

Site Address / Location

Belvoirdale Primary School, Scotlands Road, Coalville LE67 3RD

**Please read and refer to [Belvoirdale Reopening Guidance](#).** This provides detailed and clear actions and guidance for all stakeholders at Belvoirdale.

**Attendance: All children and staff are expected to attend.** Where the child, young person or staff member tests positive, the rest of their class/bubble within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

**Senior Leaders:** A senior leader (HT or DHT) will be on site at all times. Both are first aid trained.

**Safeguarding:** A DSL will be on site at all times.

**Person becomes unwell during the day. Please refer to:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-on-1-june>

**This risk assessment is for guidance only and must be adapted to include any further hazards and subsequent control measures. It is intended for activities within the school premises only. Once completed, please ensure initial risk ratings are added.**

*As part of planning for full return in the autumn term, it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term. Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.*

**Engage with the NHS Test and Trace process:** Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to: book a test, self-isolate. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. **Health Protection Team (PHE) 0344 2254 524 (option 1)**

**Schools should ask parents and staff to inform them immediately of the results of a test:** 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

**Guidance for full opening: schools. Please refer to:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**[DfE coronavirus helpline Telephone 0800 046 8687](#)**

Your unique organisation number is:

29279148

- Please remember that the Education Effectiveness telephone number 0116 305 3365 should be used as the **first point of contact for schools** with the LA including notification of serious incidents. It is covered outside normal office hours for emergencies.
- Please ensure that you **let Social Care and Children and Families Wellbeing Service know if a child known to them is sent home to isolate** due to Covid
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**System of control:** This is the set of actions schools must take.

**Prevention: 1)** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do

not attend school. **2)** clean hands thoroughly more often than usual. **3)** ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. **4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach. **5)** minimise contact between individuals and maintain social distancing wherever possible. **6)** where necessary, wear appropriate personal protective equipment (PPE). *Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.*

**Response to any infection:** **7)** engage with the NHS Test and Trace process. **8)** manage confirmed cases of coronavirus (COVID-19) amongst the school community. **9)** contain any outbreak by following local health protection team advice. *Numbers 7 to 9 must be followed in every case where they are relevant.*

**Attendance:** School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools’ responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct

**For further advice on clinical and/or public health advice please refer to:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> **Pupils who are shielding or self-isolating**

**PPE:**

The majority of staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

**PPE is only needed in a very small number of cases:**

- Children, young people or learners who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.
- Where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained.
- Where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

**It is advised that schools carry out an inspection of the premises before full opening and record the findings.**

**Monitoring and review of risk controls**

It is important that employers know how effective their risk controls are. They should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls.



Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (/--/--)	Done?
Coming into contact with individuals who are unwell	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff, pupils, visitors and contractors do not come into the school if they have COVID19 symptoms or have tested positive in the last 10 days.</li> <li>Anyone developing COVID19 symptoms is sent home.</li> <li>Persons who have symptoms will isolate for at least 10 days and will not be in school.</li> </ul>	M	M	H	Engage with the NHS test and trace.  Education Effectiveness telephone number 0116 305 3365 should be used as the first point of contact for schools with the LA including notification of serious incidents. It is covered outside normal office hours for emergencies.  Inform Social Care and Children and Families Wellbeing Service know if a child known to them is sent home to isolate due to Covid.				RD, CH		
<b>LOCKDOWN 3</b> Reduced number of adults in school	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Reduced capacity due to DfE critical list guidance</li> <li>Staff rota to ensure minimal number of staff per class</li> </ul>				As above				SLT and all staff		
A pupil shows symptoms of COVID19 whilst in school	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>A pupil awaiting to be collected, is moved, if possible, to a room where they can be isolated behind a closed door (<i>depending on the age and needs of the pupil</i>) with appropriate adult supervision if required.</li> <li>Windows are open for ventilation.</li> </ul>	M	M	H	Parent/Carer informed and asked to collect the child from school  Seek support and advice from PHE				RD, CH		

		<ul style="list-style-type: none"> <li>PPE is worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>The area around the pupil with symptoms is cleaned after they have left. (See cleaning hazard)</li> <li>Everyone washes their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> </ul>				Isolation area is cleaned						
<b>Staff exiting cars in staff car park</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Staff are encouraged to cycle or walk to work.</li> <li>Courtesy when alighting cars to maintain 2m distance where appropriate.</li> <li>Face masks are worn when entering and exiting school</li> </ul>	L	M	L	-Car Park will be monitored for issues with social distancing. -Gates to the carpark will be locked at all times. Access only granted to staff and deliveries	L	L	L	All	Ongoing	
<b>Groups arriving and leaving school (Start and end of the day)</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Start and finish times are staggered (see re-opening Guidance timetables)</li> <li>Groups, parents and children are encouraged to keep social distance</li> </ul>	L	L	H	-Staff release chd to parents -Staff are aware and visible of adults and chd arriving and leaving -School employs clear signage and one-way system -Regular texts to parents to remind and encourage social distancing -Investigate the removal of bike	L	L	M	All RD. CH	ongoing	

					shelter to widen the path for parents (28-08-2020)						Shelter removed Oct 2020
<b>LOCKDOWN 3 Groups arriving and leaving school (Start and end of the day)</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• Lear and advanced communication with parents</li> <li>• Signage clearly displayed</li> <li>• Request for minimal adults bringing chd to school</li> </ul>	<b>H</b>	<b>H</b>	<b>H</b>	SLT presence outside at start and end of the day				SLT	
<b>Doffing face masks/coverings on arrival at school</b>	Staff, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• On arrival at school, pupils and staff using public transport, doff their face masks/covering and wash their hands thoroughly.</li> <li>• Pupils are instructed not to touch the front of their face covering during use or when removing them. Pupils and staff must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin.</li> <li>• Reusable face coverings are placed in a plastic bag that can be take home with them.</li> <li>• Hands are wash again before heading to their classroom.</li> </ul>	<b>L</b>	<b>L</b>	<b>M</b>	-Face masks/covering should be doffed, as in the further controls, if wearing to travel in any circumstances, i.e. car, walking. -SLT to monitor entrances and exits as often as possible to reinforce the wearing of face masks	<b>L</b>	<b>L</b>	<b>M</b>	All RD. CH	On going

<p><b>Use of public transport/school buses</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Pupils and staff are encouraged to cycle or walk to work.</li> <li>• Establish robust communication links with transport provider. Meeting in preparation of re-opening to confirm operational controls</li> </ul>	L	L	H	<p>-Pupils encouraged to bring bikes, scooters to school. -<i>Active Travel</i> schemes promoted by sports ambassadors -Aware of social distancing when locking -Banner placed on school railings regarding parking and driving to school -Chd reminded that scooters/bikes are allowed in newsletter</p>	L	L	M	RD, CH WP	ongoing	Active travel month Oct 2020
<p><b>Use of private hire coaches/Minibuses</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Establish robust communication links with transport provider. Meeting in preparation of re-opening to confirm operational controls</li> <li>• Roberts coaches have provided a risk assessment for staff and chd</li> <li>• See separate Roberts risk assessment</li> </ul>	L	L	H	<p>-DfE guidance issued on 28-08-2020 states that chd under 11 yrs of age do not need to wear face masks on private buses -All staff to be given Coach risk assessment -Oct 2020 SLT decision NOT to use any form of private hire coach in the Aut term. To be reviewed in Jan 2021</p>	L	L	L	RD		

