



WILLOWS ACADEMY TRUST

SAWLEY INFANT SCHOOL



Risk Assessment	Coronavirus COVID-19				
	- to be used alongside existing risk assessments and government guidance				

Site:	Sawley Infant & Nursery School	Version:	2021.v1	Date of issue:	26.08.21
Produced by:	B Morley	Authorised by:	Full Governors	Date of Review:	Ongoing
Review	V1 26.08.21				

The school must comply with health and safety law and put in place proportionate control measures. The school must regularly review and update its risk assessments - treating them as 'living documents', as the circumstances in the school and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

For the purpose of this risk assessment, we have used the term 'coronavirus' or 'COVID-19' to refer to coronavirus disease 2019 (COVID-19). Schools need to ensure this risk assessment reflects local arrangements.

Designated safeguarding leads (DSLs)

The optimal scenario for any school is to have a trained DSL or deputy available on site. It is recognised this may not be possible, and where this is the case there are 2 options to consider:

- a trained DSL or deputy is always on site or available to be contacted via phone or online video - for example working from home
- if required, we agree to sharing trained DSLs or deputies with other schools in our trust who are available via phone or online video

Where a trained DSL or deputy is not on site, in addition to one of the above options, the trust recommends a senior leader takes responsibility for co-ordinating safeguarding on site. This might include updating and managing access to child protection files, liaising with the offsite DSL (or deputy) and as required liaising with children's social workers where they require access to children in need and/or to carry out statutory assessments at the school or college.

Whatever the scenario, it is important that all school staff and volunteers have access to a trained DSL or deputy and know on any given day who that person is and how to speak to them.

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.

Related Documents:

Infection Control Policy, First Aid Policy, Business Continuity Plan, SEND Policy, COSHH Policy, Medicines Policy, Data Protection Policies, Behaviour Policy, Staff Code of Conduct, Whistleblowing, Disciplinary Policy, COVID-19 Action Plan, Safeguarding Policy & Child Protection Policy inc. COVID-19 Addendum.

GENERAL		
What are the hazards?	Risk Control Measures	Person Responsible
<p>Policies and Procedures – staff awareness</p>	<ul style="list-style-type: none"> • 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"> ○ WAT Coronavirus Policy ○ WAT Infection Control Policy ○ COVID-19 Risk Assessment 2021 v.1 ○ Safeguarding Policy and COVID addendum ○ Health and Safety Policy ○ First Aid Policy ○ SEND Policy ○ Whistleblowing Policy ○ Code of Conduct • All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> ○ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 ○ The Health Protection (Notification) Regulations 2010 ○ Public Health England (PHE) (2017) ‘Health protection in schools and other childcare facilities’ ○ DfE and PHE (2020) ‘COVID-19: guidance for educational settings’ • The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. • The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> ○ DfE ○ NHS ○ Department of Health and Social Care ○ PHE 	<p>All staff</p>

	<ul style="list-style-type: none"> ○ The school's local health protection team (Derbyshire HPT). ● All the usual pre-term building checks are undertaken to make the school safe prior to reopening fully i.e. Legionella testing, fire alarms. ● 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. 	
<p>Lack of current and relevant information/guidance.</p>	<ul style="list-style-type: none"> ● The school will continue to display strong messaging about signs and symptoms, isolation advice and testing, to support prompt isolation of suspected cases. ● HT to ensure updates are checked. ● All school staff have access to the most recent information from the Government, and this is distributed throughout the school staff community via email or face to face meetings. ● Pupils updated via class teachers/email as necessary. ● Any change in information to be shared with Chair of Governors and passed on to parents and staff by email where necessary. ● Staff with underlying health issues or those within vulnerable groups are to attend work as normal but are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take and request an individual Risk Assessment if necessary. Further information can be found in the GOV.UK guidance. ● Use of parent guidance documents to assist parents disseminated as necessary. ● Further help and support are available through Derbyshire Health Protection Team and the DfE line. ● Staff are advised to make themselves aware of current COVID-19 situations as reported by GOV.UK and the press. 	<p>HT (Headteacher)</p> <p>SIT (School Improvement Team)</p>

