



# WILLOWS ACADEMY TRUST

## SAWLEY INFANT SCHOOL



<b>Risk Assessment</b>		<b>Coronavirus COVID-19</b>					
		<b>- to be used alongside existing risk assessments and government guidance</b>					
<b>Site:</b>	Sawley Infant & Nursery School	<b>Version:</b>	2020.v1			<b>Date of issue:</b>	20.5.20
<b>Produced by:</b>	M Harral	<b>Authorised by:</b>	Full Governors <b>11.5.20</b>			<b>Date of Review:</b>	<b>Ongoing</b>
<b>Review</b>	V2. 16.7.20	V3. 1.11.20	V4. 1.1.21	V5. 28.1.21	V6. 2.3.21		
<ul style="list-style-type: none"> <li>For the purpose of this risk assessment, we have used the term <u>coronavirus</u> or <u>COVID</u> to refer to 2019 novel coronavirus disease (COVID-19).</li> <li>Please note the term “parent” refers to any parent who is a key worker or is a parent or carer to a vulnerable child. Furthermore, the term “pupils” refers to those attending school – all other pupils should learn from home.</li> </ul> <p><b>Designated safeguarding leads (DSLs)</b></p> <ul style="list-style-type: none"> <li>a trained DSL or deputy is always on site or available to be contacted via phone or online video - for example working from home</li> <li>if required, we agree to sharing trained DSLs or deputies with other schools in our trust who are available via phone or online video</li> </ul>							
<p><b>Related Documents:</b></p> <p>Infection Control Policy, First Aid Policy, Business Continuity Plan, SEND Policy, COSHH Policy, Medicines Policy, Data Protection Policies, Behavioural Policy, Staff Code of Conduct, Whistleblowing, Disciplinary Policy, COVID-19 Action Plan, Safeguarding Policy &amp; Child Protection Policy inc. COVID-19 Addendum.</p>							

**GENERAL**

What are the hazards?	Risk Control Measures	Person Responsible
<p><b>Policies and Procedures – staff awareness</b></p>	<ul style="list-style-type: none"> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ Safeguarding Policy and COVID addendum</li> <li>○ Health and Safety Policy</li> <li>○ First Aid Policy</li> <li>○ SEND Policy</li> <li>○ Whistleblowing</li> <li>○ Code of Conduct</li> <li>○ WAT Coronavirus Policy</li> <li>○ WAT Infection Control Policy</li> <li>○ Risk assessment for daily activities – format for all staff</li> <li>○ Privacy notice and guidance for staff COVID-19 testing</li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:               <ul style="list-style-type: none"> <li>○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>○ The Health Protection (Notification) Regulations 2010</li> <li>○ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’</li> <li>○ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’</li> <li>○ DFE GUIDANCE: Face coverings in education March 2021</li> </ul> </li> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> </ul>	<p>All staff</p>

	<ul style="list-style-type: none"> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>○ DfE</li> <li>○ NHS</li> <li>○ Department of Health and Social Care</li> <li>○ PHE</li> <li>○ The school’s local health protection team (HPT – flowchart in HT office).</li> <li>○ <b>Union advice based on medical guidance</b></li> <li>○ <b>Advice and guidance regarding staff COVID-19 testing</b></li> </ul> </li> <li>• All the usual pre-term building checks are undertaken to make the school safe prior to reopening fully i.e. Legionella testing.</li> <li>• Data Protection Policies and principles of GDPR are followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> <li>• <b>Privacy notice shared and secure storage of testing information confirmed by COVID-19 testing coordinators</b></li> </ul>	
<p><b>Lack of current and relevant information/guidance.</b></p>	<ul style="list-style-type: none"> <li>• HT to ensure daily updates are checked.</li> <li>• All school staff have access to the most recent information from the Government, and this is distributed throughout the school community and on display in the staffroom.</li> <li>• HT to add updates to the school website.</li> <li>• Pupils updated via class teachers/email as necessary.</li> <li>• Any change in information to be shared with Chair of Governors and passed on to parents and staff by email where necessary.</li> <li>• Staff with underlying health issues or those within vulnerable groups should keep their line manager updated.</li> </ul>	<p>HT (Headteacher)</p> <p>SIT (School Improvement Team)</p>

	<ul style="list-style-type: none"> <li>• Further help and support are variable through East Midlands Health Protection Team and the DfE line.</li> <li>• Staff are aware of variant strains of COVID and the growing evidence in the press relating to the increased risk of transmission for children</li> <li>• Staff are directed to liaise with unions to ensure they are comfortable that we comply with safety at work guidance as far as is practicable and the workplace is a safe environment</li> <li>• Staff encouraged to consider informal or accidental contacts during the school day in order to minimise accidental transfer/increase in contacts</li> <li>• Staff are aware of new guidance regarding face masks rather than visors for shared areas and adult contact.</li> </ul>	
<b>Visitors and Volunteers</b>	<ul style="list-style-type: none"> <li>• Contractors undertaking statutory testing and emergency repairs are permitted on site. They are advised to arrive and leave site avoiding pupil pick up and drop off times and the number and duration of face to face contacts with adults is limited as far as possible (e.g. 15 minutes). 2 metre social distancing protocols are followed when they are indoors on site.</li> <li>• Volunteers and parent helpers will not be allowed on site.</li> <li>• External contractors will be considered if by SIT – if they can adhere to the RA guidance –delivery of session’s may be considered. External contractors delivering sessions in multiple settings will not be allowed on site.</li> <li>• Visitor checklist and declaration created by HTs and approval as WAT document</li> <li>• If staff don’t need to be on-site and duties can be performed at home then they should avoid the premises. Timetabling will take account of the number of staff needed to meet demand for places in a safe way. If onsite staff are responsible for maintain social distancing from adults and children.</li> <li>• Non-essential visitors are asked to remain away from site. In determining whether the visitor is essential consider whether the meeting can be undertaken remotely, whether</li> </ul>	HT/SIT SCHOOL BURSAR Site Manager

	<p>there are any other health and safety, financial or other significant implications of not undertaking the visit.</p> <ul style="list-style-type: none"> <li>• Peripatetic visitors who would closely mix with staff and pupils are avoided if possible as there is a greater risk of contracting and transmitting Covid-19 to multiple schools. If allowed in school, they will need to follow strict social distancing and hygiene guidelines.</li> <li>• Where it is necessary to use supply staff and to welcome visitors to the school such as peripatetic teachers, those individuals will be expected to comply with the school's arrangements for managing and minimising risk, including taking particular care to maintain distance from other staff and pupils.</li> <li>• Governor visits are cancelled and meetings held virtually.</li> <li>• School performances are not held unless they are filmed and recorded or live streamed (parental permission required).</li> </ul>	
<p><b>PREVENTION:</b> Precautionary transmission measures are not followed in school including hygiene guidance and social distancing.</p>	<ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection. <b>Reviewed in light of variant strain and possible increase in transmission rates</b></li> <li>• Staff will not report for work if feeling unwell or if in self-isolation until the full recommended period of self-isolation has expired.</li> <li>• Pupils who are unwell with Covid-19 symptoms will not be allowed to attend school.</li> <li>• Staff who are unwell with Covid-19 symptoms will not be allowed to attend school.</li> </ul>	<p>HT/SIT All staff</p>
	<p><b>STAFF</b> <b>Reviewed in light of variant strain and possible increase in transmission rates</b></p> <ul style="list-style-type: none"> <li>• Staff receive induction training about COVID-19 and how they will contribute to their own safety and that of other site users.</li> <li>• Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. staffroom welfare facilities.</li> <li>• Staff will take particular care in shared areas such as kitchen facilities and observe high expectations of hygiene if making drinks for each other. Staff must observe social</li> </ul>	<p>HT/SIT All staff</p>

distancing guidance when using shared areas. Further limitations imposed to reduce staff contact