<p><b>Visitors to site incl. Reception Area</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Visitors to site are monitored.</li> <li>• Where possible- Only visitors with prearranged appointments are allowed on site (non-parents).</li> <li>• Visitors are asked if they currently have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19 (within the last 14 days), before they arrive on site.</li> </ul>	<p><b>M</b></p>	<p><b>H</b></p>	<p><b>H</b></p>	<p>-Bookings via phone or email include instructions to wear face masks on entrance- -Signage to be displayed at school entrance including the list of symptoms advised. -Only 1 person to wait in the outer conservatory reception foyer at a time. -Distancing lines will be placed on the floor outside of the reception outdoor hatch. -Communications with parents/visitors will be dealt with whilst the hatch is closed wherever possible. -On entry to the building, visitors will be required to cleanse their hands with antibacterial gel then sign in. -Visitors will sign in on a daily 'sheet' on a stand that is distanced away from the indoor reception hatch. -Pens will be sanitised before and after each use. -Visitors will collect a visitor badge. Badges are to be wiped down before and after use using anti-bacterial wipes.</p>	<p><b>M</b></p>	<p><b>M</b></p>	<p><b>M</b></p>	<p>RD, CH</p>	<p>26.08.20</p>	
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						<p>-Badges for visitors will be clip on badges only.</p> <p>-Indoor reception area will be temporarily re-designed to accommodate social distancing measures.</p> <p>-Only 1 person to wait in the indoor reception foyer at any time. Indoor reception window will remain closed.</p> <p>-Deliveries will be left in the outdoor conservatory reception area and not handed to staff. -- Disposable gloves will be worn when handling parcels and hand washing will be required immediately following.</p> <p>-Only 1 staff member to be in the office at any one time.</p> <p>-Door to remain shut- where possible</p> <p>-Office area to remain a separate Bubble</p>						
<p><b>LOCKDOWN 3</b>  <b>Visitors to site incl.</b>  <b>Reception Area</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors.  Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Visitors are not allowed on site unless delivering</li> <li>• Students, volunteers, supply teachers and music teachers not allowed</li> <li>• SEND, Social workers, emergency services allowed in exceptional circumstances</li> </ul>	H	H	H	-As above				SLT		

<p><b>Visiting Practitioners:</b>  <b>-Social Workers</b>  <b>-EAL</b>  <b>-SEND/SALT</b>  <b>-EP</b>  <b>-LEICS MUSIC</b>  <b>-Maintenance</b>  <b>-Arts practitioners</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors.  Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Visitors to site are monitored.</li> <li>• Where possible- only visitors with prearranged appointments are allowed on site (non-parents).</li> <li>• Visitors are asked if they currently have any symptoms of COVID19 or have had contact with anyone who has symptoms of COVID19 (within the last 14 days), before they arrive on site.</li> <li>• <b>Leics questionnaire completed indicating schools wish to accept visitors</b></li> </ul>	M	H	H	<p>-School discusses and sends risk assessment to all pre-arranged visitors- Where possible  -Visitors are informed of procedures before coming to the site  -Library is used to hold various pupil/adult/parent meetings-area is sanitised before and after use  -Questions returned to rdax@belvoirdale.leics.sch.uk  -Signage to be displayed at school entrance including the list of symptoms advised.  -Only 1 person to wait in the outer conservatory reception foyer at a time.  -Distancing lines will be placed on the floor outside of the reception outdoor hatch.  -Communications with parents/visitors will be dealt with whilst the hatch is closed wherever possible.  -On entry to the building, visitors will be required to cleanse their hands with antibacterial gel then sign in.  -Visitors will sign in on a daily 'sheet' on a stand that is</p>	M	M	M	RD, CH		
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					<p>distanced away from the indoor reception hatch.</p> <ul style="list-style-type: none"> <li>-Pens will be sanitised before and after each use.</li> <li>-Visitors will collect a visitor badge. Badges are to be wiped down before and after use using anti-bacterial wipes.</li> <li>-Visitors will be shown to the pre-arranged room.</li> <li>-While in school, visitors will follow school Covid guidance.</li> <li>-Instruments, props, artefacts and apparatus will either be wiped with anti-bacteria wipes before and after use (not passed from child to child) or used for display (non-touch only).</li> <li>-If facilitating interviews of children- appropriate distance will be used and maintained. Face masks may be worn at own discretion.</li> <li>-staffroom facilities can be used by visiting practitioners</li> <li>-Badges for visitors will be clip on badges only.</li> <li>-Indoor reception area will be temporarily re-designed to accommodate social distancing</li> </ul>					
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					measures. -Reception chairs will be removed. Only 1 person to wait in the indoor reception foyer at any time. Indoor reception window will remain closed. -Deliveries will be left in the outdoor conservatory reception area and not handed to staff. - Disposable gloves will be worn when handling parcels and hand washing will be required immediately following. -Only 1 staff member to be in the office at any one time. --Door to remain shut.						
<b>Social distancing not being carried out at drop off time.</b>	Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Drop off times will be staggered. Please refer to Opening guidance Aut 2020</li> <li>Arrangements for drop off (including access to the site and children's classrooms) are communicated to staff, pupils and parents/guardian in advance.</li> <li>Waiting 'zones' are communicated to pupils, parent and guardian before arrival to the site.</li> <li>Only one parent/guardian attends the school, where possible.</li> </ul>	<b>M</b>	<b>M</b>	<b>M</b>	Staggered arrival times are EYFS – 9.15 am Year 1 / 2 – 9.15am Year 3 / 4- 8.45am Year 5 / 6 – 9.00am -Parents & children will be met at the front gate by a member of SLT and directed to their assigned 'waiting zone' if asked -Children will enter the classroom one at a time (called in individually by the group leader) and will be seated asap.	<b>M</b>	<b>M</b>	<b>M</b>	RD, CH MG	26.08.20

		<ul style="list-style-type: none"> <li>• Direct access to the pupils allocated classroom is available. i.e. final emergency exits.</li> <li>• Signage will be displayed around the external parts of the school to remind parents of social distancing measures. E.g.</li> </ul> 				<p>-School gates will be locked at 9.20am. If a child arrives after this time they will ring the buzzer to alert the office. A member of staff will meet them at the gate and escort them to the classroom via an outdoor route. A late child will not enter the main school reception area where possible</p> <p>-Registers will be taken electronically.</p> <p>-LSA to give dinner registers to school office only-no chd through school</p> <p>-The school has produced detailed guidance that will be communicated to all parents via email and text. This will also include any additional arrangements for drop off and collection.</p>						
<b>Use of cloakroom/toilet areas</b>	Staff and pupils Reduced infection control which may result in spread of COVID19	<p>-Pupils belongings will be stowed in a bag which will be stored in cloakroom areas. These areas are visited one bubble at a time and monitor by staff. the back of the pupils' chair or underneath their table.</p> <p>-Where possible, small numbers of pupils</p>	<b>M</b>	<b>M</b>	<b>M</b>	<p>-Staff to ensure that pupils have washed their hands thoroughly after visiting the toilet and ask pupils to use hand sanitiser gel on entry back into the classroom. (Hand sanitiser provide in every classroom)</p>	<b>M</b>	<b>M</b>	<b>M</b>	ALL	Ongoing	

		<p>will use the toilet at any one time.</p> <p>-Staff will inform SLT/cleaning staff of any issues. (See cleaning hazard and controls).</p>				<p>Soap and hot water in every toilet and any areas used for personal care of pupils.</p> <p>Towel rolls will not be in use in toilets. Pupils will only use disposable hand towels.</p> <p>-Lidded bins will be placed in toilets for the disposal of paper towels.</p>						
<b>LOCKDOWN 3 Use of cloakroom and toilet areas</b>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<p>Reduction of pupils in each part of the school allows for clearer lines of separation to be established.</p> <p>- One bubble will use one toilet which is used by no other bubble</p> <p>-Staff will inform SLT/cleaning staff of any issues. (See cleaning hazard and controls).</p>	<b>H</b>	<b>H</b>	<b>H</b>	As above				All staff		
<p><b>Social distancing not being carried out within the classroom.</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Arrangements for the day are communicated to staff, pupils and parents/guardian.</li> <li>• Staff and pupils will remain in bubble groups. (class bubbles)</li> <li>• Teachers (and other staff) are</li> </ul>	<b>M</b>	<b>H</b>	<b>H</b>	<p>-Soap and hot water in every classroom.</p> <p>-Hand sanitiser in every classroom.</p> <p>-Disposable tissues in every</p>	<b>M</b>	<b>L</b>	<b>L</b>	ALL MG & Cleaner	Ongoing	