	<ul style="list-style-type: none"> 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. 	
<p>Visitors and Volunteers</p> <p>Please see the Visitor Checklist Sept 2021 & COVID-19 – Visitor Control Measures – Sept 2021</p>	<ul style="list-style-type: none"> 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. The number and duration of face-to-face contacts with adults is limited as far as possible. Two-metre social distancing protocols are followed wherever possible when they are indoors on site. External educational providers will be considered by SIT and will be expected to comply with the school’s arrangements for managing and minimising risk. Students, volunteers and parent helpers will be considered by SIT on an individual basis and will be expected to comply with the school’s arrangements for managing and minimising risk. Governors meetings will remain virtual at this point with the exception of monitoring visits. Governors will be expected to comply with the school’s arrangements for managing and minimising risk. <p>All visitors working in school will be required to read and sign the COVID—19 confirmatory statement and checklist - Please see <i>Visitor Checklist Sept 2021</i></p> <ul style="list-style-type: none"> If staff do not need to be on-site and duties can be performed at home then they can work from home. Timetabling takes account of the number of staff needed alongside meeting the demand for safe workspaces. School performances will not be held at this point unless they are filmed and recorded or live-streamed (parental permission required). This will be reviewed by October half term when year group assemblies and Christmas concerts will be considered. 	<p>HT/SIT Bursar Site Manager</p>
<p>PREVENTION: Precautionary transmission measures are not followed in</p>	<ul style="list-style-type: none"> The relevant staff receive any necessary training that helps minimise the spread of infection. Pupils, staff and other adults should follow Stay at Home Guidance - they should not come into school if they have symptoms, have had a positive test result or other reasons 	<p>HT/SIT All staff</p>

<p>school including hygiene guidance and social distancing.</p>	<p>requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).</p>	
	<p>STAFF</p> <ul style="list-style-type: none"> • Staff receive training about COVID-19 and how they will contribute to their own safety and that of other site users. • Staff will wash hands regularly including before and after eating and before and after using shared equipment i.e. staffroom or welfare facilities. • All shared high use equipment, e.g. photocopier, water machine, water boiler, etc. should be wiped down with a paper towel and spray after each use. • Staff will observe high expectations of hygiene if making drinks for each other. • Staff <u>should observe social distancing guidance and wear a mask</u> when using shared areas, e.g. library area, staff room, photocopy area and access to fridge, microwave, water or entering other classrooms when children are present. • Staff <u>should observe social distancing guidance and wear a mask</u> when completing door duty (drop off and pick up) • Staff may exercise personal choice regarding wearing face coverings in their own classroom and when meeting with adults in their year group team. If used, visors should be stored carefully and cleaned regularly. • Staff are encouraged to wear face coverings when meeting face to face with parents and should ensure two metre social distancing. • 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 • Numbers of staff using welfare areas will continue to be limited by use of a timetable for breaks. Rooms allocated to year groups for lunch and breaks should only be used by one year groups and adults should maintain two metre distance wherever possible. They should be well ventilated at all times. 	<p>HT/SIT All staff</p>

- Staff toilets can be used by all adults, however staff must clean the surfaces they have touched when leaving, e.g. taps, door handle, toilet flush, toilet seat
- As much as 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.
- All office type workstations/desks being used at the same time to be at least two metres apart wherever possible, unless working closely together as a requirement of their work.

STAFF – Asymptomatic Testing

- Staff should be informed to recommence home testing 3 days prior to the start of the Autumn Term.
- Staff should undertake twice weekly home tests until the end of September, *when this will be reviewed by PHE.*
- Staff with a positive LFD test result should self-isolate in line with the [Stay at Home Guidance](#) for households with possible or confirmed coronavirus (COVID-19) infection.
- Staff with a positive LFD test must get a [PCR test](#) to check if they have COVID-19.
- Whilst awaiting the PCR result, the individual should continue to self-isolate.
- If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the staff member can return to school, as long as the individual does not have COVID-19 symptoms.

PUPILS

- Pupils will have training 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.