- **Staff will not make drinks for each other** and will observe social distancing guidance when using shared areas. ~~Staff are advised that wearing face coverings in communal spaces where staff bubbles may cross e.g. photocopy area – whilst not required by government guidance – may add extra protection.~~ Please note that social distancing in these areas must also be adhered to.
- Face coverings (not visors) must be worn by staff in all shared areas and interactions between adults.
- Optional visors may be worn by staff in the classroom to limit spread of the virus via droplets. Visors should be stored carefully and cleaned regularly.
- Staff should take care to wash or sanitise hands before and after removing face masks and these should be stored in a sealed plastic bag or box.
- Masks should be replaced if damp
- All office type workstations/desks being used at the same time to be at least 2 metres apart, unless working closely together as a requirement of their work.
- ~~Rooms used for recording remote learning sessions are allocated to individual year groups and should only be used by one person at a time due to size/ventilation~~
- Rooms allocated to year groups for intervention/ lunch and breaks should only be used by small groups and adults should maintain 2m distance. They should be well ventilated at all times.
- Staff toilets are allocated for use by specific 'bubbles' only
- As much as possible, possible staff will use the same classroom, office, room, area each day and avoid changing classrooms, office, workstations, pens, scissors or other equipment with different staff and pupil groups.

- Staff room to be demarcated to abide by social distancing principles. Chairs separated, timings staggered etc.

#### **PUPILS**

- Pupils will have an induction lesson about COVID-19 and how they will contribute to their own safety and that of other site users.
- Posters are displayed throughout the school reminding pupils to wash their hands, e.g. before entering and leaving the school.
- Pupils will be reminded to 'Catch it, Bin it, Kill it.' When coughing, sneezing and wiping nose.
- Pupils will wash hands regularly including:
  - on arrival and before leaving
  - before and after morning break/lunch
  - before and after eating
- before and after using shared outdoor equipment
- Washing facilities will be provided for the use of outdoor equipment and supervised by the adults on duty.
- Pupil toilets are only to be used by 1 child at a time.
- Pupils will remain in the same classroom, where possible when attending school. Small group teaching is allowed following strict hygiene i.e. handwashing
- Each pupil will have a classroom pack containing basic necessary equipment for the school day. If other equipment is used and shared – staff will encourage before/after hand washing and equipment will be thoroughly cleaned between groups/days.

	<ul style="list-style-type: none"> <li>• Markings are present in foyer/reception. Office staff are provided with a protective screen. Office staff use window and reception hatch with screen closed. Visitors wait outside to be spoken to.</li> <li>• Remote sign in used wherever possible for staff to avoid reception foyer area</li> <li>• <del>Parents will not be allowed on site.</del></li> <li>• Parents will not be allowed into the classrooms. Parents should be encouraged to use electronic forms of communication.</li> </ul>	
<p><b>Staff and pupils on site do not adhere to social distancing guidance.</b></p>	<ul style="list-style-type: none"> <li>• <del>Class sizes reflect the number of teaching staff available and are kept as small as possible</del></li> <li>• Class Bubbles will remain consistent and the offer of a broad and balanced curriculum which supports children’s mental health and welfare.</li> <li>• Bubble sizes have been designed to reflect the numbers of teaching staff available and the offer of a broad and balanced curriculum which supports children’s mental health and welfare.</li> <li>• Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering.</li> <li>• <del>Reduced size of bubbles in school to minimise contact further between children and adults in line with national lockdown 3 – providing for vulnerable pupils and children of critical workers only. Groups of 15 pupils supervised by teaching assistants and directed by teachers supporting across the year group, making use of all remote learning materials.</del></li> <li>• <del>Nursery bubbles created in groups of 13 pupils with dedicated areas and timetabled use of outdoor areas.</del></li> <li>• <del>Limit interactions to class bubbles (balancing impact break-times, staff flexibility and the provision of targeted intervention and directed support)</del></li> <li>• Class bubbles remain separated for all sessions during the school day. Adult contacts are limited as much as possible whilst providing full academic and emotional support for pupils. Staffing plan is regularly reviewed.</li> </ul>	<p>HT/SIT</p>

	<ul style="list-style-type: none"> <li>• As far as possible, teaching staff and TAs will stay with their bubble and not crossover to teach/support different groups/classes, thereby not extending the contact group and limiting the potential spread of COVID-19.</li> <li>• <b>Review intervention support bubble within school and limit to class where possible</b></li> <li>• <b>Intervention/ELSA support limited to individuals in separate year groups. Pupils should be sent to the TA at the classroom door to work in an appropriate space allowing for social distancing for anyone passing by</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Pupils stay with their bubble and are encouraged to observe social distancing where possible. They will not play or socialise with other bubbles.</li> <li>• <b>Revisit with children on return to school after holiday</b></li> </ul>	
	<ul style="list-style-type: none"> <li><del>• As far as possible, children and staff are spaced apart at all times i.e. sitting children at desks that are 2m apart, ensuring everyone queues and eats 2m apart.</del></li> <li><del>• Children will be actively encouraged to keep 2m apart when in the playground or doing any physical exercise.</del></li> <li>• Children will be actively encouraged to keep at least 1m apart when in the playground or doing any physical exercise.</li> <li>• <b>Revisit with children - November 2020.</b></li> <li>• <b>Revisit with children on return to school January 2021.</b></li> <li>• <b>Spaces separated outside to clearly separate each bubble</b></li> <li>• <b>Review Y2 bubble lunch arrangements to ensure only one group eats in the hall</b></li> </ul>	
	<ul style="list-style-type: none"> <li>• Supervising staff will ensure they follow social distancing guidance and act as role models for children.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Parents are discouraged from gathering at school gates. Clear drop off/collection points are allocated, parents are communicated to regarding instructions via letter/Parentmail. Parents are advised not to congregate. Drop off/collection times are staggered</li> </ul>	

