks for these instances put in place.</p>			<u>settings-including-the-use-of-personal-protective-equipment-ppe</u>			
Remote online learning	Pupils	<p>Keeping children safe online is essential. The statutory guidance keeping children safe in education provides schools and colleges with information on what they should be doing to protect their pupils online.</p> <p><a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education--2">https://www.gov.uk/government/publications/keeping-children-safe-in-education--2</a></p>						

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Covid-19 Lateral Flow Test delivery and storage	Staff, Covid-19 Coordinator and or Registration Assistant	<p>Inspect the test kit delivery and ensure there is no damage and that quantity and type are supplied with instructions for use.</p> <p>The test kits must be stored safely and securely indoors in temperatures between 2-30 degrees but not in a fridge or freezer.</p>			
Covid-19 Lateral test kit issuing to staff, collection point	Staff, Covid-19 Coordinator and or Registration assistant	<p>Collection point must be able to be secured to prevent unauthorised access to test kits</p> <p>Stored in temperatures between 2-30 degrees, but not in a fridge or freezer.</p> <p>Allow enough space for social distancing</p> <p>A test kit log to be used</p> <p>Instructions for use to be included in test kit</p> <p>Participation in testing is voluntary, if staff decline then they should follow the usual national guidelines on self-isolation and get tested if they show symptoms</p>			Inform staff who is acting as Covid-19 Coordinator and or Registration Assistant
Covid-19 Lateral Flow Test home testing	All Staff	<p>Home Lateral Flow Testing for staff attending site is starting from the 25<sup>th</sup> January 2021 and will be free of charge.</p> <p>Information on home testing including a <a href="#">YouTube Link</a> on how to test at home is on the Document Sharing Platform available from your school and must be made available</p>			<a href="https://drive.google.com/drive/folders/1VzUzE7zxgFMYNDdLH514UHnJBjWOWDi1">https://drive.google.com/drive/folders/1VzUzE7zxgFMYNDdLH514UHnJBjWOWDi1</a>

		<p>to all staff</p> <p>Testing kits should be used at room temperature between 15-30 degrees</p> <p>Do not eat or drink for at least 30 minutes before carrying out test</p> <p>Tests carried out the evening before 7pm on Monday and Thursday be and carried out twice a week or every 3-4 days</p> <p>Prepare a suitable area free from clutter and where you won't be disturbed. Before testing clear, clean and dry a flat area to place the test kit on then wash hands for 20 seconds and follow test kit instructions for use.</p> <p>If any incidents happen whilst testing at home contact Greg bath or Elaine Jackson at school with details</p> <p>Dispose the test kit in the bag provided and into your normal waste</p> <p>You must report the test results online at <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a> or by calling the phone number in your test kit's instructions.</p> <p>Report the test results whatever it is to your school by the link provided.</p> <p>If a positive test is recorded, then you and your household must self-isolate and follow government guidelines</p>			<p>Covid-19 Coordinator/Registration assistant to complete the incident reporting form</p>          <p>Complete a schools Covid-19 test result register for staff – supplied in the primary schools document sharing platform</p>
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