- All classrooms have hand sanitiser station – sanitiser should be dispensed under adult supervision.
- Pupils will be reminded to ‘Catch it, Bin it, Kill it’ when coughing, sneezing and wiping nose.
- Pupils will wash hands/sanitise regularly including:
 - on arrival and before leaving (wash hands)
 - before and after morning break/lunch (sanitise)
 - before and after eating – snack/ lunchtime (wash hands)
 - before and after using shared outdoor equipment (sanitise). Sanitiser will be provided for the use of outdoor equipment and supervised by the adults on duty.
- Pupil toilets are only to be used by two children at a time.
- Each KS1 pupil will have a classroom pack containing basic frequently used equipment for the school day.
- Where pupils move to a different teaching space, adults should clean down surfaces after use.

PLEASE NOTE: Admitting children into school

- In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.
- If a parent or carer insists on a pupil attending school, the school can take the decision to refuse the pupil if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Any decision would need to be carefully considered in light of all the circumstances and current public health advice.

PARENTS/CARERS/VISITORS - on site/at the school office

- Parents will be allowed on site: staff are encouraged to wear face coverings when communicating with parents/carers (see above).
- One person in the foyer at a time.

	<ul style="list-style-type: none"> Parents should be encouraged to use electronic forms of communication where possible. <p>COVID-19 – Visitor Control Measures (Sept 2021) should be clearly displayed for all visitors to read before entering the foyer/school.</p>	
<p>Staff and pupils on site do not adhere to social distancing guidance.</p>	<p>It is no longer recommended that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used in schools from the autumn term.</p> <p>Sawley Infant and Nursery School, will continue to encourage:</p> <ul style="list-style-type: none"> Movement of pupils around the school is staggered to reduce large groups of pupils / staff gathering, including staggered year group playtimes and lunchtimes Consistent year group bubbles wherever possible (reviewed at end of Autumn term) for children Adult contacts are limited as much as possible whilst providing full academic and emotional support for pupils. Staffing plan is regularly reviewed. Staff are advised to remain side-by-side or behind children when giving feedback to avoid long periods of being face-to-face. 	<p>HT/SIT</p>
<p>All employees, pupils, visitors should be advised to follow -</p> <p><u>Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection if they:</u></p> <ul style="list-style-type: none"> have symptoms of COVID-19 have received a positive COVID-19 test result (whether or not they have symptoms) live in the same household as someone with COVID-19 symptoms, or with someone who has tested positive for COVID-19. <p>From 16 August, you are not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:</p> <ul style="list-style-type: none"> you are fully vaccinated you are below the age of 18 years 6 months you have taken part in or are currently part of an approved COVID-19 vaccine trial you are not able to get vaccinated for medical reasons <p>For all cases relating to staff, guidance can be found at NHS Test and Trace in the workplace.</p> <p>Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware of an employee testing positive.</p>		

<p>Confirmed/suspected staff or pupil Covid-19 case</p>	<ul style="list-style-type: none"> • Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms do not attend school. • If someone in school develops COVID-19 symptoms (https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/), however mild, they will be sent them home immediately and told to follow Stay at Home Guidance. • Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus. • In line with the WAT Infection Control Policy, a person displaying symptoms in school will be removed to the isolation zone (PPA Room). *symptoms observed should be in line with latest government advice. The member of staff supervising should wear PPE – gloves, mask, apron. Staff to ensure window is opened in isolation room to provide fresh air-flow. • 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. • Any staff member should be allowed to drive home straight away if appropriate. • Any pupil should be collected immediately. • 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. • 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. A no entry sign will be displayed on the door if the facility has been used by a suspected COVID-19 case. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen. • The parents of an unwell pupil are informed as soon as possible of the situation by a relevant member of staff. • 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. 	<p>HT/SIT</p>
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	<ul style="list-style-type: none"> • Parents are advised to contact 999 if their child becomes seriously ill or their life is at risk. • The household (including any siblings) should follow Stay at Home Guidance for households with possible or confirmed coronavirus (COVID-19) infection. • 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 they have been requested to do so by NHS Test and Trace. • 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 'Deep clean required'. 	
	<ul style="list-style-type: none"> • 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. 	
	<ul style="list-style-type: none"> • The effective cleaning process would be carried out using the Enhanced Cleaning and Disinfecting Coronavirus (COVID-19) guidance 	
<p>Spread of infection – including temperature & ventilation</p>	<ul style="list-style-type: none"> • 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. • Schools must promote the 'catch it, bin it, kill it' approach ensuring there are sufficient tissues available in each classroom. • Staff/pupils clean their hands after they have coughed or sneezed. • Signage is prevalent around school and in key areas, e.g. toilet areas • Parents are informed via letter/phone call/email/signage: <ul style="list-style-type: none"> ○ 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. ○ 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. • Staff/pupils wash their hands/sanitise on arrival. 	