	<ul style="list-style-type: none"> <li>Reminder messages sent out as required. HT/AHT presence at drop off and pick up times to monitor and encourage effective distancing and wearing of masks</li> </ul>	
<p><b>Confirmed/suspected staff or pupil Covid-19 case</b></p>	<ul style="list-style-type: none"> <li>Minimise 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.</li> <li>Staff and pupils who report the following symptoms remain at home for 7 days. Their household members must remain at home for 10 days and advised to follow <i>Stay at home: guidance for household with possible or confirmed case of coronavirus infection</i>: <ul style="list-style-type: none"> <li>a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>loss of or change in their normal sense of taste or smell (anosmia)</li> </ul> </li> <li>Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus.</li> </ul> <p>The following information is shared with staff:</p> <ul style="list-style-type: none"> <li>All staff who are attending a school will have access to a test if they display symptoms of coronavirus, they are encouraged to get tested in this scenario.</li> <li>Where the staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</li> <li>Where the pupil tests positive, individuals who have been in close contact within their childcare or education setting are sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. <ul style="list-style-type: none"> <li><b>Definition of direct close contact</b></li> </ul> </li> </ul>	<p>HT/SIT</p>

	<ul style="list-style-type: none"> <li>▪ face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>▪ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> </ul> <ul style="list-style-type: none"> <li>• travelling in a small vehicle, like a car, with an infected person</li> <li>• Routine testing made available for all staff from 27.1.21 using Lateral Flow devices (LFD) kits – please see separate testing risk assessment later in this document</li> </ul>	
	<ul style="list-style-type: none"> <li>• In line with the WAT Infection Control Policy, a person displaying symptoms in school will be removed to the isolation zone <b>*symptoms observed should be in line with latest government advice.- this should be reviewed daily due to new variant strain of COVID</b></li> <li>• Attending adults should wear appropriate PPE.</li> <li>• <b>Remind staff to ensure window is opened in isolation room to provide fresh air-flow.</b></li> <li>• A staff member should be allowed to drive home straight away if appropriate.</li> <li>• A pupil should be collected immediately. (along with all sibling - <b>including juniors</b> )</li> <li>• Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe.</li> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</li> <li>• The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen.</li> <li>• The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance and the Infection Control Policy.</li> <li>• Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</li> <li>• Staff are instructed to wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</li> <li>• The isolation zone and classroom will be closed and undergo a deep clean – see Cleaning.</li> <li>• Where cleaning and disinfecting is not required immediately, for instance where we can use another room/classroom /office then, and where practical to do so, the process will be delayed for 72 hours, during which time these areas will be secured with appropriate signage on the door 'Closed for Cleaning'.</li> <li>• Isolation rooms are designated to each year group. Each Year Group has 2 identified areas. The member of staff who is supervising the child with symptoms will phone to identify which of the rooms is free, or to direct which must be vacated, to provide isolation space whilst the parents/cares are contacted to collect child and siblings.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Areas where the individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids are cleaned thoroughly as normal.</li> <li>• New procedures and signage for shared facilities <ul style="list-style-type: none"> <li>○ Photocopier moved to allow more circulation space, staff encouraged to bring packed lunch/ flasks or clean down kitchen area after use.</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Fridge/freezer moved into central area for access to ice packs for first aid</li> </ul> <ul style="list-style-type: none"> <li>● The effective cleaning process would be carried out using the Enhanced Cleaning and Disinfecting Coronavirus (COVID-19) guidance</li> <li>● Children/staff who have displayed symptoms of coronavirus must self-isolate for 7-14 days before returning to school. – unless a test is returned as negative.</li> </ul>	
<p><b>Spread of infection</b></p>	<ul style="list-style-type: none"> <li>● Staff/pupils are instructed to cough or sneeze into their elbow and use a tissue to cover their mouths where possible, disposing of the tissue in waste disposal units.</li> <li>● Schools must promote the ‘catch it, bin it, kill it’ approach ensuring there are sufficient tissues available in each classroom.</li> <li>● Staff/pupils clean their hands after they have coughed or sneezed.</li> <li>● Signage is prevalent around school and in key areas, e.g. toilet areas</li> <li>● Year group bubbles are used to minimise contact between groups of pupils and staff to reduce the risk of transmission</li> <li>● Number of teachers/adults per groups is minimised/controlled to prevent cross-contamination of ‘bubbles’.</li> <li>● Pupils are seated side by side facing forwards in rows.</li> <li>● Adults to maintain social distancing from pupils and other adults where this is possible to do so.</li> <li>● Parents are informed via letter/phone call/email: <ul style="list-style-type: none"> <li>○ not to bring their children to school or onto the school premises if they show symptoms of COVID-19 or they have been a contact of someone who has tested positive for COVID-19.</li> <li>○ not to attend school themselves if they show symptoms of COVID-19 or they have been a contact of someone who has tested positive for COVID-19.</li> </ul> </li> <li>● Children who have displayed symptoms of COVID-19 must self-isolate for 10 days before returning to school.</li> </ul>	

- Pupils queue 1 metre plus apart where possible at entrances and exits to avoid risks of transmission.
- Clear drop off/collection points are allocated; parents are communicated to regarding instructions via letter/Dojo/email.
- Parents are advised not to congregate.
- Drop off/collection times are staggered
- Parents are encouraged to walk or cycle where possible.
- Pupils arriving at school wearing face coverings have been informed of how to remove and store safely in a reusable bag.
- School provides a covered bin for disposing of face masks.
- Staff/pupils wash their hands/**sanitise** on arrival.
- Classroom layout provides a space between pupils where this is possible to do so.
- Excess furniture, including soft furnishings and toys which are difficult to clean are removed.
- Gatherings of large groups are avoided such as assemblies.
- Regular cleaning of surfaces throughout the day is maintained and checked. *See Cleaning*
- Strategies to avoid transient passing and pinch points, such as doorways, coat pegs etc.
  - One-way system to avoid/restrict congestion
  - Clear/structured adult supervision of class movement
  - Staggered start /finish times
  - mapped routes around school pathways and corridors and central areas have been identified for groups moving to/from the dining hall and playgrounds
- Touchpoints are reduced **and ventilation is increased** by propping open non-fire doors. **These must be closed by the adult when evacuation occurs or when there is no-one in the classroom e.g. break/lunch.**

- Outside space is used more regularly for PE to assist social distancing.
- Markings are present in foyer/reception. Office staff keep glass screens closed at all times.
- Staff and pupils have their own equipment such as pens and pencils to reduce cross infection.
- Shared equipment within the bubble is cleaned regularly.
- Equipment shared between bubbles/classes is cleaned regularly and meticulously and left unused and out of reach for 48 hours (72 hours for plastic).
- [Borrowing resources - staff are asked to request resources via phone and collect from the door, cleaning or quarantining before returning in the same way.](#)
- Music lessons pose an additional risk of infection where pupils are chanting or singing. Singing should not take place in large groups such as school choirs and ensembles, or school assemblies.
- Schools can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.

#### **Ventilation & Temperature**

Ventilating indoor work areas, whilst at the same time ensuring a comfortable working temperature, will become more challenging over the Winter period. **(Sixteen degrees C is the legal minimum workplace temperature.)** GOV.UK has provided no specific guidance for schools. This section of the RA follows guidance from [the Federation of European Heating, Ventilation and Air Conditioning Associations \(as summarised by the NEU\) & the HSE](#) who state they recognised the need to optimise the fresh air in a classroom, while balancing a reasonable temperature.