		<p>allocated to a bubble/group and remain with their allocated group, as far as possible, during the day and on subsequent days.</p> <ul style="list-style-type: none"> <li>• The group distance themselves from other groups where possible.</li> <li>• EYFS are encouraged and taught to social distance where possible.</li> <li>• Desks are placed so that chd are facing forward at all times.</li> <li>• Pupils are allocated a desk and are seated at the same desk each day.</li> <li>• Pupils remain in the same classroom throughout the day where possible</li> <li>• Children will be allocated basic equipment to use each day which will be stored in a 'labelled' pot/tray on their desk. The equipment will be used solely by the named individual. [Pen, pencil, ruler, scissors, glue stick, rubber, selection of coloured pencils, white board pen, whiteboard)</li> </ul>				<p>classroom.</p> <ul style="list-style-type: none"> <li>-Soap, hand sanitiser and tissues will be checked daily and replenished by cleaning staff/premises officer.</li> <li>-Windows in all classrooms to be kept open to allow for ventilation.</li> <li>-Children who normally receive 1-1 support (EHCP children) will receive support in the same way.</li> <li>-The behaviour policy will be adapted so that any severely disruptive children will be removed from the classroom by a member of SLT and taken to another isolated area. If the child cannot re-enter the classroom, they will be asked to continue their learning at home for the remainder of the day.</li> <li>-Movement around school will be at minimum. Children will stay in their classroom for the majority of their time at school.</li> <li>-Access to outside areas will be</li> </ul>						
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					via an outdoor classroom door.						
<b>LOCKDOWN 3 Social distancing not being followed in classrooms</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Reduction of pupils per class</li> <li>Whole sch re-evaluation and discussion of risk assessment</li> <li>Face shields provided to all staff</li> <li>Visitors to classrooms are prohibited</li> </ul>	H	H	H	<ul style="list-style-type: none"> <li>Pupils are not allowed in other classrooms</li> <li>Pupils are not allowed in hall unless for PE</li> </ul>				All staff	
<b>Sharing equipment</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Pupils do not share equipment as far as practically possible.</li> <li>Children will be allocated basic equipment to use each day which will be stored in a 'labelled' pot/tray on their desk. The equipment will be used solely by the named individual. [Pen, pencil, ruler, scissors, glue stick, rubber, selection of coloured pencils, white board pen, whiteboard)</li> <li>I-pads will be used and cleaned in class before being returned to office where they will be cleaned again</li> <li>Teaching resources are not removed from the setting</li> <li>Pupils do not bring in any equipment from home.</li> </ul>	M	H	H	<ul style="list-style-type: none"> <li>-Library and classroom reading books will be wiped and quarantined when returned to school by being placed in a labelled box.</li> <li>-Library timetable adapted to use only half a class to visit at any time</li> <li>-Where children share equipment, for example bikes/tricycles in EYFS, then the equipment must be wiped down with antibacterial spray before it is used by another child.</li> <li>-Specific items in EYFS- these items are used together with the strict hand sanitiser routine for the children:</li> <li>-Sand- used daily- cleaned weekly outside in sand pit with Milton fluid</li> <li>-Water tray- cleaned and changed daily</li> </ul>	M	L	L	ALL	Ongoing





		<ul style="list-style-type: none"> <li>• Use of toilets to ensure that social distancing is maintained as far as practicable, consider how numbers using the facilities will be monitored. 1 child in the toilet at any time.</li> <li>• Hand washing arrangements discussed with LTS.</li> <li>• Flexibility on length of breaks</li> </ul>				<p>KS2 playground will be out of use. Pupils will be asked to bring in a labelled water bottle which will be kept on their individual desk.</p> <p>-Hand washing will be performed regularly by staff and pupils at the following times (list not exhaustive):</p> <p>-Arrive at School</p> <p>-Before &amp; After Break and dinner time.</p> <p>-Before &amp; After Eating</p> <p>-Before &amp; After Toilet Use</p> <p>-Before Leaving School</p>						
<p><b>Social distancing not being carried out at lunch time</b></p>	<p>Staff, pupils, visitors and contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• All the potential control measures suggested for break times. (See above)</li> <li>• Pupils to wash their hands before and after eating and encouraged not to touch their mouth, eyes and nose.</li> <li>• Pupils will be requested to bring pack lunches. Pupils in receipt of FSM will receive a packed lunch provided by school.</li> <li>• Cleaning regimes to be established for after eating packed lunches in the classroom.</li> </ul>	<b>M</b>	<b>H</b>	<b>H</b>	<p>-Water fountains in the KS1 and KS2 playground will be out of use.</p> <p>-Pupils will be asked to bring in a labelled water bottle which will be kept on their individual desk. -</p> <p>-Where a pupil does not bring a plastic water bottle they will be issued with a plastic cup which will be disposed of at the end of the day.</p> <p>-No equipment to be used by pupils at dinner time.</p> <p>-Pupils will eat their lunch in their allocated classroom.</p>	<b>M</b>	<b>L</b>	<b>L</b>	ALL	Ongoing	

<p><b>Social distancing not being carried out at pick up</b></p>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Pick up times are staggered in proportion to the drop of times.</li> <li>• Arrangements for pick up are communicated to staff, pupils and parents/guardian in advance (zoning system).</li> <li>• Waiting 'zones' are communicated to pupils, parent and guardian before arrival to the site.</li> <li>• Only one parent/guardian attends the school to collect child/children.</li> <li>• Parents/carers will not be allowed access to the pupils allocated classroom.</li> <li>• One-way systems are used around the site. Signage will be displayed around the external parts of the school to remind parents of social distancing measures. E.g.</li> </ul> <div data-bbox="674 1018 936 1145"> </div>	<p><b>M</b></p>	<p><b>H</b></p>	<p><b>H</b></p>	<p>Staggered pick up times are:  EYFS – 2.50 pm  Year 1 / 2 – 2.50 pm  Year 3 / 4 – 3.00 pm  Year 5 / 6--3.10 pm  -At home time, children will be seated at their desks. They will exit the classroom one at a time (called out individually by the group leader).  -The School has produced detailed guidance which will be communicated to all parents/carers via Weduc. This will also include any additional arrangements for drop off and collection.  -Signage will be displayed around the external parts of the school to remind parents of social distancing measures.  -In/Out signage required for external areas.</p>	<p><b>M</b></p>	<p><b>M</b></p>	<p><b>M</b></p>	<p>ALL</p>	<p>26.08.20 Ongoing</p>	
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<p><b>Outdoor play/PE</b></p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Access to outside areas and the school hall (outside of break and dinner times) will be timetabled to ensure the safe use of space.</li> <li>• Physical education will take place with equipment being cleaned after use.</li> <li>• Teacher ensuring social distancing is in place.</li> </ul>	<p>M</p>	<p>H</p>	<p>H</p>	<p>-No access to outdoor large play equipment. (E.g. Pirate Ship) -P.E. Equipment if used will be cleaned and sanitised after each use.</p>	<p>M</p>	<p>M</p>	<p>M</p>	<p>ALL</p>	<p>Ongoing</p>	
<p><b>Swimming</b> Cancelled in September 2020 due to parental concerns</p>	<p>Staff and pupils Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>• Only bubbles will attend swimming. Once a week for one term. E.G. Yr 5/6 Juniper class from Sept to Dec</li> <li>• Exit/enter school via KS2 gate (not through school)</li> </ul>	<p>M</p>	<p>H</p>	<p>H</p>	<p>-Please see separate swimming risk assessment provided by King Edward sch (Castle Rock School) -Please see separate Roberts coach transport assessment regarding seating, face covering, driver contact</p>	<p>M</p>	<p>M</p>	<p>M</p>	<p>SJC, CH, RD, JT,</p>		
<p><b>Carrying out 1<sup>st</sup> aid</b></p>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)  This activity requires the 2mtr social distancing</p>	<ul style="list-style-type: none"> <li>• A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life threatening condition use St John's ambulance guidance (link at end of document).</li> <li>• If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them. (Isolation room has been identified as the outdoor First Aid room)</li> <li>• Persons who have symptoms will isolate for 7 days and will not be in</li> </ul>	<p>M</p>	<p>H</p>	<p>H</p>	<p>-All First Aiders trained to HSE standard. -The school will ensure they have adequate supply of face coverings, disposable gloves and aprons available for staff use. -Cleaning materials and methods of use will be subject to the COSHH Regulations. -All waste will be bagged, tied and disposed of in the lidded bin inside the first aid room. -The bin will be emptied daily and</p>	<p>M</p>	<p>M</p>	<p>M</p>	<p>ALL First Aiders MG</p>	<p>Ongoing</p>	