- Regular cleaning of surfaces throughout the day is maintained and checked. *See Cleaning*
- Year group bubbles are used to minimise contact between groups of pupils and staff to reduce the risk of transmission
- Clear drop off/collection points are allocated; parents are communicated to regarding instructions via letter/Dojo/email.
- Drop off/collection times are staggered
- 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.
- Staff and KS1 pupils have their own equipment such as pens and pencils to reduce cross infection.

Ventilation & Temperature

Ventilating indoor work areas, whilst at the same time ensuring a comfortable working temperature will be more challenging over the Winter period. **(16 degrees C is the legal minimum workplace temperature.)**

- 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.
- Rooms fitted with air-conditioning units (Nursery snack room): These rooms still require ventilation through the opening of a window. Due to the mechanism and filtration of the unit and the way it creates air-flow – if too many windows are opened, the efficiency of the unit’s functionality will decrease.
- Windows in classrooms without air-conditioning should be opened before the start of the school day and continue at the end of the school day. Whilst occupied, rooms should retain some ventilation i.e. some windows and internal doors.

	<ul style="list-style-type: none"> • 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 • During break/lunch when classrooms without air-conditioning are empty, windows should be fully opened to allow ventilation. External doors may also be opened. • Where possible – window blinds should not obstruct ventilation. • 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. • SLT should be informed where ventilation is considered to be poor. 	
<p>Lack of hygiene provision and effective cleaning</p>	<ul style="list-style-type: none"> • 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. • Adults in classroom report if stocks of hygiene supplies are running low – sanitiser, tissues etc. • Installation of hand sanitisers are located at key points around the site i.e. entrances, exits etc. • Bubble staff will be supplied with gloves and appropriate cleaning liquids to wipe down tables, door handles, sink areas etc. at midday. • Tissue bins will also be emptied. 	<p>HT/SIT All staff Caretaker/ Cleaning Staff</p>
<p>Remote Learning</p>	<ul style="list-style-type: none"> • The school communicates with parents via letter/Parentmail/ClassDojo regarding any updates to school procedures which are affected by the coronavirus pandemic. • The school has a clear contingency/outbreak management plan in place for providing remote education in the event of a full or partial school closure: <ul style="list-style-type: none"> ○ 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/MS Teams) or paper work packs. 	<p>HT/SIT/Bursar Caretaker</p>

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| | <ul style="list-style-type: none">○ Online teaching will available - through Microsoft Teams○ 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 school can loan IT devices to support learning at home● Remote Learning framework shared with families.● Any pupils continuing education at school are informed of social distancing rules and how to maintain good levels of personal hygiene.● 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.● SEND/Vulnerable pupils are risk assessed individually.● The headteacher 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.● 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.● The headteacher liaises with other schools to find pupils a temporary place at a different school where their usual school has to close.● The headteacher accepts pupils from other schools where necessary to help children access essential education during the coronavirus pandemic. | |
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Stepping Measures Up/Down - Outbreak Management Planning

Schools are required to maintain **outbreak management plans** outlining how they would operate if there were an outbreak in the school or local area.

Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.

Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.

Several confirmed cases within 14 days, may be considered to be an outbreak.

SIT will contact the DfE Helpline 0800 046 867 – Option 1 AND Public Health Derbyshire - ASCH.TestandTrace@derbyshire.gov.uk for advice.

The [contingency framework](#) describes the principles of managing local outbreaks of COVID-19 in education and childcare settings. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.

For most settings it will make sense to think about taking **extra action** if the number of positive cases substantially increases. This is because it could indicate transmission is happening in the setting. The thresholds, detailed below, can be used by settings as an indication for when to seek public health advice if they are concerned.

For most education and childcare settings, whichever of these thresholds is reached first:

- **5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or**
- **10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period**

For all cases relating to staff, guidance can be found at [NHS Test and Trace in the workplace](#).