	<ul style="list-style-type: none"> <li>• Ventilation can be increased by propping open internal classroom doors – NOTE - these must be closed by the adult when evacuation occurs or when there is no-one in the classroom e.g. break/lunch</li> <li>• During break/lunch when classrooms without air-conditioning are empty, windows should be fully opened to allow ventilation. External doors may also be opened.</li> <li>• Where possible – window blinds should not obstruct ventilation.</li> <li>• Parents will be advised to ensure children always have school jumpers with them. The school uniform code will be relaxed so that children who may wish to wear an extra fleece or base layer can do so.</li> </ul>	
<p><b>Response to any infection - Containing an outbreak</b></p>	<ul style="list-style-type: none"> <li>• Senior leaders understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>.</li> <li>• Staff and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>○ <a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>○ provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li>○ <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> <li>○ Inform the school of the test result</li> </ul> </li> <li>• The school knows how to contact the local Public Health Protection Team (East Midlands) or the DfE Helpline if someone attending the school tests positive for coronavirus.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Schools must send home those people who have been a contact of a person who tests positive advising them to self-isolate for 10 days.</li> <li>• The school decision on who must self-isolate following a confirmed case will be guided by the HPT.</li> <li>• Schools keep a record of pupils and staff (control list) in each bubble and any close contact that takes place between children and staff in different groups to identify who needs to be sent home if a person tests positive.</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</li> </ul>	
<b>Lack of hygiene provision and effective cleaning</b>	<ul style="list-style-type: none"> <li>• Soap dispensers and hand towels within toilets are fully stocked at the start of each day. Regular checks are made throughout the day to ensure adequate supply.</li> </ul>	HT/SIT All staff
	<ul style="list-style-type: none"> <li>• Adults in classroom report if stocks of hygiene supplies are running low – sanitiser, tissues etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Instillation of hand sanitisers are located at key points around the site i.e. entrances, exits etc.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Bubble staff will be supplied with gloves and appropriate cleaning liquids to wipe down tables, door handles, sink areas etc. at midday.</li> <li>• Tissue bins will also be emptied.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Excess furniture, including soft furnishings and toys with intricate parts are removed</li> </ul>	
<b>Communication</b>	<ul style="list-style-type: none"> <li>• This completed risk assessment is shared with staff.</li> <li>• Reviewed risk assessment shared with staff</li> <li>• Reviewed risk assessment shared with staff</li> </ul>	HT/SIT/SCHOOL BURSAR

	<ul style="list-style-type: none"> <li>• The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. Signage is installed wherever necessary as a reminder.</li> <li>• Any cases of suspected coronavirus are reported immediately to line managers (pupil or staff)</li> <li>• Schools put into place any actions or precautions advised by the Trust.</li> <li>• Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary.</li> <li>• Conversations with parent/carers are held on the telephone or via email wherever possible.</li> <li>• Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 2-metre social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes).</li> <li>• On site parent evenings are cancelled.</li> <li>• Annual Reports will not be in the usual format.</li> <li>• Schools communicate clearly the expectations around school attendance to families</li> <li>• All school events (celebration assemblies, performances, parents evenings) are cancelled and will only be restarted following detailed assessment of risk</li> </ul>	
<p><b>Partial school closure</b></p>	<ul style="list-style-type: none"> <li>• The school communicates with parents via letter/Parentmail regarding any updates to school procedures which are affected by the coronavirus pandemic. (Updated info sent our prior to Xmas break)</li> <li>• Pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.</li> <li>• <del>Pupils continuing education at school are seated at least 2m away from their peers where possible.</del></li> </ul>	<p>HT/SIT/SCHOOL BURSAR Site Manager</p>

- ~~• Pupils working from home are assigned work to complete to a timeframe set by their teacher.~~
- The school has a clear contingency plan in place for providing remote education in the event of a full or partial school closure.
  - Pupils working from home (pupils isolating) are assigned work to complete to a timeframe set by their teacher.
  - Pupils have access to school work e.g. online learning (website/ClassDojo) or paper work packs.
  - Online teaching will available - through Microsoft Education Platform - TBC
  - Teacher/pupil and teacher/parent interaction is available through ClassDojo.
  - WAT FLO to be in telephone contact with vulnerable/pupils.
  - SENCo to be in telephone contact with higher level SEND pupils.
- The headteacher maintains their plan for pupils' continued education during partial school closure to ensure there is minimal disruption to pupils' learning.
- The Behavioural Policy and Staff Code of Conduct are adhered to at all times, even while working remotely. Policies are reviewed in line with COVID-19.
- High profile (SEND/Vulnerable) pupils are risk assessed individually
- The head teacher works with the IT technicians to ensure that all technology used is accessible to all staff – alternative arrangements are put in place where required.
- Data only SIM cards are distributed as available to families in need
- Loan devices are investigated for pupils struggling to access remote learning.
- The headteacher liaises with the relevant organisations to ensure adequate provision is in place for pupils to be able to work from home, e.g. learning support.
- The school manages the use of parents' and pupils' contact details in line with the Data Protection Policy.

	<ul style="list-style-type: none"> <li><del>The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close.</del></li> <li><del>The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic.</del></li> </ul>	
<b>Vacant premises due to full closure</b>	<ul style="list-style-type: none"> <li>Access to the school is restricted – additional security is arranged and put in place if required.</li> <li>Site team remain on-call in case of an emergency or if access to the school is required.</li> <li>External signage is visible to show that the school is closed and that access is restricted.</li> <li>Valuable school property and equipment is identified and reasonable measures are in place to ensure security.</li> <li>The site manager ensures the school premises is safe to return to before school activity resumes.</li> <li>Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business.</li> <li>The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice.</li> </ul>	HT/SIT/SCHOOL BURSAR Site Manager
<b>Emergencies</b>	<ul style="list-style-type: none"> <li><b>All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required.</b></li> <li>Pupils' parents are contacted as soon as practicable in the event of an emergency.</li> <li>Pupils' alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>The school has an up-to-date First Aid/Medicines Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	HT/SIT/SCHOOL BURSAR

	<ul style="list-style-type: none"> <li>• Class dojo and Teams used throughout any period of closure or disruption</li> </ul>	
<b>Staff travelling to and from work</b>	<ul style="list-style-type: none"> <li>• Staff are advised to stay 2 metres away from other people where possible on the way into work - if walking or using public transport.</li> <li>• All staff to sanitise hands at the front entrance and then wash hands immediately.</li> <li>• Staff are advised to keep up to date about reduced public services and closed stations.</li> <li>• See GOV.UK safer travel advice - <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> </ul>	HT/SIT/SCHOOL BURSAR
<b>Driving to and from work</b>	<ul style="list-style-type: none"> <li>• If staff have to get out of the vehicle en-route, and cannot wash their hands or do not have an appropriate alcohol-based hand sanitiser, they are advised to avoid touching their face; avoid eating or drinking; and sanitise/wash hands as soon as they can. Staff should then sanitise at the front entrance and then wash hands immediately.</li> </ul>	

**Cleaning** - This risk assessment is specific to Coronavirus (COVID-19) and should be followed in conjunction with the current caretaking/cleaning risk assessments and Government guidance.

