RISK ASSESSMENT

Company:	**Inspire Partnership Multi Academy Trust**	**Date of Assessment:**	**2.12.2020** **Version 6**
Schools:	Gawthorpe Community Academy, Towngate Primary Academy, Half Acres Primary Academy, Ackton Pastures Primary Academy, Girnhill Infant School, Fitzwilliam Primary School, South Hiendley Primary School, Ash Grove Primary Academy		
Description of work activity / process being assessed:	Revised to comply with National restrictions from 2nd December 2020. Prepare for the Return of all pupils in September 2020 following the previous year's Lockdown and Partial School Closure as a result of Covid-19 Applies to all pupils and staff		

Persons exposed:		Type of assessment:	
Employees	☒	**Initial**	☐
Pupils	☒		
Contractors	☒	**Change in Government Guidance following Covid 19 Outbreak**	☒
Visitors / Members of the public	☒	**Operational review**	☒

COVID – 19 (Corona Virus)

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appears usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
RE-OPENING SCHOOLS TO ALL PUPILS					
Increasing the risk of direct and indirect transmission and spread of Covid 19	Govt will reopen schools to all pupils from 1 Sept 2020 and schools must comply with the System of Controls identified in the Guidance for full opening		ALL Schools	1 Sept 20	
	Ensure all H&S compliance checks have been undertaken		Premises Teams and AS	1 Sept 20	
	Ensure each school has a deep clean prior to opening including the use of the fogging cleaning regime				
	Review cleaning hours/requirements to perform intermittent cleans				
	Ensure catering contractors adhere to stringent cleaning protocols in their areas				
	Engage with the NHS Test and Trace Process And Local Public Health England health protection team.		ALL Schools	1 Sept 20	
EFFECTIVE INFECTION PROTECTION AND CONTROL					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Direct & indirect transmission of the virus	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, **do not attend school**	Communicate expectations clearly with parents and staff	Headteacher	4 Sept 20	
	Any pupils or staff that have tested positive in the last 10 days must not attend school	Communicate expectations clearly with parents and staff	Headteacher	4 Sept 20	
	Anyone developing coronavirus symptoms during the school day will be sent home. They will be asked to self isolate and arrange a test.	Anyone who becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or a change in, their normal sense of taste or smell must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID 19)	ALL	Ongoing	

		infection, which sets out that they must self isolate for at least 10 days and should arrange to have a test. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self isolate for 14 days from when the symptomatic person first had symptoms			
	Cleaning hands thoroughly more often than usual	Upon entrance to the school, hands must be washed or hand sanitiser applied. Wash hands thoroughly for 20 seconds with running water & soap and dry them thoroughly or use hand sanitiser ensuring all parts of the hand are covered. Hand Sanitiser stations installed in classrooms and in shared areas and entrance areas near sinks	ALL	Ongoing	
	Ensuring good respiratory hygiene – promote the 'catch it, bin it, kill it' approach	Tissues/bins in all classrooms and to be emptied throughout the day. Educate pupils to use tissues or sneeze into elbow area of arm	Premises & Classroom based staff	Ongoing	
	Cleaning frequently touched surfaces often using appropriate detergents	Cleaning routines reviewed and classroom based staff to regularly wipe down frequently touched surfaces often. Zoono products to be used by premises teams which are shown to provide additional protection or as a minimum standard detergent/bleach based products Cleaning tick sheets to be completed in each room or area and checked by the premises manager	Premises & Classroom based staff	Ongoing	
	Minimising contact and mixing by altering the environment/daily routines from 1 Sept 20	Review classroom layouts to ensure desks are facing the front with pupils seated side by side. Seating plans must be used with most able/well behaved to the rear. Line up order dictated by the seating plan. All pupils to have equipment and resources in a base 1 between	Premises & Classroom based staff	Ongoing	