Employers should call the Self-Isolation Service Hub on 020 3743 6715 as soon as they are made aware of an employee testing positive.

Response to any infection - Contingency/Outbreak Management Plan

- Senior leaders understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#).
- Staff and parents/carers understand that they will need to be ready and willing to:
 - [book a test](#) 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.
 - 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

	<ul style="list-style-type: none"> ○ Follow Stay at Home Guidance if they live with someone who develops coronavirus (COVID-19) symptoms or have been in contact with someone who tests positive for coronavirus (COVID-19) ○ Inform the school of the test result ● The school knows how to contact the local Public Health Protection Team (Derbyshire) or the DfE Helpline if someone attending the school tests positive for coronavirus. ● Schools must send home those people who have been a contact of a person who tests positive advising them to follow Stay at Home Guidance. ● The school has organised its September return so that it can revert to full RA control measures – as detailed in SINS RA 1.3.21 at short notice if required. ● The school has systems in place to initiate Remote Learning provision at short notice and within a 24 hour period. 	
<p>Outbreak Management Plan (OMP) – Guidance</p> <p>This plan is based on the contingency framework for managing local outbreaks of COVID-19 and the schools operational guidance from step 4, provided by the Department for Education (DfE).</p> <p>We will only implement some, or all, of the measures in this plan in response to recommendations provided by our local authority (LA), director of public health (DsPH), Public Health England (PHE) health protection team or the national government.</p> <p>It may be necessary to implement these measures in the following circumstances, for example:</p> <ul style="list-style-type: none"> ● To help manage a COVID-19 outbreak within the school ● If COVID-19 infection rates in the community are extremely high, and other measures have failed to reduce transmission ● As part of a package of measures responding to a ‘variant of concern’ (VoC) 		
OMP – Staff Testing	<p>Measures may be advised by the Director of PH:</p> <ul style="list-style-type: none"> ● increase use of testing by staff. 	
OMP – Face Coverings	<ul style="list-style-type: none"> ● It may be advised that face coverings should temporarily be worn in communal areas and/or classrooms for staff. 	

OMP - Shielding	<ul style="list-style-type: none"> We will adhere to national guidance on the reintroduction of shielding, which would apply to those on the shielded patient list (SPL). We will speak to individuals required to shield about additional protective measures in school or arrangements for home working or learning. 	HT/SLT
OMP - Other Measures	<p>If recommended, we will limit:</p> <ul style="list-style-type: none"> Residential/educational visits Open days Transition or taster days Parents coming into school Live performances <p>If recommended, we will reintroduce:</p> <ul style="list-style-type: none"> Bubbles, to reduce mixing between groups Face coverings in communal areas and classrooms for staff and visitors (unless exempt) 	HT/SLT
OMP - Restricted Attendance	<p>Eligibility to remain in school:</p> <p>In the first instance, we will stay open for:</p> <ul style="list-style-type: none"> Vulnerable pupils Children of critical workers Priority year groups, as advised by Derbyshire Public Health <p>If further restrictions are recommended, we will stay open for:</p> <ul style="list-style-type: none"> Vulnerable pupils Children of critical workers 	HT/SIT
OMP - Remote Learning	<p>All other pupils will be required to stay at home and will receive remote education. The school has systems in place for this to initiate within 24 hours.</p> <p>The school has a Remote Learning Policy and parental guide to remote learning in place.</p>	HT/SIT All staff

Free School Meals	The school will continue to provide meals or lunch parcels for pupils eligible for benefits-related free school meals while they are not attending school because of COVID-19 isolation guidelines.	HT/SIT/Bursar
Wraparound Care /Extra-Curricular Clubs	We may limit access to before and after-school activities and wraparound care during term time and the summer holidays to those that need it most. We will communicate who will be eligible to attend once the restrictions are confirmed.	HT/SIT
Safeguarding	The school will re-instate the provision in the COVID-19 Safeguarding Addendum.	DSL/HT
Vacant premises due to full closure	<ul style="list-style-type: none"> • Access to the school is restricted – additional security is arranged and put in place if required. • Site team remain on-call in case of an emergency or if access to the school is required. • External signage is visible to show that the school is closed and that access is restricted. • Valuable school property and equipment is identified and reasonable measures are in place to ensure security. • The site manager ensures the school premises is safe to return to before school activity resumes. • Any hazards are reported to the headteacher as soon as possible and issues are resolved prior to school returning to usual business. • The headteacher ensures the school reopens only when it is safe and advisable to do so, in line with local and national advice. 	HT/SIT/Bursar Site Manager
Communication	<ul style="list-style-type: none"> • This completed risk assessment is shared with all staff and external providers. Signatures are obtained for external providers. • The relevant control measures from this risk assessment are communicated to parents, carers, pupils and visitors. Signage is installed wherever necessary as a reminder. • Any cases of suspected coronavirus, even if they are untrue, are reported immediately to line managers (pupil or staff) • Schools put into place any actions or precautions advised by the Trust. 	