Hazard	Risk Control Measures	Person Responsible
<p><b>Exposure to Covid-19 from touching surfaces – general, daily cleaning - no suspected case</b></p>	<ul style="list-style-type: none"> <li>• Daily cleaning routines remain in operation.</li> <li>• Additional cleaning to reduce risk of contamination to the environment from any potential COVID-19 infection:               <ul style="list-style-type: none"> <li>○ All cleaning of classroom, toilets etc. must be completed between sessions and NOT during i.e. at start/end of the school day - special attention to paid to frequently touched surfaces - push plates, door handles.</li> <li>○ Staff toilets – usually cleaned as part of the evening shift should be left as late as possible.</li> <li>○ Tissue bins must have bin liners.</li> <li>○ All adults at lunch time - are responsible for: (gloves are available in all rooms):                   <ul style="list-style-type: none"> <li>▪ Cleaning tables and classroom sink areas and other surfaces used;</li> </ul> </li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Hands are washed regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning.</li> </ul>	Site Manager and Cleaning team
	<ul style="list-style-type: none"> <li>• All caretaking/cleaning staff (must) wear disposable gloves and apron throughout their cleaning shift on site.</li> </ul>	Site Manager and Cleaning team
	<ul style="list-style-type: none"> <li>• All gloves and aprons used in a shift are disposed of after being used and placed into sealed bag for disposal.</li> </ul>	Site Manager and Cleaning team
	<ul style="list-style-type: none"> <li>• If gloves and aprons are removed during a shift, then these are disposed of as above. Hands are washed thoroughly, and new gloves and aprons put back on before carrying on with duties.</li> </ul>	Site Manager and Cleaning team
	<ul style="list-style-type: none"> <li>• Cleaning is undertaken in a methodical order i.e. cleaning all common surfaces such as door handles, push plates on doors, handles of equipment that are regularly used such as zip boilers and all surfaces where people place hands such as worktops, desks, meeting tables etc. Mopping and low level cleaning would follow after this.</li> </ul>	Site Manager and Cleaning team

	<ul style="list-style-type: none"> <li>Staff do not sit in the same workstation or share workstations with other staff.</li> </ul>	All Staff
	<ul style="list-style-type: none"> <li>Employees do make their own drinks and wash up their own mugs, plates and utensils etc. Dishwasher is put on intensive at the end of every day</li> </ul>	All Staff
	<ul style="list-style-type: none"> <li>Staff will liaise with the Headteacher/Site Manager regarding internal doors that are not designated fire doors fire doors with automatic closers doors that do not need to be kept closed for security reasons are left open during the day when building is in operation to reduce the risk of having to touch communal door handles and push plates.</li> </ul>	All Staff
<b>Cross contamination / infection</b>	<ul style="list-style-type: none"> <li>All employees wear the required and correct PPE, including disposable gloves and aprons cloths and mop heads are cleaned after completion of the task.</li> </ul>	Site Manager and Cleaning team
	<ul style="list-style-type: none"> <li>All colour coding is followed, for cleaning materials are adhered to where necessary.</li> </ul>	
	<ul style="list-style-type: none"> <li>Aprons are removed before removing gloves and placed in a plastic bag.</li> </ul>	
	<ul style="list-style-type: none"> <li>Gloved hands are washed before removing and then put into a plastic bag, which is sealed for disposal.</li> </ul>	
	<ul style="list-style-type: none"> <li>After gloves have been removed, hands are washed thoroughly for at least 20 seconds.</li> <li>New sets of gloves and aprons are used at the start of each shift.</li> </ul>	
	<ul style="list-style-type: none"> <li>Before cleaning and area of suspected contamination – revisit the Contamination Checklist.</li> </ul>	
<b>Using new chemicals/products to mitigate Coronavirus (COVID-19) Control of Substances Hazardous to Health (COSHH)</b>	<ul style="list-style-type: none"> <li>Only approved cleaning chemicals are used as per COSHH.</li> </ul>	Site Manager and Cleaning team
	<ul style="list-style-type: none"> <li>A COSHH assessment is completed for any new products/chemicals.</li> </ul>	SITE MANAGER
	<ul style="list-style-type: none"> <li>Cleaning chemicals ARE NOT MIXED, and dilution rates are followed with correct techniques used e.g. number of plunges or caps needed.</li> </ul>	SITE MANAGER

	<ul style="list-style-type: none"> <li>• Cleaning chemicals are kept in their original containers, labels are not removed, and lids are replaced following use.</li> </ul>	SITE MANAGER
	<ul style="list-style-type: none"> <li>• Diluted chemicals can be stored in spray bottles, but the bottle will be clearly labelled giving the name of the chemical contained and its dilution rate</li> </ul>	SITE MANAGER
	<ul style="list-style-type: none"> <li>• Cleaning chemicals are not left out unattended and are securely stored.</li> </ul>	All staff
	<ul style="list-style-type: none"> <li>• Appropriate Personal Protective Equipment is always used, specifically disposable gloves, apron and eye protection when diluting chemicals as per the COSHH assessment.</li> </ul>	SITE MANAGER
	<ul style="list-style-type: none"> <li>• Eye protection is worn if there is a risk of splashing chemicals e.g. when diluting any concentrate chemical (this will be identified in the full COSHH assessment or on the manufacturer's instructions).</li> </ul>	SITE MANAGER
<b>COVID-19 Weekly Cleaning Checklist to be completed</b>	<ul style="list-style-type: none"> <li>• Follow the weekly Covid-19 weekly cleaning checklist to ensure audit trail available</li> </ul>	SITE MANAGER and cleaners
<b>Site staff absence</b>	The school/setting could pursue; <ul style="list-style-type: none"> <li>• replacement/cover</li> <li>• sharing site staff support from another school/setting</li> <li>• external cleaning services</li> <li>• temporary workers if alternative arrangements cannot be made</li> </ul>	HT/SIT/SCHOOL BURSAR
<b>Effective cleaning no longer available</b>	<ul style="list-style-type: none"> <li>• If the site cannot be cleaned, the school will contact the Trust for further advice before making decisions to temporarily close on health and safety grounds.</li> </ul>	HT/SIT/SCHOOL BURSAR
	<ul style="list-style-type: none"> <li>• Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover.</li> </ul>	HT/SIT/SCHOOL BURSAR

**First Aid** - This risk assessment is specific to Coronavirus (COVID-19) and should be followed in conjunction with the current first aid risk assessments and Government guidance.