		2 pupils. Each pupil to have own pencil case equipment.			
	Children displaying **any** signs of illness will not be allowed into school	Parents will be asked to keep children home if unwell for any reason	ALL School Staff	From 1st Sept 20 onwards	
	Ensure children are in bubbles at all times each day, and different bubbles are not mixed during the day, or on subsequent days				
	If a child has an accident and requires first aid, staff members must wear appropriate PPE to administer first aid and parents may be asked to collect their child from school				
	The same teacher(s) and other staff are assigned to each bubble and, these stay the same during the day and on subsequent days				
	The same classroom/area per bubble is used throughout the day with a thorough clean at the end of the day				
	Decide which lessons/activities can be delivered and adhere to physical distancing wherever possible	Music will not be taught in full initially as there may be an additional risk of infection where individuals are singing, playing wind or brass instruments. Social distancing measures will be observed. PE – contact sports will be avoided. Outdoor sports will be prioritised. Pupils wear their PE kit to school on their allocated day to avoid the need to change. Any equipment used will be thoroughly cleaned between each use by different bubbles.	SLT	From 1st Sept 20 onwards	
	Consider which lessons or classroom activities could take place outdoors				
	Allocate designated areas of the playground to each bubble	Each bubble to have their own playground equipment			
	Reduce movement around the school	Pupils not to move around school unsupervised. Staff to walk around external routes to avoid passing through bubbles. Additional photocopiers to be bought to			

		prevent the sharing of the main copier within the LKS2 bubble.			
	Most classes to have a 'teacher zone' where staff can socially distance	UKS2 to have 2m teacher zones. LKS2 Falcons to have 2m teacher zone. LKS2 Buzzards and Ravens to have a teacher zone that can be accommodated within the classroom space. KS1 classes to have teacher zones allowed by the classroom space. Pupils not to enter teacher zones at any time.			
	Stagger break and lunch times and consider groups remaining in one location at these times to reduce movement around school	Grab Bag options available to all pupils – this provision will be regularly reviewed			
	Stagger drop off and collection times and plan parents' drop off and pick up protocols that minimise adult to adult contact (only one parent/carer should attend)	Communicate protocols clearly with parents and identify which entrance/exit points each group will be using			
	Parents/carers cannot enter the site and/or gather at school gates and doors – to be managed at school level	All conversations with parents will be by telephone or email. Only parents needing consultations with SEND services will be accommodated on the school site. The RA will be followed at all times.			
	From week commencing 21.9.20 all parents/carers are asked to wear face coverings when entering the school site for drop off and collection.				
	Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window	Lone working procedures must be adhered to at all times when undertaking home visits All visits are external only and are socially distanced			
	Stagger/remove assembly times from daily routines	All assemblies are virtual			
	Remove unnecessary items from the classrooms and other learning environments where there is space to store it elsewhere				
	Remove soft furnishings, soft toys and toys that are hard to clean from classrooms	Staffroom seating not to be used. All staff to have bubble staff areas with plastic chairs			
	Implement a one way system, where possible, or place a divider down the middle of the corridor to keep groups apart as they move through the school	Corridor arrows to be followed.			
	Use of staff rooms should be minimised	Follow social distancing guidance and ensure surfaces cleaned after use Signage in place to remind staff to wipe down			

	Access rooms directly from outside, where possible				
	Doors to be propped open (exc fire doors) rooms need to be well ventilated with windows open :- Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)	External doors will be opened for every playtime to increase air exchange.			
	Ensure toilets do not become overcrowded by limiting the number of children using the facilities at any one time. Each bubble to consistently use the same facilities, where possible.	Toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet Designated toilets for each bubble. Toilet traffic light system in place in UKS2			
	Use outdoor space for outdoor education, exercise and breaks	All outdoor equipment is bubble specific			
	Individual and very frequently used equipment such as pens and pencils should not be shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces,	All pupils have individual equipment in pencil cases All other equipment is shared 1 between 2 in a consistent pair.			
	Resources that are shared between bubbles such as sports, art equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hrs for plastics) between use by different bubbles.	Limited equipment is shared between bubbles. All equipment is rotated between bubble use for 72 hours.			
	Pupils should limit the amount of equipment they bring into school each day, to essentials such as coats and lunch boxes.	Pupils may bring only a coat, a water bottle and a book bag			
	Review of current pupil and staff risk assessments where necessary	EHCP pupils all have a risk assessment. All vulnerable staff have an individual Risk Assessment.			
	Pupils who have a 1:1 support should have a designated area for that support to take place. The 1:1	This may be outside of the classroom if space in the classroom does not permit this			