	<p>rule to be broken. This could lead to either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the person's eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>school.</p> <ul style="list-style-type: none"> <li>• Staff member conducting first aid duties will wear PPE: Face mask, disposable gloves, disposable plastic apron</li> <li>• The first aider will wash their hands for at least 20 seconds with soap and water before first aid duties.</li> <li>• The first aider will cover any cuts on their hands with water proof plasters prior to putting on gloves.</li> <li>• Latex gloves will be avoided to remove the risk of allergic reaction.</li> <li>• The first aider will avoid touching any part of a dressing that will come in contact with a wound.</li> <li>• After each first aid treatment is given, all equipment and surfaces used will be cleaned and disinfected.</li> <li>• After using the face masks and gloves they will be correctly removed and disposed of appropriately.</li> <li>• Gloves will be replaced for each individual patient.</li> <li>• First aiders have been given information on how to correctly put on and remove their PPE.</li> <li>• No food will be stored or eaten in the first aid room.</li> <li>• After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20</li> </ul>				<p>cleaned with disinfectant. School waste is quarantined for 72 hours before being placed into main dustbins.</p>						
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		<p>seconds before commencing any further work.</p> <ul style="list-style-type: none"> <li>There is a dedicated room for first aid that will be used solely for first aid treatment to help prevent bodily fluids contaminating other parts of the building. (Outdoor First Aid Room)</li> </ul> <p><b>WHERE A PUPIL VOMITS:</b></p> <ul style="list-style-type: none"> <li>-PPE will be worn before cleaning.</li> <li>-Disposable will follow the same procedures as above:</li> <li>-All waste will be bagged, tied and disposed of in the lidded bin inside the first aid room.</li> <li>-The bin will be emptied daily and cleaned with disinfectant.</li> </ul> <p>School waste is quarantined for 72 hours before being placed into main dustbins.</p>									
<b>Intimate care</b>	<p>First Aider Person being treated by the first aider. (Carrying out 1<sup>st</sup> aid may require the 2mtr social distancing rule to be broken)</p> <p>This activity requires the 2mtr social distancing rule to be broken. This could lead to</p>	<ul style="list-style-type: none"> <li>The staff member providing the intimate care will wash hands thoroughly before and after providing intimate care, using soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>Disposable gloves will be used for intimate care of a child. Gloves will be removed following use and disposed of appropriately.</li> <li>NHS hand washing posters have been installed above sinks to give information on good hand washing techniques.</li> <li>Children, young people and students whose care routinely already</li> </ul>	<b>M</b>	<b>H</b>	<b>H</b>	<p>-All waste will be bagged, tied and disposed of in a labelled yellow hazard bag and place in the nappy bin in the disabled toilet. A member of SLT should be notified.</p> <p>-The bin will be emptied daily and cleaned with disinfectant.</p> <p>-The school will ensure they have adequate supply of face coverings, disposable gloves and aprons available for staff use.</p>	<b>M</b>	<b>M</b>	<b>M</b>	RD, CH	26.08.20 Ongoing

	<p>either person involved in becoming infected with COVID-19 through close contact with an asymptomatic carrier, transmitting the virus through bodily fluids or respiratory droplets entering the person's eyes, nose or mouth.</p> <p>The First aider may have an allergic reaction to latex gloves.</p>	<p>involves the use of PPE due to their intimate care needs will continue to receive their care in the same way, using the same PPE as they have always done for this task. This PPE will include:</p> <p><b>Gloves Apron Face Covering</b></p> <ul style="list-style-type: none"> <li>• If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if 2 meters social distancing cannot be maintained.</li> <li>• After using the face masks, aprons and gloves they will be correctly removed and disposed of appropriately.</li> <li>• If contact with the unwell child or young person is necessary, then disposable gloves, a disposable apron and a face mask should be worn by the supervising adult. If there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</li> </ul>										
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<p><b>Social distancing not being carried out during the use of Staff facilities</b></p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Consider the number of staff that can be accommodated in the area to achieve social distancing and rearrange the furniture where possible</li> <li>Consider the use of another room in addition to usual one and/or outside if weather permits</li> <li>Staggering of break times to reduce numbers</li> <li>Use of signs to inform of hand washing prior to entering/using facilities.</li> <li>Reusable sponges are removed</li> <li>Each staff member will be required to wipe down any surfaces they have used with antibacterial spray and a disposable cloth/paper towel and dispose of these in a lidded bin.</li> <li>Operation of dishwasher/water dispenser's procedures</li> </ul>	M	H	H	<p>-Chairs arranged to accommodate social distancing measures. -The Hexagon classroom will be used as an additional space for staff to rest and to work. -Staff are reminded to social distance through signage and - staff communications. -Crockery and cutlery will be placed directly into the dishwasher following use or washed thoroughly using hot soapy water. This must be completed by the member of staff using the equipment and not left for another member of staff.</p>	M	M	M	All staff	Ongoing	
<p><b>LOCKDOWN 3 Social distancing not being carried out during the use of Staff facilities</b></p>	<p>Staff, pupils, visitors and contractors Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Re-evaluation and training of procedures at Jan 2021 INSET</li> <li>Signage improved for each staff area</li> <li>Face shields provided for all staff</li> <li>Staff rota established so that minimum number of staff in school each day</li> </ul>	H	H	H	As above				SLT & ALL		
<p><b>Social distancing not being carried out during Catering provision</b></p>	<p>Staff, LTS Catering/Catering Staff from external company, pupils, visitors and</p>	<ul style="list-style-type: none"> <li>Establish robust communication links with hot meal provider. Meeting in preparation of re-opening to confirm operational controls</li> <li>Hand cleaning facilities to be</li> </ul>	L	L	L	<p>-At present time (26-08-2020) All school lunches will be ordered and delivered to the classroom. -Chd will consume their cold school dinners in first half hour of</p>	L	L	L	All RD, CH, JC	ongoing	



	<p>contractors</p> <p>Reduced infection control which may result in spread of COVID19</p>	<p>available upon entering hall and when leaving</p> <ul style="list-style-type: none"> <li>• Confirm how pupils will receive their meals. Queuing or brought to them. (Meals may be pre-packed)</li> <li>• Checking that all pupils' food allergy information is up to date</li> <li>• Delivery arrangements for meals if not cooked on site to maintain social distancing</li> <li>• After service collection arrangements for containers (Communication with provider)</li> <li>• Service arrangements</li> <li>• Facilities to stagger service times to avoid congestion and contact</li> <li>• Staffing required to extend service times (Internal and external staffing)</li> <li>• Clearing of dining room following each service including equipment used and the cleaning of that equipment including chairs, tables and door handles</li> <li>• Consider additional training that will be required by lunchtime supervisors and what additional protective equipment will be required. (Gloves/aprons)</li> </ul>				<p>dinner break in their classrooms with LTS supervision</p>						
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<b>Assembly</b>	Staff and pupils, Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Assemblies will take place with the headteacher visiting each classroom.</li> <li>Head/teaching staff addresses individual groups, within their classroom. .</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>-Headteacher to remain socially distanced from staff and pupils when visiting classrooms.</li> <li>- Headteacher to sanitise before and after entry and leaving.</li> <li>Headteacher not to have contact with individual chd or furniture where possible</li> </ul>	L	L	L	RD	Ongoing	
<b>LOCKDOWN 3 Assembly</b>	Staff and pupils, Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>Face to face assemblies will cease</li> <li>All assemblies online via Teams</li> </ul>	M	M	M					SLT		
<b>Arrival at school for Breakfast club</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>All chd attending breakfast club</li> <li>Start: 8am should enter the school via the main entrance and the school reception/Office</li> <li>Chd enter hall and are taken to bubble table</li> </ul>	M	M	M	<ul style="list-style-type: none"> <li>-20 places in total (1:10 ratio)</li> <li>-Parents reminded that they do not enter the school</li> <li>-parents reminded that start time is essential and no earlier or later</li> <li>-Staff to seat chd at bubble tables</li> <li>-Chd to remain seated at all times unless invited to que or return plates</li> </ul>	L	L	L	RD, CH DA, HJ LS, LP MG,		
<b>LOCKDOWN 3 Wrap around care</b>	Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19	Before and after school provision will cease								SLT		