Hazard	Control	Responsible Persons
<p>Inadequate facilities to deal with injuries and ill health at work.</p>	<ul style="list-style-type: none"> <li>• There are an appropriate number of trained personnel taking into account the size of the establishment, split sites, location, cover for absences and off site visits, age of pupils and young people and type of activities in accordance with first aid guidance.</li> </ul>	<p>Headteacher/ School Bursar</p>
	<ul style="list-style-type: none"> <li>• Certificates of trained employees e.g. First Aiders and Appointed Persons are in date and copies are kept on site.</li> </ul>	<p>Headteacher/School Bursar</p>
	<ul style="list-style-type: none"> <li>• Refresher training is provided before expiry (currently within three years of the training date)</li> <li>• Staff holding current First Aid at Work qualification whose certificate expires on or after 16 March and cannot access requalification training because of coronavirus a 3-month extension has been granted (see <a href="https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</a>)</li> </ul>	<p>Headteacher/School Bursar</p>
	<ul style="list-style-type: none"> <li>• All staff have been informed of first aid equipment locations, the persons appointed to provide first aid and how to summon them.</li> </ul>	<p>Headteacher/SIT</p>
	<ul style="list-style-type: none"> <li>• Basic first aid kits are available in each classroom and a first aider working within the classroom will administer first aid as and when appropriate.</li> <li>• <a href="#">Fridge/freezer moved into central area for access to ice packs for first aid</a></li> </ul>	<p>Headteacher/SIT/First Aiders</p>
	<ul style="list-style-type: none"> <li>• An appointed person(s) has been nominated to manage and restock first aid provision general stock.</li> </ul>	<p>Headteacher/SIT/First Aiders/ School Bursar</p>
	<ul style="list-style-type: none"> <li>• Identified First Aiders responsible in each classroom/year group will check and replenish stocks in the classroom(s).</li> </ul>	
	<ul style="list-style-type: none"> <li>• There is an appropriate place available to administer first aid.</li> </ul>	<p>Headteacher/SIT</p>

	<ul style="list-style-type: none"> <li>• Children demonstrating Coronavirus symptoms/suspected Coronavirus symptom will be isolated in the identified room until collection arranged.</li> <li>• PPE (following guidance) is available for a member of staff who may be required to assist a potential infected person.</li> <li>• The cleaning RA details how the isolation area and classroom will be deep cleaned.</li> </ul>	
<b>Exposure to Biological Hazards</b>	<ul style="list-style-type: none"> <li>• There is appropriate personal protective equipment available for employees who may be exposed to biological hazards e.g. disposable gloves for First Aider's; aprons; face shield where appropriate.</li> <li>• <b>Visors are optional for use in the classroom and do not replace the need for face masks in shared areas or during contact between adults.</b></li> </ul>	Headteacher/SIT/First Aiders
	<ul style="list-style-type: none"> <li>• Staff dealing with incidents will also be aware of guidance posters published by Public Health England on putting on/taking off PPE.</li> </ul>	
<b>Bodily fluids and control of waste</b>	<ul style="list-style-type: none"> <li>• Staff are aware and follow the procedure for dealing with and disposal of bodily fluids and waste materials.</li> </ul>	Headteacher/SIT/First Aiders/ Cleaning Staff
<b>First Aider dealing exposure to Coronavirus (Covid-19)</b>	<ul style="list-style-type: none"> <li>• Staff to be familiar with and follow the 'Guidance for First Aiders who may be required to undertake CPR during the COVID-19 outbreak'.</li> </ul>	Headteacher/SIT/First Aiders
<b>Aftermath of Incident</b>	<ul style="list-style-type: none"> <li>• First aiders are given suitable support to deal with aftermath of dealing with any serious or upsetting incidents.</li> </ul>	Headteacher/SIT
	<ul style="list-style-type: none"> <li>• All significant accidents are investigated to identify immediate and underlying causes.</li> </ul>	Headteacher/SIT
	<ul style="list-style-type: none"> <li>• All reportable incidents are recorded and reported.</li> </ul>	Headteacher/SIT

**Fire** - This risk assessment is specific to Coronavirus (COVID-19) and should be followed in conjunction with the current fire risk assessments.

Hazzard	Control	Responsible Persons
<b>Operating in a different manner to normal operation</b>	<ul style="list-style-type: none"> <li>The operational fire risk assessment has been reviewed and appropriate controls are in place.</li> </ul>	Site Manager/HT
	<ul style="list-style-type: none"> <li>The school/setting has a system for knowing who is in the school when open. All will sign in/out using the school system –hand sanitiser must applied first.</li> </ul>	Headteacher/Office Staff
<b>Fire systems faults/failures due to limited areas of the school being used</b>	<ul style="list-style-type: none"> <li>Alarm points and the Fire log book checks are completed.</li> </ul>	Site Manager
	<ul style="list-style-type: none"> <li>Regular checks are carried out as outlined in existing risk assessments, despite lower occupancy.</li> </ul>	Site Manager
	<ul style="list-style-type: none"> <li>Any faults/failures are reported immediately and actions taken to be fixed.</li> </ul>	Site Manager
<b>Fire and Evacuation procedures are unfamiliar to members of the <i>school</i> given reduced staffing level or additional staff that may be familiar from the school</b>	<ul style="list-style-type: none"> <li>Staff will be required to familiarise themselves with procedures specific to room they are teaching in.</li> </ul>	Headteacher/SIT/Staff
	<ul style="list-style-type: none"> <li>Staff know where firefighting equipment is.</li> </ul>	Headteacher/SIT/Staff
	<ul style="list-style-type: none"> <li>Staff know how the fire alarm system works (and back up method of raising the alarm is considered if necessary).</li> </ul>	Headteacher/SIT/Staff
	<ul style="list-style-type: none"> <li>Staff and children upon return to school will be briefed on updated fire evacuation procedures for their new group (bubble).</li> </ul>	Headteacher/SIT/Staff
	<ul style="list-style-type: none"> <li>Fire Drills will be held as normal.</li> </ul>	Headteacher/SIT/Site Manager
	<ul style="list-style-type: none"> <li>Personal Emergency Evacuation Plans are in place for pupils/staff who need assistance to evacuate the building.</li> </ul>	

	<ul style="list-style-type: none"> <li>Evacuation plan ensures areas being used are clear and everyone has exited. Staff are aware of their appointed fire marshal duties (given new areas in which they may be teaching). Designated teachers will check toilet facilities/areas if safe to do used by their class bubble.</li> </ul>	Headteacher/SIT/Staff
<b>Registers will require modification in line with the new class grouping arrangements</b>	<ul style="list-style-type: none"> <li>New registers will be completed for each class bubble and distributed to staff.</li> </ul>	School Bursar/Office Staff
<b>Social distancing compromised as a result of evacuation</b>	<ul style="list-style-type: none"> <li>Existing evacuation points will be used.</li> </ul>	Staff
	<ul style="list-style-type: none"> <li>Fire drills are undertaken and recorded whilst ensuring social distancing measures are adhered too. This may be done initially by doing a known to all fire drill, so that each group has sufficient social distancing while exiting and assembling for drill purposes only.</li> </ul>	Headteacher/SIT/Staff/ Site Manager
	<ul style="list-style-type: none"> <li>Staff will endeavour to maintain social distancing when assembled at their fire evacuation point.</li> </ul>	Staff
	<ul style="list-style-type: none"> <li>Activities undertaken do not increase the potential for fire.</li> </ul>	Headteacher/SIT/Staff

## COVID-19 Testing for Staff in Primary Schools

The **COVID-19 Coordinator** and **Registration Assistant** roles at Sawley Infant & Nursery School are carried out by M Harral and B Morley.