	adult sits at a separate table from the child, ensuring the child has all the equipment they need to undertake the task	Where adults cannot distance, PPE is used.			
	Review of the school's behaviour policy to ensure that it covers COVID 19 related incidents (appendix to follow)				
	Review of the school's attendance and exclusion policies (appendix to follow)				
	During an emergency, if it is unsafe to maintain social distance guidance measures, then they do not apply (ie evacuation of building following a fire alarm)	When undertaking a fire drill, social distancing should be maintained. A phased return must be adhered to when leaving and re-entering back into the premises. All PEEPs t be reviewed and amended to ensure those who require assistance to evacuate have support			
	Remove/reduce unnecessary usage of school transport for children arriving to school	Encourage parents, pupils and staff to walk to school. If this is not possible, try to avoid the use of public transport. Limit household bubbles to vehicles – do not car share. Where possible, all employees should travel to work alone using their own vehicle – where this is not possible, journeys should be shared with the same individuals ensuring good ventilation and facing away from each other. Consider wearing face coverings.			
	Local authorities will not be required to uniformly apply the social distancing guidelines for public transport, on dedicated school transport.	Follow the LA risk assessment for dedicated school transport			
	Breakfast Clubs and After School Clubs will not be operating immediately – the Trust will work to resume this provision in due course once demand has been established	Breakfast club operates in bubbles that mirror the school day Staffing of breakfast club is also in bubbles that link to the school day			
	Residential visits will not be planned for 2020/21				
	No educational visits will be planned for the autumn term (this includes swimming)				
	No visitors, staff, children, contractors, parents can enter the buildings if they have any symptoms	A record must be kept of all visitors including contact details. The receptionist completes the sign in process, eliminating the need to have multiple people touching pens. Regularly clean common contact surfaces in the reception area.			
	Schools should have discussions with key contractors about the school's control measures and ways of working. Site guidance on physical distancing and hygiene should be explained to visitors on or before				

	arrival. Where visits can happen outside of school hours, they should.				
PERSONAL PROTECTIVE EQUIPMENT (PPE) Including Face Coverings & Face Masks **DfE guidance states, 'based on current evidence and the measures that schools are already putting in place, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided'.**					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Direct & indirect transmission of the virus	All classroom staff will be provided with a face shield and asked to wear this and or a mask, particularly at times when social distancing cannot be adhered to.	Staff wear face coverings at all times other than when they are teaching in their own class. Staff may choose to wear a face covering during teaching	Headteacher	1.10.20	
	Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances..	See above	Headteacher	From 1st Sept 20 onwards	
	Only children whose care routinely involves the use of PPE due to intimate care needs should continue to receive their care in the same way. Children who have accidents/soil themselves will not be changed and parents will be contacted to collect them.	Face masks, gloves, aprons available for staff to use.	All Staff	Ongoing	
Child becoming unwell with symptoms of coronavirus and needs direct personal care until they can be collected from school	A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.	If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn	All Staff	Ongoing	