<p><b>Breakfast Club</b> (See also separate RS)</p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>8am to 8.45am</li> <li>Food is served from 8to 8.30am only</li> <li>8.30am to 8.45- one member of staff to wash up-</li> <li>Chd to wash hands before eating</li> <li>Chd to sanitise before eating</li> <li>Chd seated in bubble groups</li> <li>Staff to take orders and to serve chd at their tables</li> </ul>	L	L	L	<ul style="list-style-type: none"> <li>-8am to 8.45am</li> <li>Food is served from 8to 8.30am only</li> <li>8.30am to 8.45- one member of staff to wash up-</li> <li>Chd to wash hands before eating</li> <li>Chd to sanitise before eating</li> <li>Chd seated in bubble groups</li> <li>Staff to take orders and to serve chd at their table</li> </ul>	L	L	L	RD, CH DA, HJ LS, LP	ongoing	
<p><b>Cleaning</b></p>	<p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>A detailed cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. work surfaces, door handles, taps etc. are all thoroughly cleaned and disinfected regularly.</li> <li>Hard surfaces to be cleaned with soap and water prior to disinfecting.</li> <li>Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc.</li> <li>Paper towels, tissues, hand sanitiser, classroom PPE supplies and hand wash etc are to be checked and replaced as needed by the Premises Officer and cleaning staff.</li> <li>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</li> <li>Please refer to the school's COSHH risk assessments for further control</li> </ul>	M	H	H	<p>-Daily deep cleaning implemented by Premises Staff. -Staff and support staff will be required to regularly wipe down key areas such as desks, telephones, ICT equipment and door handles etc. with antibacterial spray. -Regular cleaning of water dispensers will be required. -Cloth hand towels are not to be used during the COVID-19 pandemic. -Bin liners will be replaced daily to avoid transmission of fluids or remnants of the virus on packaging/tissues etc.</p>	M	M	M	MG & Cleaners	Ongoing	

		<p>measures in relation to cleaning chemicals used.</p> <ul style="list-style-type: none"> <li>• PPE required for cleaning will be noted in the outcome of the COSHH risk assessments conducted for cleaning chemicals used.</li> <li>• Bin liners should be used in all bins and waste bins should be emptied into the external waste bin/skip.</li> </ul>									
<b>LOCKDOWN 3 Cleaning</b>	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• School open and closing times reduced</li> <li>• Open at 7.30am</li> <li>• Close at 5.00pm</li> </ul>	H	H	H	End of day is 3pm and therefore cleaning staff can begin work earlier and therefore finish earlier- Teaching Staff invited to leave school site by 3.15pm				SLT & MG	
<b>Carrying out daily building maintenance</b>	Staff and pupils. Reduced infection control which may result in spread of COVID19	<ul style="list-style-type: none"> <li>• General maintenance is carried out when the school is closed to staff and pupils. (See lone working risk assessment).</li> <li>• Only essential maintenance is carried out during school opening hours.</li> <li>• Staff are informed of any maintenance being carried out in communal areas, toilets, etc., and the area is cordoned off.</li> <li>• Social distancing is maintained throughout working procedures.</li> </ul>	M	H	H	-All Contractors will be briefed on the expectations whilst in the school on their arrival. -Contractors will confirm that they are not carrying any symptoms of the virus or have members of their household with symptoms. This information will be requested on arrival. Signage will be displayed in Reception.	M	M	M	MG	Ongoing

<p><b>Contractors working on site</b> (See also visiting practitioners)</p>	<p>Staff, pupils, parents/guardian, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Contracted work is carried out when the school is closed to staff and pupils.</li> <li>Any documentation required is sent/received prior to the contractor arriving on site.</li> <li>Safe systems of work/Risk assessment, which include COVID19 control measures, are received and agreed by the school before work commences.</li> </ul>	M	H	H		M	M	M	MG	Ongoing	
<p><b>The appropriate use of air conditioning and ventilation</b></p>	<p>Staff, pupils, visitors and contractors. Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>General ventilation</li> <li>-Ensure an adequate supply of fresh air in the workplace.</li> <li>-Good ventilation can help reduce the risk of spreading coronavirus, so focus on improving general ventilation, preferably through fresh air or mechanical systems.</li> <li>-Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors).</li> <li>-Also consider if you can improve the circulation of outside air and prevent pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained.</li> <li>-The risk of transmission</li> </ul>	M	M	M	-Regular reminders to staff in meetings and in classrooms to use ventilation.	M	M	M	MG,SLT All staff	ongoing	

		<p>through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air.</p> <p>Air conditioning</p> <ul style="list-style-type: none"> <li>The risk of air conditioning spreading coronavirus s (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation</li> </ul>									
<b>Emergency procedures</b>	<p>Staff, pupils, parents/guardian, visitors and contractors.</p> <p>Reduced infection control which may result in spread of COVID19</p>	<ul style="list-style-type: none"> <li>Changes to emergency evacuation procedures are communicated to all persons on site i.e. changes of exit from building.</li> <li>Emergency evacuations take place following social distancing principles as far as is reasonably practicable. (In an emergency risk to life takes precedence).</li> <li>Staff, pupils, visitors and contractors' social distance at assembly areas (2m separation) as far as is reasonably practicable.</li> </ul>	<b>M</b>	<b>M</b>	<b>M</b>	<p>-New COVID evacuation routes have been written and diagrams detailing the exact route to the evacuation meeting point placed in each classroom.</p> <p>-Bubbles have practised individual bubbles have practised evacuating following the routes and meeting at the evacuation point.</p> <p>-SLT and Admin staff have designed and practised</p> <p>-If an evacuation is required, staff will ensure that pupils will remain within their groups at all times and social distancing is adhered to at the assembly point by allowing a 2m separation</p>	<b>M</b>	<b>M</b>	<b>M</b>	RD.CH ALL	Ongoing

						between class lines.					
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**Source:**

<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> (16th June)

**Guidance for full opening: schools**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak**

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**Legionella risks during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

**Air conditioning and ventilation during the coronavirus outbreak**

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

**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>

**Coronavirus (COVID-19): safeguarding in schools, colleges and other providers**

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

**Children who should be advised to 'shield'**

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

**Coronavirus (COVID-19): safer travel guidance for passengers**

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Testing and tracing for coronavirus**

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

**COVID-19: guidance for households with possible coronavirus infection**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

**Coronavirus (COVID-19): getting tested**

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

**Contacts: PHE health protection teams**

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

**Safe working in education, childcare and children's 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>

- **Source:** <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>



During this activity, what could go wrong resulting in an emergency situation?