Hazard	Risk Control Measures	Person Responsible
Planning shortcomings	<ul style="list-style-type: none"><li>• The school has appropriate oversight and governance of testing.</li><li>• A <b>COVID-19 Coordinator</b> role is in place (MH / RM) as responsible for the overall management of rapid COVID-19 testing for school workforce.</li><li>• COVID co-ordinators have engaged with the DfE training webinars.</li><li>• The COVID-19 Coordinators are the main contact with Test and Trace and is responsible for:<ul style="list-style-type: none"><li>○ Communicating with stakeholders.</li><li>○ Ensuring staff are using the right instructions and test are recorded using the Test Kit Log.</li><li>○ Providing training and information for all staff workforce using the materials available on the DfE Primary Schools Document Sharing Platform.</li><li>○ Management of delivery of tests and stock management of tests. Reordering tests when required.</li><li>○ Creation and management of a Register for logging test results.</li><li>○ Creation of an Incident Log, reporting incidents and carrying out risk management.</li><li>○ Storing and reporting required data.</li><li>○ Reviewing updates to guidance daily and implementing required changes.</li><li>○ Ensuring the school testing process is aligned with the Public Health response to Covid-19 and is reviewed regularly to ensure continued alignment.</li><li>○ Managing and continually assess the process against this risk assessment.</li></ul></li></ul>	HT/SIT

	<ul style="list-style-type: none"> <li>• The school has established a <b>Registration Assistant</b> (MH / RM) to: <ul style="list-style-type: none"> <li>○ Distribute the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits (face mask must be worn, and social distancing maintained).</li> <li>○ Input test results from staff into the school's 'Register'. Ensuring that the register is saved securely.</li> <li>○ Sending reminders to participants to communicate their results online and to the school.</li> <li>○ Responding to staff questions.</li> <li>○ Working with the COVID-19 Coordinator to support the management of the stock of kits.</li> <li>○ Contingency plan is in place for absence by the key role holders identified above.</li> </ul> </li> </ul>	
Lack of information and training	<p>The <b>COVID-19 Coordinators</b> have viewed the DfE webinars 1 and 2</p> <p>The <b>COVID-19 Coordinators</b> have accessed and read all the information on the DfE <a href="#">Primary Schools Document Sharing Platform</a>.</p> <p>All staff will undertake the following training:</p> <ul style="list-style-type: none"> <li>• Staff are informed what rapid testing is, using the NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'.</li> <li>• All staff understand the different COVID-19 testing roles in the school and who holds these roles.</li> <li>• The process of collection of tests/correct instructions, the process for signing for tests in the school and recording the lot number against their name is explained.</li> <li>• The process of taking a test at home. All staff to watch instructional video provided on You Tube – 'Step by Step Guide to COVID-19 Self Testing' is explained.</li> </ul>	HT/SIT

- All staff to read the Instructions for Use document 'Your Step-by-Step Guide for COVID-19 Self-Testing' V 1.3.2 (*ensuring you are using the correct version only – not the original version in the box*)
- All participating staff know that it is a requirement for them to report their test results to both to NHS Test and Trace and to the school. Use the 'Reporting the test result online' slide from the webinar and explain the school reporting process.
- The Participation and Data Protection slide (from the webinar) and links are used to discuss any staff concerns.
- Staff know who to contact if they have an incident while testing at home.
- All staff will read the **Privacy Notice** before taking the tests.
- All staff are informed that testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school/nursery in person, although participation in testing is strongly encouraged. Staff who decline to participate in the testing programme will follow the usual national guidelines on self-isolation and get tested if they show symptoms.

The **COVID-19 Coordinator** will keep up to date with the DfE Primary Testing FAQs and check the latest government guidance on rapid testing of primary/nursery workforce on a regular basis.

- All questions from members of staff are checked against the Primary Testing FAQs on the document sharing platform and DCC FAQs by **the COVID-19 Coordinator** and the answer communicated to all staff members. Should the answer not be found in the FAQs, the **COVID-19 Coordinator** should contact the DfE coronavirus helpline on 0800 046 8687 or DCC [ASCH.testandtrace@derbyshire.gov.uk](mailto:ASCH.testandtrace@derbyshire.gov.uk) for further clarification.

Unaware of staff 'opting out' of school testing	The <b>COVID-19 Coordinators</b> will make arrangements to ensure that they have written confirmation from all staff ( <i>including supply, peripatetic and visitors if applicable</i> ) as to whether they are opting in or opting out of testing and plan/communicate accordingly. <b><i>The school will make an informed decision on arrangements in case of poor uptake by staff and plan accordingly with the Academy Governing body.</i></b>	HT/SIT
Insufficient stock of tests in school	Stocks of testing kits are monitored carefully by the <b>COVID Coordinators</b> by establishing weekly demand versus stock levels and determining minimum re-order levels. Contact is made with the DfE Coronavirus Helpline if additional deliveries are required (0800 046 8687).	HT/SIT
Unmanaged testing kits deliveries	<p>The <b>COVID-19 Coordinators</b> have reviewed the information from NHS Test and Trace to understand when the school will receive their deliveries of testing kits. The delivery schedule and further advice from NHS Test and Trace can be found on the DfE <a href="#">Primary Schools Document Sharing Platform</a>.</p> <p>The <b>COVID-19 Coordinators</b> are aware to contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items.</p> <p>The <b>COVID-19 Coordinators</b> have created a <b>Test Kit Log</b>, to check and record each delivery as it arrives on site, record lot numbers for the test kits delivered and use for staff members to 'sign out' test kits.</p>	HT/SIT
COVID-19 Precautionary transmission measures not being followed at testing kit collections point	<p>The <b>COVID-19 Coordinators / Registration Assistant</b> are responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring that the collection point allows sufficient space to be available for 2 metre social distancing during the collection of the test by all members of staff.</li> <li>• Determining a process for the safe collection of tests by staff members.</li> <li>• Ensuring all staff members understand how and when to collect test safely.</li> <li>• Ensuring they wear an appropriate face covering at all times during the handing out of the test kits, and that they maintain 2m from staff coming to collect their kits.</li> <li>• Ensuring that the collection of kits follows the process established (above).</li> <li>• Communicating any issues regarding the collection process.</li> </ul>	HT/SIT All staff