	<ul style="list-style-type: none"> • Schools keep pupils and parents adequately updated about any changes to infection control procedures as necessary. • Conversations with parent/carers are held on the telephone wherever possible. Parents/carers are informed not to enter the school building unless they have a pre-arranged appointment. The 1 metre plus social distancing rule applies to these meetings and kept as short as possible (e.g. 15 minutes). • Schools communicate clearly the expectations around school attendance to families. 	
<p>Emergencies</p>	<ul style="list-style-type: none"> • All pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Pupils' alternative contacts are called where their primary emergency contact cannot be contacted. • 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. 	<p>HT/SLT/SBM</p>

COVID-19 Testing for Staff in Primary Schools

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

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

	<ul style="list-style-type: none"> ○ 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). ○ Input test results from staff into the school's 'Register'. Ensuring that the register is saved securely. ○ Sending reminders to participants to communicate their results online and to the school. ○ Responding to staff questions. ○ Working with the COVID-19 Coordinator to support the management of the stock of kits. ○ Contingency plan is in place for absence by the key role holders identified above. 	
Lack of information and training	<p>The COVID-19 Coordinator have viewed the DfE webinars 1 and 2 (<i>other key members of the testing team or staff members can watch the recordings if deemed necessary/helpful</i>).</p> <p>The COVID-19 Coordinator has accessed and read all the information on the DfE Primary Schools Document Sharing Platform.</p> <p>All staff will undertake the following training:</p> <ul style="list-style-type: none"> ● Staff are informed what rapid testing is, using the NHS 'How to Guide – Rapid Testing of Primary and Nursery Workforce'. ● All staff understand the different COVID-19 testing roles in the school and who holds these roles. ● 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. ● 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. ● All staff to read the Instructions for Use document 'Your Step-by-Step Guide for COVID-19 Self-Testing' V 1.3.2 (<i>ensuring you are using the correct version only – show slide from webinar</i>). 	HT/SIT

	<ul style="list-style-type: none"> • 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. <p>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.</p> <ul style="list-style-type: none"> • 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 for further clarification. 	
Unaware of staff 'opting out' of school testing	<p>The COVID-19 Coordinator 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.</p> <p><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></p>	HT/SIT
Insufficient stock of tests in school	<p>Stocks of testing kits are monitored carefully by the COVID Coordinator 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).</p>	HT/SIT

<p>Unmanaged testing kits deliveries</p>	<p>The COVID-19 Coordinator has 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 Primary Schools Document Sharing Platform.</p> <p>The COVID-19 Coordinator is aware to contact DfE Coronavirus Helpline if help is needed regarding deliveries (0800 046 8687), including missing or damaged items.</p> <p>The COVID-19 Coordinator has created a Test Kit Log, 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>	<p>HT/SIT</p>
<p>COVID-19 Precautionary transmission measures not being followed at testing kit collections point</p>	<p>The COVID-19 Coordinator and Registration Assistant are responsible for:</p> <ul style="list-style-type: none"> • Ensuring that the collection point allows sufficient space to be available for two metre social distancing during the collection of the test by all members of staff. • Determining a process for the safe collection of tests by staff members. • Ensuring all staff members understand how and when to collect test safely. • Ensuring they wear an appropriate face covering at all times during the handing out of the test kits, and that they maintain two metre from staff coming to collect their kits. • Ensuring that the collection of kits follows the process established (above). • Communicating any issues regarding the collection process. 	<p>HT/SIT All staff</p>
<p>Testing kit storage and collection is not secure</p>	<p>The COVID-19 Coordinator is responsible for ensuring that the storage and collection point is:</p> <ul style="list-style-type: none"> • Able to be secured to prevent unauthorised access to the test kits. • Inside and at a temperature between 2 and 30 degrees, out of direct sunlight/heat. 	<p>HT/SIT</p>