1. Child displays symptoms with CV19
2. Child from teaching group who has been sent home becomes confirmed case.

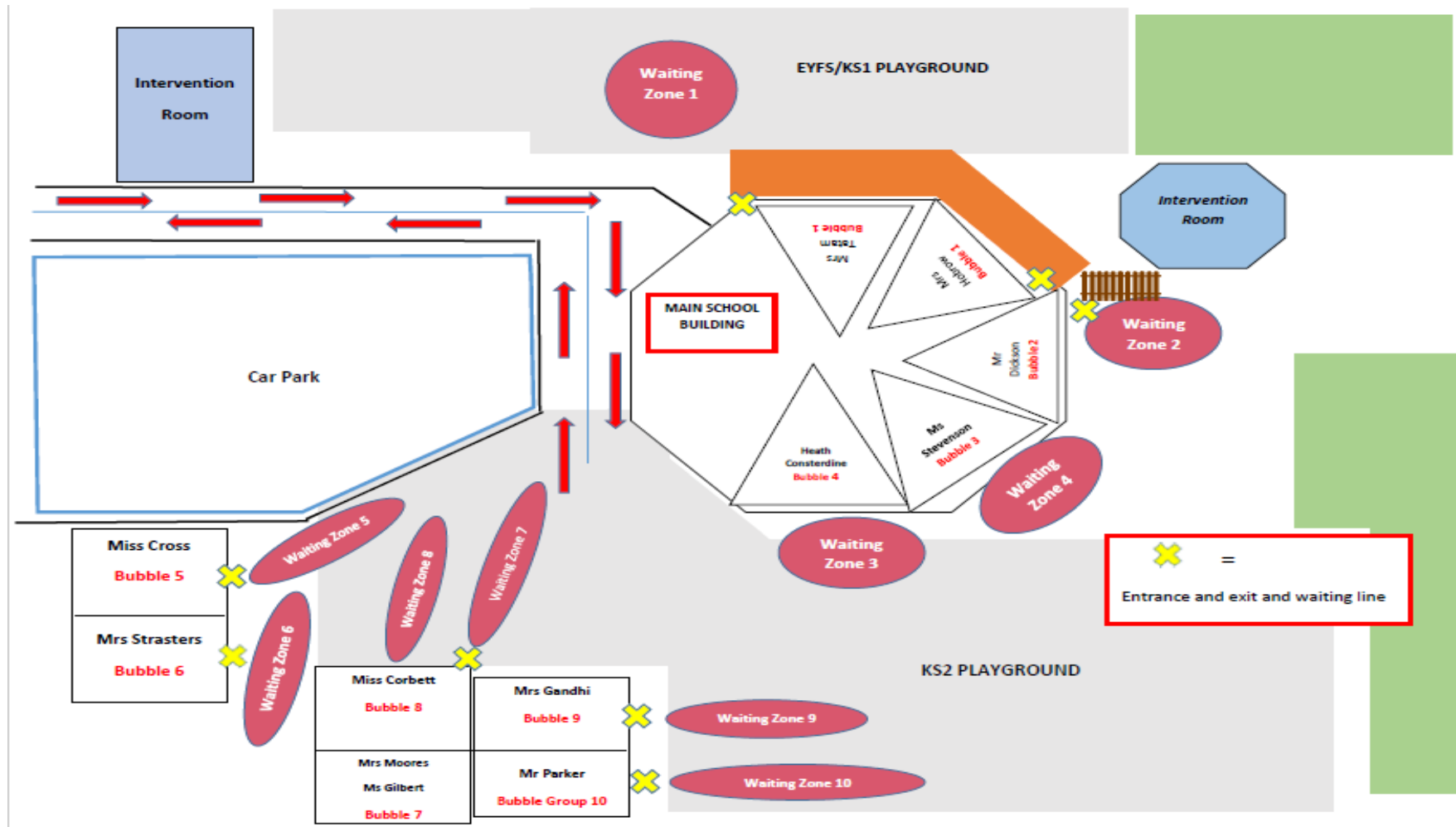
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**  
Leicester City : [icrs.service@leicester.gov.uk](mailto:icrs.service@leicester.gov.uk)  
Leicester County: [enquirylinequality&contracts@leics.gov.uk](mailto:enquirylinequality&contracts@leics.gov.uk)

	3. Staff becoming ill and self-isolating.
How could this emergency situation be prevented / controlled?	<ol style="list-style-type: none"> <li>1. Isolate child until collected.</li> <li>2. All children in that teaching group to be sent home and told to self-isolate for 14 days.</li> <li>3. Follow self-isolating guidance, ensure that reporting of illness procedures well understood.</li> </ol>
Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?	<ol style="list-style-type: none"> <li>1. Staff to supervise child until collected, where 2m rule cannot be implemented PPE to be worn.</li> <li>2. Make staff aware of guidance in link below, develop guidance on internal monitoring of staff and pupils on self-isolation and student attendance recording.</li> <li>3. Follow guidance: <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a> Consider reallocating staff or capacity of school to remain open. Consult with LA and/or Trust on closure.</li> </ol>
Could any non – routine changes affect the safety arrangements in place for this activity? (E.g. weather, people, equipment etc.) What can be done?	Additional pupil numbers in phase 2 and 3 – review procedures and social distancing, refer to any new government guidance.

Risk Assessor (s) Name(s):		Risk Assessor(s) Signature (S):	
Authorised By:		Authoriser Signature:	<b>Initial</b>
Date Conducted:		Date of Next Review:	

Potential Severity of Harm	<b>High</b> Death, paralysis, long term serious ill health.	<b>Medium</b>	<b>High</b>	<b>High</b>
	<b>Medium</b> An injury requiring further medical assistance or is a RIDDOR incident.	<b>Low</b>	<b>Medium</b>	<b>High</b>
	<b>Low</b> Minor injuries not resulting in any first aid or absence from work.	<b>Low</b>	<b>Low</b>	<b>Medium</b>
		<b>Low</b> The event is unlikely to happen.	<b>Medium</b> It is fairly likely to happen.	<b>High</b> It is likely to happen.
Likelihood of Harm Occurring				

Risk Rating Definitions	
<b>Low</b>	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
<b>Medium</b>	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
<b>High</b>	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a <b>High</b> , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.



## Amendments to Belvoirdale Behaviour Policy 2020

### Amendments to Belvoirdale Behaviour Policy 2019/20-COVID19

The amendments below have been written to ensure the highest safety measures are maintained for pupils and staff at Belvoirdale Primary School as they return to school in Autumn 2020.

These amendments should be read alongside the current school behaviour policy and in conjunction with the COVID 19 return to school risk assessment of August 2020. All of these policies and procedures are available on the school website and have been sent to parents/carers via the WEDUc App (electronically).

These amendments have been agreed by the school governing body 29-03-2020

Children and staff will be made aware of the importance of the risk assessment and the need to follow all of the daily safety procedures. All teachers in charge of the classes (Bubbles) will reinforce health and safety procedures at every opportunity to ensure the safety of all.