Testing kit storage and collection is not secure	<p>The <b>COVID-19 Coordinators</b> are responsible for ensuring that the storage and collection point is:</p> <ul style="list-style-type: none"> <li>• Able to be secured to prevent unauthorised access to the test kits.</li> <li>• Inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat.</li> </ul>	HT/SIT
Test Kit Log is inaccurate	<p><b>The Registration Assistant</b> will record who takes the test kits on a <b>Test Kit Log</b> and ensure that this information is stored securely. This log must include the following and be kept until further guidance is given:</p> <ul style="list-style-type: none"> <li>• Name of school.</li> <li>• Name of person issuing the test.</li> <li>• Date of issue.</li> <li>• Lot number of test kit (on the back of the test kit).</li> <li>• Name of person using the test.</li> </ul> <p>The <b>Registration Assistant</b> will ensure that all staff members receive a copy of the right <b>Instructions for Use</b> (v.1.3.2 dated 15 January 2021, plain blue cover). Refer to DfE webinar/slides (<i>old instructions should be disposed of</i>).</p>	HT/SIT
Supply teachers, peripatetic teachers and visitors are not included in school workforce procedures	<p><b>COVID-19 Coordinators</b> will develop appropriate arrangements for testing supply teachers, peripatetic teacher and other visitors to the school site.</p> <p><b>COVID-19 Coordinators</b> will communicate the process clearly to the <b>Registration Assistant</b>, all staff members and all supply teachers, peripatetic teachers and other visitors to the school site.</p>	HT/SIT
Tests are not completed accurately by staff workforce	<p>The <b>COVID-19 Coordinators</b> will support all staff to:</p> <ul style="list-style-type: none"> <li>• Undertake the training and are provided with the correct literature and video links, as detailed above.</li> <li>• Ask questions, discuss issues and feel confident in reporting issues and concerns to a <b>COVID-19 Coordinator</b>.</li> </ul>	HT/SIT All staff

<p>Inaccurate reporting of test results</p>	<p>All staff are;</p> <ul style="list-style-type: none"> <li>informed and understand how to report their test result to NHS Test and Trace as soon as the test is completed and every time they take a test, even if the result is negative or invalid – either online or by telephone (as per the instructions in the home test kit).</li> <li>aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else.</li> </ul> <p>A locally managed <b>Register</b> and a process for all staff to log test results with the school, before staff arrive on site in the morning has been organised by the <b>COVID-19 Coordinator</b> (<i>This is important for identifying staff with positive results, for bubble management and contract tracing</i>).</p> <p>This must be a separate document to the <b>Test Kit Log</b> for data protection reasons.</p> <p>The following points are communicated clearly to the whole staff team:</p> <ul style="list-style-type: none"> <li>The process and timelines for test to be taken and results to be communicated by staff</li> <li>A process for dealing with non-reporting by staff.</li> <li>The process for logging results, who will deputise and how will this be communicated.</li> <li>How the results will be saved securely.</li> <li>Encouragement for staff to follow requirements when reporting results online (e.g. sending reminders on test days).</li> <li>Identifying and reporting incidents.</li> <li>The creation of procedures to check, test and update the <b>Test Kit Log, Register</b> and <b>Incident Log</b> on a regular basis.</li> </ul> <p>The register should be kept until further guidance is given.</p>	<p>HT/SIT All staff</p>
<p>Disposal of test kit(s)</p>	<p>Once the test is complete, staff are required to put all of the used test contents in the small waste bag provided as part of the kit. They should then seal the bag and put the bag in their appropriate bin at home – it is classified as general household waste.</p>	<p>HT/SIT All staff</p>

<p>Staff failure to follow test result responsibilities</p>	<p>Staff understand that they must report their result to <b>both</b> NHS Test and Trace through <a href="https://self-report.gov.uk">self-report.gov.uk</a> or ringing 119 and to the school (following the agreed school process), even if the result is negative or void:</p> <ul style="list-style-type: none"> <li>• <b>Staff with a negative LFD test result</b> – staff can continue to attend school/nursery, follow guidance and use protective measures.</li> <li>• <b>Staff with a positive LFD test result</b> – Individuals with a positive LFD result will need to self-isolate immediately in line with the <a href="#">stay-at-home guidance</a>. They must report their results to NHS Test and Trace as soon as the test is complete, as set out in the test kit instructions and <a href="https://self-report.gov.uk">self-report.gov.uk</a> page. This will enable NHS Test and Trace to monitor the spread of the virus. They must also inform the school/nursery of their result so the school can identify close contacts and they can make appropriate cover arrangements. They should book a confirmatory PCR test online, then continue to isolate for 10 days (from the day the symptoms started) if the PCR test result is positive. The staff member must also inform the school of a positive PCR result.</li> <li>• <b>Staff with a void LFD test result</b> - if staff get a void result, this means that the test has not run correctly, and they will need to take another test as soon as possible, ideally on the same day. Staff should still report the void result to NHS Test and Trace via the <a href="https://self-report.gov.uk">self-report.gov.uk</a> page. They should use a new test kit but not reuse anything from the first kit. In the very unlikely event staff get two void test results, they should book a PCR test. Staff should self-isolate pending the result of the PCR test. Staff should inform the school/nursery as it may indicate a faulty batch of test kits.</li> <li>• <b>All staff</b> - The asymptomatic testing programme does not replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines. Those with symptoms are also expected to order a test online or visit a test site to take a PCR test to check if they have the virus.</li> </ul>	<p>HT/SIT All staff</p>
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	<ul style="list-style-type: none"> <li>• <b>All staff</b> - the LFD test kits for use by primary school staff are not to be used as an alternative to self-isolation. If a member of staff has been in close contact with a confirmed case of COVID-19, they should follow the government guidance and self-isolate.</li> </ul>	
Failure to report incidents accurately	<ul style="list-style-type: none"> <li>• The <b>Incident Log</b> to be reviewed daily by the <b>COVID-19 Coordinator</b>. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff.</li> <li>• If there are repeated or similar issues these should be reported to the DfE Helpline.</li> <li>• The <b>COVID-19 Coordinator</b> to share learning with the DfE should contact be made.</li> </ul> <p>Individuals</p> <ul style="list-style-type: none"> <li>• If any immediate medical care is needed by staff members, this should be sought from the usual routes for seeking medical care through NHS 111 or 999.</li> <li>• If there is a clinical incident which led or has the potential for harm, staff to be advised to report this to your Area Health and Safety Consultant.</li> <li>• For any non-clinical issues occurring in a home setting, participants to be advised to report any issues to (<i>NHS COVID-19</i>) 119 and inform the school (as above).</li> </ul> <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687.</p>	HT/SIT All staff
Risk of data protection breach	<p>Access to the data to be restricted to the <b>COVID Co-ordinators</b> (and <b>Registration Assistant</b>)</p> <p>Data/records are saved on secure systems, with appropriate safeguards.</p> <p>The collection and storage of the data meets legislation requirements and the school's Data Protection Policy. The school/nursery will need to satisfy themselves that they have a lawful basis for processing personal data. The school/nursery will provide staff with a privacy notice explaining what personal data is required to participate in the programme.</p>	HT/SIT