<p>Test Kit Log is inaccurate</p>	<p>The Registration Assistant will record who takes the test kits on a Test Kit Log 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"> • Name of school. • Name of person issuing the test. • Date of issue. • Lot number of test kit (on the back of the test kit). • Name of person using the test. <p>The Registration Assistant will ensure that all staff members receive, and sign for, a copy of the right Instructions for Use (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>	<p>HT/SIT</p>
<p>Supply teachers, peripatetic teachers and visitors are not included in school workforce procedures</p>	<p>COVID-19 Coordinator will develop appropriate arrangements for testing supply teachers, peripatetic teacher and other visitors to the school site.</p> <p>COVID-19 Coordinator will communicate the process clearly to the Registration Assistant, all staff members and all supply teachers, peripatetic teachers and other visitors to the school site.</p>	<p>HT/SIT</p>
<p>Tests are not completed accurately by staff workforce</p>	<p>The COVID-19 Coordinator will support all staff to:</p> <ul style="list-style-type: none"> • Undertake the training and are provided with the correct literature and video links, as detailed above. • Ask questions, discuss issues and feel confident in reporting issues and concerns to the COVID-19 Coordinator. 	<p>HT/SIT All staff</p>
<p>Inaccurate reporting of test results</p>	<p>All staff are;</p> <ul style="list-style-type: none"> • 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). • aware that the test assigned to them is only to be used by themselves and that it must never be taken by anyone else. <p>A locally managed Register 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 COVID-19 Coordinator (<i>This is</i></p>	<p>HT/SIT All staff</p>

	<p><i>important for identifying staff with positive results, for bubble management and contract tracing).</i></p> <p>This must be a separate document to the Test Kit Log for data protection reasons.</p> <p>The following points are communicated clearly to the whole staff team:</p> <ul style="list-style-type: none"> • The process and timelines for test to be taken and results to be communicated by staff (and onward communication to the headteacher if/when required). • A process for dealing with non-reporting by staff. • The process for logging results, who will deputise and how will this be communicated. • How the results will be saved securely. • Encouragement for staff to follow requirements when reporting results online (e.g. sending reminders on test days). • Identifying and reporting incidents. • The creation of procedures to check, test and update the Test Kit Log, Register and Incident Log on a regular basis. <p>The register should be kept until further guidance is given.</p>	
Disposal of test kit(s)	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.	HT/SIT All staff
Staff failure to follow test result responsibilities	<p>Staff understand that they must report their result to both NHS Test and Trace through self-report.gov.uk 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"> • Staff with a negative LFD test result – staff can continue to attend school/nursery, follow guidance and use protective measures. • Staff with a positive LFD test result – Individuals with a positive LFD result will need to self-isolate immediately in line with the stay-at-home guidance. 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 self-report.gov.uk 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 	HT/SIT All staff

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/nursery of a positive PCR result.

- **Staff with a void LFD test result** - 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 self-report.gov.uk 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.
- **All staff** - 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.
- **All staff** - 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.

<p>Failure to report incidents accurately</p>	<ul style="list-style-type: none"> • The Incident Log to be reviewed daily by the COVID-19 Coordinator. Lessons learnt identified and changes made to the testing process and risk assessment where needed. Changes to be communicated to all staff. • If there are repeated or similar issues these should be reported to the DfE Helpline. • The COVID-19 Coordinator to share learning with the DfE should contact be made. <p>Individuals</p> <ul style="list-style-type: none"> • 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. • 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. • 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). <p>Any other questions, concerns or reporting issues will be raised via the DfE coronavirus helpline on 0800 046 8687.</p>	<p>HT/SIT All staff</p>
<p>Risk of data protection breach</p>	<p>Access to the data to be restricted to the COVID Co-ordinator (and Registration Assistant) and the Headteacher.</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>	<p>HT/SIT</p>