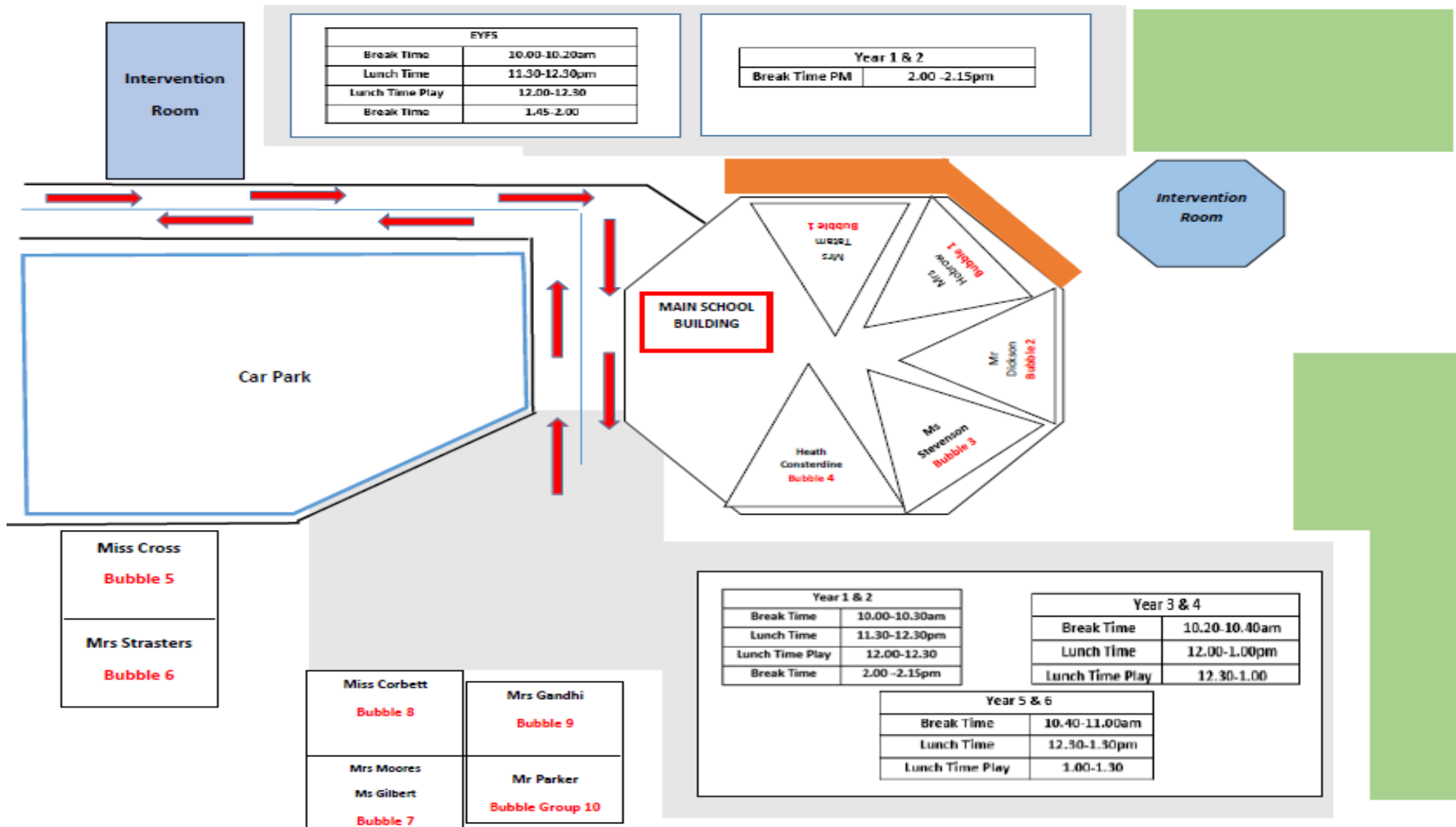
#### Hygiene and Safety

CONCERN	ACTION
<i>Refusal to comply with any COVID19 hygiene and safety procedures in conjunction with the school risk assessment; inside or outside of the classroom and their bubble.</i>	The child will be removed from the classroom by a senior member of staff and placed in an isolation room. A senior member of staff will contact the Parent/Carer of the pupil immediately. They will be informed that their child is refusing to comply with hygiene and safety procedures and they will be asked to take the child home for the day. The child will be allowed to return the following day with the verbal assurance from the parent that they will comply with every hygiene and safety requirement.
<i>Pupil spits, coughs or sneezes deliberately in the direction of another child or adult or threatens to do so.</i>	The child will be removed from the classroom by a senior member of staff and placed in an isolation room. A senior member of staff will contact the Parent/Carer of the pupil immediately. They will be informed that their child is making inappropriate threats towards others and the safety of others. As a result, they are refusing to comply with hygiene and safety procedures and they will be asked to take the child home for the day. The child will be allowed to return the following day with the verbal assurance from the parent that they will comply with every hygiene and safety requirement.

#### Disruption to school requests inside and outside of the classroom

CONCERN	ACTION
<i>Refusal or to carry out requests including activities, written and verbal work.</i>	In the first instance, the teacher will follow the present school behaviour system which begins with a simple request to follow the instruction. The child will be afforded time to comply. After an appropriate amount of time, a second request will be made to the child and the child will be afforded appropriate time. If the child refuses to follow the request, SLT will be informed. <ul style="list-style-type: none"> <li>• The child will either be removed from the classroom by SLT because they are disruptive and disturbing the learning of others</li> <li>• The child will remain passive in the classroom while SLT contacts the Parent/Carer</li> </ul>

	A senior member of staff will contact the Parent/Carer of the pupil immediately. They will be informed that their child is refusing to follow instructions and they will be asked to take the child home for the day. The child will be allowed to return the following day with the verbal assurance from the parent that they will comply with the expectations of the school.
<i>Refusal to leave the bubble for activities or break, toilet, washing hands</i>	In the first instance, the teacher will follow the present school behaviour system which begins with a simple request to follow the instruction. The child will be afforded time to comply. After an appropriate amount of time, a second request will be made to the child and the child will be afforded appropriate time. If the child refuses to follow the request, SLT will be informed. <ul style="list-style-type: none"> <li>• The child will either be removed from the classroom by SLT because they are disruptive and disturbing the learning of others</li> <li>• The child will remain passive in the classroom while SLT contacts the Parent/Carer</li> </ul> A senior member of staff will contact the Parent/Carer of the pupil immediately. They will be informed that their child is refusing to follow instructions and they will be asked to take the child home for the day. The child will be allowed to return the following day with the verbal assurance from the parent that they will comply with the expectations of the school.
<b>Celebrating Good Behaviour through the Belvoirdale Characteristics</b>	
<b>CONCERN</b>	<b>ACTION</b>
<i>Positive reinforcement through the Belvoirdale Characteristics</i>	Positive behaviour will continue to be rewarded at Belvoirdale with Dojo awarded for pupils demonstrating the Belvoirdale characteristics in and around the school. Certificates will be awarded by the headteacher and delivered to individuals in their classroom in place of the Friday afternoon assembly. Class Dojo totals will continue to be collected and collated each week-culminating in a class reward at the end of each term.
<b>Dojo's and school behaviour/Reward system</b>	
<b>CONCERN</b>	<b>ACTION</b>
<i>Pupil fails to achieve a positive total of Dojos.</i>	The school Dojo reward system will continue. F.A.B will celebrate a pupil's achievement at the end of the week. If a pupil fails to achieve a positive total of Dojos, they will attend Behaviour Zone with the head teacher.
<b>Verbal and Physical threats and/or abuse</b>	
<b>CONCERN</b>	<b>ACTION</b>
<i>Pupil makes or threatens to make or carry out verbal or physical abuse to another child or to any school adult</i>	Normal (current) behaviour procedures will be followed. The child will be excluded. The child will be removed from the classroom by a senior member of staff and placed in an isolation room. A senior member of staff will contact the Parent/Carer of the pupil immediately. They will be asked to take the child home for the day. Discussion with the parent will only be verbal via a phone call. Reintegration meeting will not take place on the pupil's return but will be done via a phone conversation to comply with social distancing rules.



A first aider will NOT be treating a person who has the symptoms of COVID-19 as specified by the NHS and Government unless life-threatening condition, then use St John's ambulance guidance.

If a child presents symptoms of COVID-19 they will be isolated 2m away from people and parents called to collect them. **(Isolation room has been identified as the outdoor First Aid room)**. In the event of this happening, the First Aid room will be temporarily relocated to the ELSA room.

Persons who have symptoms will isolate for 7 days and will not be in school.

### **What should a First Aider do?**

#### **In the Classroom:**

- First Aid incidents in classrooms should be dealt with in each classroom by the assigned First Aider.
- The first aider will wash their hands for at least 20 seconds with soap and water before first aid duties.
- The first aider will cover any cuts on their hands with water proof plasters prior to putting on gloves.
- Staff member conducting first aid duties will wear PPE: Face mask, disposable gloves, disposable plastic apron.
- Latex gloves will be avoided to remove the risk of allergic reaction.
- The first aider will administer first aid away from the other children in the 'bubble'.
- Gloves will be replaced for each individual patient but face masks and aprons may be re-used if they have not been in contact with the patient and the first aider deems then safe to be used again.
- The first aider will avoid touching any part of a dressing that will come in contact with a wound.
- After each first aid treatment is given, all equipment and surfaces used will be cleaned and disinfected.
- After using the face masks, aprons and gloves, they will be correctly removed and disposed of appropriately in a lidded bin.
- After first aid treatment is given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.

#### If a child vomits in the classroom:

- The area should be immediately isolated and the vomit are must be neutralised using neutralising sawdust. (Provided in classroom first aid kit)
- Ensure that the ill child remains at least 2m away from all other children.
- Call for a member of SLT immediately.
- SLT will remove the ill child from the classroom and escort them to the 'isolation room'. The ill child will be sent home.
- The other children and staff members must then gather their belongings and exit the room.
- They will resume their learning in the 'over flow' classroom. This has been identified as Monkey Puzzle Classroom. This room will be continuously 'set up' in the event that a classroom needs to be evacuated.