PUPILS WHO ARE CLINICALLY EXTREMELY VULNERBALE, SHIELDING OR SELF ISOLATING

Shielding advice for all adults and children was paused on 1 August 2020, which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding. National restrictions came into force on 5th November and are reflected below.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	The advice for pupils who remain in the clinically extremely vulnerable group is that they should return to school from 2 December at all local restriction tiers unless they are one of the very small number of pupils or students under paediatric or NHS care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend an education setting. The government may reintroduce more restrictive formal shielding measures for the clinically extremely vulnerable in the worst affected areas, based on advice from the Chief Medical Officer. This will only apply to some areas in tier 3: very high alert, and the government will write to families separately to inform them if clinically extremely vulnerable children are advised to shield and not attend school. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.	Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should keep a record of, and monitor engagement with this activity but this does not need to be formally recorded in the attendance register. Where children are not able to attend school as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.			
	Where a pupil is unable to attend school because they are complying with clinical or public health advice, schools must be able to offer them access to remote education	Schools should monitor engagement with this activity	SLT	Ongoing	
	Where children are not able to attend school as parents and carers are following clinical or public		SLT	Ongoing	

	health advice, for example, self isolation or family isolation, the absence will not be penalised.				
SCHOOL WORKFORCE - CLINICALLY EXTREMELY VULNERBALE, SHIELDING OR SELF ISOLATING **Shielding advice for all adults and children was paused on 1 August 2020. Most school based roles are not ideally suited to home working and schools expect most staff to return to work in settings. National restrictions came into force on 5th November and are reflected below.**					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	From 2.12.20 all staff can continue to attend school in all three local restriction tiers. Under local restriction tier 3: 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. In the future, the government will only reintroduce formal restrictive shielding advice in some local areas in tier 3: very high alert where this has been advised by the Chief Medical Officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.	Those staff who are CV have an individual RA that is updated regularly and in line with guidance	ALL Staff	From 1st Sept 20 onwards	
	Staff who are clinically vulnerable or have underlying health conditions but are not clinically extremely vulnerable, may continue to attend school in line with current guidance and follow the system of controls implemented in this risk assessment.				
	People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.				

	Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in school.	A risk assessment should be conducted for pregnant women.			
	Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can return to school.	People who live with those who have comparatively increased risk from coronavirus can attend the workplace.			
	Any member of staff required to stay home under the government guidance, for example due to having Covid19 symptoms or contact with a Covid19 case, must inform their headteacher following the sickness reporting procedures. If self isolating, the initial notification from Test and Trace (email or text) plus a self isolation note must be submitted to the school	Employees who are self isolating and who are fit to work may work from home in agreement with their headteacher			
	The government has set a requirement for people returning from some countries to quarantine for 14 days upon their return	Staff will need to be available for work in school from the start of the autumn term. Staff should not knowingly book/attend holidays to destinations that require quarantine upon return. If this happens, staff may be asked to take unpaid leave upon their return for the quarantine period if it is in term time. If holidays were pre-booked before lockdown/restrictions were put in place, this situation should be discussed with your Headteacher and HR advice will be sought.			
	Staff returning from travel outside the UK can be asked to take a test before returning to school/site				
	All staff have access to the Trust's Wellbeing Service through Champion Health. This includes access to a confidential counselling service (More info available from SBOs)				

CLASS/GROUP SIZES

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:

Transmission risk is higher in larger group sizes and where groups are not kept apart (Brief, transitory contact, such as passing in a corridor, is low risk)	Reduce contact between people as much as possible by ensuring children only mix in a consistent bubble (typically their class or year group) and that bubbles do not mix	Staff to child ratios in EYFS continue to apply Staffing in the EYFS building is completely separate from the main school staffing.	SLT	From 1st Sept 20 onwards Ongoing	
	Desks spaced as far apart as possible to support distancing, where possible. Seat pupils side by side and facing forwards		SLT		
Not enough staff to supervise the groups	If there are shortages of teachers, TAs may be deployed to lead groups or cover lessons, working under the direction of a qualified teacher	Any redeployments should not be at the expense of supporting pupils with SEND	SLT		
	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school curriculum	Teachers and other staff only operate within their phase bubble	SV/HTs		
	Schools can continue to engage supply teachers and other supply staff.	Supply teachers are only engaged for long term needs and are consistent	SV/HTs		
	Supply staff and other temporary workers can move between schools		SV/HTs		

IF SOMEONE BECOMES UNWELL IN YOUR SCHOOL					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
If someone shows symptoms of the virus, there is a higher risk of transmission to others	If someone becomes unwell with a new and persistent cough or a high temperature they must be sent home and advised to follow the COVID 19 guidance for households with possible coronavirus infection guidance		SLT	Ongoing	
	If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2metres away from other people	A window should be opened for ventilation	SLT	Ongoing	
	If they need to use a bathroom while waiting to be collected, they should use a separate bathroom if possible	The bathroom should be cleaned and disinfected before being used by anyone else	SLT	Ongoing	
	PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (ie a very young child or one with complex needs)		All Staff	Ongoing	
	The member of staff of staff who helped the individual does not need to go home unless they develop symptoms themselves (in which case a test is available) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace	Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell	All Staff	Ongoing	
	Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others		All Staff	Ongoing	
Individual being severely ill on your premises	In an emergency call 999 if seriously ill or injured or their life is at risk.	Do not visit the GP, pharmacy, urgent care centre or a hospital	SLT/All Staff	Ongoing	

IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN YOUR SCHOOL					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**
Direct & indirect transmission of the virus	If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self isolate for 10 days and arrange a test.	Their fellow household members should self isolate for 14 days	SLT	Ongoing	
	In the event of a parent insisting that a child with symptoms attends school, the school can take the decision to refuse the child entry if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.				
	All staff and pupils have access to a test if they display symptoms of coronavirus and they are encouraged to get tested in this scenario		SLT/All Staff	Ongoing	
	If an individual tests negative, they can return to school and the fellow household members can end their self isolation				
	If an individual tests positive, the rest of their class/group inc staff members should be sent home and told to self isolate for 14 days	The other household members of that wider class/group do not need to self isolate unless the individual they live with in that group subsequently develops symptoms	SLT/All Staff	Ongoing	
	As part of the national test and trace programme, if other cases are detected within the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take.	In some case a larger number of children may be asked to self isolate at home as a precautionary measure. Closure of the whole setting will not generally be necessary	SLT	Ongoing	

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 (www.gov.uk/guidance/contacts-phe-health-protection-teams)

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Transmission risk is potentially higher if NHS Test and Trace process is not adhered to	All staff and parents/carers must be advised that they will need to be ready and willing to : • book a test if they or their child are displaying symptoms • provide details of anyone they or their child(ren) have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test & Trace • self isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus.	Communicate expectations clearly with parents and staff Weekly newsletter details RA information. RA shared with all stakeholders at each update Additional letters sent to stakeholders outlining additional information Weekly staff email outlining updates on RA and reminders RA weekly agenda item on SLT	Headteacher	4 Sept 20	
	Anyone who displays symptoms of coronavirus can and should get a test.		ALL	From 1 Sept 20 onwards	
	Parents and staff should inform school immediately of the results of a test and follow this guidance :	If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self isolating & other members of their household can stop self isolating. If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus infection & must continue to self isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. The 10 day period starts from the day when they first became ill. If they still have a high temperature, they should keep self isolating until their temperature returns to normal. Other members of the household	ALL	From 1 Sept 20 onwards	