- Ensure that all children wash their hands on entering the classroom.
- Once the vomit has been removed by the premises officer and the area has had a 'deep clean' the children will be able to return to the classroom.

**ANY UNCERTAINTIES, PLEASE CALL FOR A MEMBER OF SLT.**

#### **On the playground at break time:**

- Each 'bubble' has been allocated a first aider for break times.
- Labelled 'zone' First Aid kits for break times will need to be collected from the First Aid room and returned to the First Aid room. Please inform SLT if stock needs replenishing.
- Staff member conducting first aid duties will wear PPE: Face mask, disposable gloves, disposable plastic apron. These will be stored in the First Aid bags being taken outside for break time duties.
- After first aid treatment is given, the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.
- Whilst on duty, if the staff member is on the playground, the staff member will conduct the first aid outdoors within the bubble area.
- The other staff members supervising outdoors (other bubbles) will then take over supervision of the First Aider's bubble whilst the first aid is being administered. The First Aider must signal that they are conducting First Aid to ensure they have alerted the other staff member.
- If the First Aid staff member is on their 'rest' break indoors, they will be called by radio to the playground to administer First Aid.
- If there is any uncertainty about the First Aid being administered, then the First Aider should contact a member of SLT via radio immediately.
- Where first aid cannot be administered in the play 'zone' area outside then the first aid room must be used.

#### **If a child vomits in the playground:**

- The area should be immediately isolated and the vomit area must be neutralised using neutralising sawdust. (Provided in classroom first aid kit)
- Ensure that the ill child remains at least 2m away from all other children.
- Keep children away from the contaminated area.
- Call for a member of SLT immediately.
- SLT will remove the ill child from the playground and escort them to the 'isolation room'. The ill child will be sent home.
- Once the vomit has been removed and the area has had a 'deep clean' the area will be deemed safe to use.

**ANY UNCERTAINTIES, PLEASE CALL FOR A MEMBER OF SLT.**

### **On the playground at dinner time:**

- Each 'bubble' has been allocated a LTS or member of SLT (first aider) for dinner time.
- Labelled 'zone' First Aid kits for dinner times will need to be collected from the First Aid room and returned to the First Aid room. Please inform SLT if stock needs replenishing.
- Staff member conducting first aid duties will wear PPE: Face mask, disposable gloves, disposable plastic apron. These will be stored in the First Aid bags being taken outside for dinnertime duties.
- After first aid treatment is given, the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.
- Whilst on duty, the staff member will conduct the first aid outdoors within the bubble area.
- The other staff members supervising outdoors (other bubbles) will then take over supervision of the First Aider's bubble whilst the first aid is being administered. The First Aider must signal that they are conducting First Aid to ensure they have alerted the other staff member.
- If there is any uncertainty about the First Aid being administered, then the First Aider should contact a member of SLT via radio immediately.
- Where first aid cannot be administered in the play 'zone' area outside then the first aid room must be used.

### If a child vomits in the playground:

- The area should be immediately isolated and the vomit are must be neutralised using neutralising sawdust. (Provided in classroom first aid kit)
- Ensure that the ill child remains at least 2m away from all other children.
- Keep children away from the contaminated area.
- Call for a member of SLT immediately.
- SLT will remove the ill child from the playground and escort them to the 'isolation room'. The ill child will be sent home.
- Once the vomit has been removed and the area has had a 'deep clean' the area will be deemed safe to use.

**ANY UNCERTAINTIES, PLEASE CALL FOR A MEMBER OF SLT.**

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### **Jane Moore Procedure for Outbreak or Covid case in school**

Director, Children and Family Services  
Leicestershire County Council

- Reminder (from the FAQs, available on the Leicestershire Leaders COVID website) **Who should be contacted if the setting gets a confirmed case of COVID-19?**  
If there is a single confirmed case of COVID-19 in the setting please let the local authority know via [educationeffectiveness@leics.gov.uk](mailto:educationeffectiveness@leics.gov.uk) (schools/colleges) or [childcare@leics.gov.uk](mailto:childcare@leics.gov.uk) (early years) and contact PHE via the Health Protection Team Coronavirus Response Centre on 03442 254 524.

If there are multiple lab confirmed cases in staff or children, the school should contact PHE urgently to support risk assessment with the school via the Health Protection Team Coronavirus Response Centre on 03442 254 524. If the school has significant concerns about an outbreak at school (including sudden increase in absence rates, or multiple suspected cases) or other issues please contact PHE urgently.

- Suggestions for **handling media queries** in the event of confirmed cases is attached.
- Reminder – the Leicestershire Leaders COVID resource site is available at <https://leicestershireleaders.org.uk/covid-19/> (password Corona2020!) resources to support education professionals are available and can be shared.
  - The *(public health) Coronavirus FAQs* are available under health and safety
  - *Standard letters to issue to parents* when cases are identified are available under communication ([FAQs for parents are on the LCC website.](#))
  - *A positive transition after COVID* presentation is available under inclusion
  - New research (also attache

#### **Coronavirus – schools communications**

**Information on what schools should do if a coronavirus case is confirmed in a pupil or member of staff is available on Gov.uk:**

[www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools](http://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

The county council has also developed a series of FAQs for parents on the Leicestershire County Council website: [www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/coronavirus-school-information/getting-ready-for-school-2020](http://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/coronavirus-school-information/getting-ready-for-school-2020)

**Suggested communications linked to a positive case in a school:**

**To parents:**

**Schools should follow the above guidance and contact the parents of any pupils who need to self-isolate due to coming into close contact of a confirmed case of COVID 19. Standard letters are available on the Leicestershire Leaders COVID website.**

**It is also suggested that schools prepare a short statement that could be issued proactively across school communications channels – along the lines of:**

**“On xxx we were notified that one of our pupils tested positive for coronavirus.**

**Keeping our children and families, staff and local community safe is our priority. We have followed Government guidance on what to do if there is a confirmed case within the school. We have also taken all of the necessary precautions to prevent the spread within the school.**

**In line with this guidance we have contacted the parents of pupils who had been in close contact and advised them to self-isolate for 14 days and get tested if symptoms develop.**

If your child, or any members of your family, develops any symptoms of coronavirus - a high temperature, a new continuous cough or a loss of smell/taste, book a test immediately at NHS.UK or call 119.

Thank you for your support.”

To the media:

Proactive communications with the media are not suggested, however it is likely you may get contacted by reporters.

Media handling advice:

- brief your receptionists or the people who answer the phone not to put the media straight through to the head / deputy – this is probably your normal process
- instead, log the reporter’s name, contact details, media outlet, nature of call, deadline etc. and say that you’ll pass it on to the head
- draw up a reactive statement, attribute to the head /chair of governors – suggest this is along the lines of:

“We can confirm that a child at XXXX school has tested positive for coronavirus.

Keeping our pupils, staff and local communities safe is our priority. We have followed Public Health guidance and taken all of the necessary precautions to prevent the spread and protect our pupils and staff.”

- as long as reporters are on public land, they are allowed to stand outside the school gates and speak to parents – if this is causing problems, we’d advise contacting your local police or you can seek advice from the council’s media team
- you may wish to remind staff / parents that the media will be trawling social media, and advise caution re. any posts
- ensure consistency of message across all communications activity, including face-to-face – ensure staff / governors are aware of these

General approach to face coverings (Taken from 16-10-2020-face coverings in education)

The [World Health Organisation published a statement on 21 August about children and face coverings](#). They now advise that “children aged 12 and over should wear a mask under the same conditions as adults, in particular when they cannot guarantee at least a 1-metre distance from others and there is widespread transmission in the area.”

Nationwide, the government is not recommending face coverings are necessary in education settings generally because a system of controls, applicable to all education environments, provides additional mitigating measures. Schools and colleges will have the discretion to require face coverings in indoor communal areas where social distancing cannot be safely managed, if they believe that it is right in their particular circumstances.

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NHS Guidance on how to use Test Kit

<https://www.youtube.com/watch?v=Xaw8DsF2lgc>