		should continue self isolating for the full 14 days.			
	If someone who has attended school has tested positive, schools should contact the local health protection team.	This team will also contact schools directly if they become aware that someone who has tested positive attended the school – as identified by NHS Test & Trace. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self isolate.	ALL	From 1 Sept 20 onwards	
	If a person has tested positive, school must send home those people/children who have been in close contact with the person who has tested positive, advising them to self isolate for 14 days since they were last in close contact with that person when they were infectious. The health protection team will provide definitive advice on who must be sent home. They can also get a test.	Close contact means : • Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) • Proximity contacts – extended close contact (within 1-2m for more than 15 mins) with an infected individual • Travelling in a small vehicle, like a car, with an infected person Household members of those contacts who are sent home do not need to self isolate unless the child or staff member who is self isolating subsequently develops symptoms If someone in a class or group that has been asked to self isolate develops symptoms themselves within their 14 day isolation period they should follow guidance for households with possible or confirmed coronavirus infection. They should get a test, and : • If the test is negative, they must remain is isolation for the remainder of the 14 day isolation period. • If the test is positive, they should inform the school immediately, and should isolate for at least 10 days from	Headteacher	From 1 Sept 20 onwards	

		the onset of their symptoms. Their household should self isolate for at least 14 days from when the symptomatic person first had symptoms.			
	Schools must not share the names or details of people with coronavirus unless essential to protect others		Headteacher	From 1 Sept 20 onwards	
	If schools have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will advise if additional action is required.				

CLEANING AND HYGIENE Follow the COVID 19: cleaning of non healthcare settings guidance					
Hazards:	**Control measures already in place:**	**Additional control measures required to reduce the risk:**	**Who will complete?**	**By when:**	**Date completed:**

Potential Exposure to Covid – 19 (Corona Virus):
 	
Normal cleaning routine.
	Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.
	
	Follow UK Government guidelines in reducing the likelihood of exposure.
	https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response
	
	• Personal protective equipment (PPE)
	  • Disposable gloves
	  • Apron
	• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
	• Clean and disinfect frequently touched objects and surfaces.
	• Do not touch your eyes, nose or mouth if your hands are not clean.
		Additional cleaning products (Zoono) introduced to bolster the impact of routing cleaning. MSDs issued to PS
		
		Internal deep cleans
		
		Accurate recording of routine cleaning undertaken in all areas - ALL
		
		Fogging machine to be used at each school at termly intervals and following any confirmed cases this is over and above normal Covid cleaning routines
		
		Increase availability of PPE
		
		Increase order quantities of skin friendly hand soap
		
		Cleaning routine to be extended to door handles and access keypads
		
		Wash hands after cleaning task
			EHSO
			
			EHSO
			
			Cleaners/All
			
			PS
			
			PS
			
			PS
			
			Cleaners
				Ongoing	

Potential Exposure to Covid – 19 (Corona virus): Cleaning after symptomatic individual has passed through and spent minimal time.	All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: • Objects which are visibly contaminated with body fluids. • All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.	Fog area if suspected symptomatic person has come in contact When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given i.ee donning a mask.	PS EHSO/PS	Ongoing Ongoing Ongoing	

	Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below: • Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine; or • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants; or • If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses. Avoid creating splashes and spray when cleaning. Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. If possible, keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially, and you can clean as normal with your usual products.	Increase order quantities. EHSO to work with PS to source items difficult to find and make orders on behalf of the trust as required. Wet wipe surfaces. Apply chosen cleaning chemical and wipe with warm wet cloth Fogging and External cleaning specialised to be organised as additional precautions at agreed intervals		Ongoing Ongoing	
Waste Normal removal of waste (including	Waste should be put in a plastic rubbish bag and tied when full. • Personal protective equipment (PPE)	Increase availability of PPE	PS	Ongoing	

disposable cloths and tissues):	• Disposable gloves • Apron • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. • Clean and disinfect frequently touched objects and surfaces. • do not touch your eyes, nose or mouth if your hands are not clean.	Increase order quantities of skin friendly hand soap	PS	Ongoing	
Waste Waste from possible cases and cleaning of areas where possible cases have been.	Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in with the normal waste. If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.	Specific log to be kept remote from waste storing area to keep accurate inventory of suspected contaminated waste. Log to be maintained by senior leadership team. When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection		Ongoing Ongoing	

Review period:	After any UK Governmental Department announcement.