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>Exposure to Covid-19 from touching surfaces – general, daily cleaning - no suspected case</p>	<ul style="list-style-type: none"> • Daily cleaning routines remain in operation. • Additional cleaning to reduce risk of contamination to the environment from any potential COVID-19 infection: <ul style="list-style-type: none"> ○ 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. ○ Staff toilets – usually cleaned as part of the evening shift should be left as late as possible. ○ Tissue bins must have bin liners. ○ All adults at lunch time - are responsible for: (gloves are available in all rooms): <ul style="list-style-type: none"> ▪ Cleaning tables and classroom sink areas and other surfaces used; 	All staff
	<ul style="list-style-type: none"> • Hands are washed regularly with soap and water for 20 seconds after removing gloves, aprons and other protection used while cleaning. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • All caretaking/cleaning staff are given the option to wear disposable gloves/ aprons throughout their cleaning shift on site. Hands must be cleaned between classrooms. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • Gloves and aprons can be disposed of in the general waste. 	
	<ul style="list-style-type: none"> • 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 hot water boilers and all surfaces where people place hands such as worktops, desks, meeting tables etc. Mopping and low level cleaning would follow after this. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • New sets of gloves and aprons are used at the start of each shift. 	Site Manager and Cleaning team
<p>Exposure to Covid-19 from touching surfaces: Cross contamination</p>	<ul style="list-style-type: none"> • All employees wear the required and correct PPE, including disposable gloves and aprons cloths and mop heads are cleaned after completion of the task. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> • All colour coding requirements for cleaning materials are adhered to where necessary. 	All Staff
	<ul style="list-style-type: none"> • Aprons are removed before removing gloves and placed in a plastic bag. 	All Staff

	<ul style="list-style-type: none"> Gloved hands are washed before removing and then put into a plastic bag, which is sealed for disposal. 	
	<ul style="list-style-type: none"> After gloves have been removed, hands are washed thoroughly for at least 20 seconds. 	
	<ul style="list-style-type: none"> New sets of gloves and aprons are used at the start of each shift. 	
	<ul style="list-style-type: none"> Before cleaning and area of suspected contamination – revisit the Contamination Checklist. 	
Using new chemicals/products to mitigate Coronavirus (COVID-19) Control of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> Only approved cleaning chemicals are used as per COSHH. 	Site Manager and Cleaning team
	<ul style="list-style-type: none"> A COSHH assessment is completed for any new products/chemicals. 	SITE MANAGER
	<ul style="list-style-type: none"> Cleaning chemicals ARE NOT MIXED, and dilution rates are followed with correct techniques used e.g. number of plunges or caps needed. 	SITE MANAGER
	<ul style="list-style-type: none"> Cleaning chemicals are kept in their original containers, labels are not removed, and lids are replaced following use. 	SITE MANAGER
	<ul style="list-style-type: none"> 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 	SITE MANAGER
	<ul style="list-style-type: none"> Cleaning chemicals are not left out unattended and are securely stored. 	All staff
	<ul style="list-style-type: none"> Appropriate PPE is always used, specifically disposable gloves, apron and eye protection when diluting chemicals as per the COSHH assessment. 	SITE MANAGER
	<ul style="list-style-type: none"> 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). 	SITE MANAGER
Site staff absence Effective cleaning no longer	The school/setting could pursue; <ul style="list-style-type: none"> replacement/cover sharing site staff support from another school/setting 	HT/SIT/SCHOOL BURSAR

available	<ul style="list-style-type: none"> • external cleaning services • temporary workers if alternative arrangements cannot be made 	
	<ul style="list-style-type: none"> • 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. 	HT/SIT/SCHOOL BURSAR
	<ul style="list-style-type: none"> • Text alert service to parents to notify them of any exceptional temporary closure due to insufficient staff cover. 	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"> 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. 	<p>Headteacher/ School Bursar</p>
	<ul style="list-style-type: none"> Certificates of trained employees e.g. First Aiders and Appointed Persons are in date and copies are kept on site. 	<p>Headteacher/School Bursar</p>
	<ul style="list-style-type: none"> Refresher training is provided before expiry (currently within three years of the training date) 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 https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm) 	<p>Headteacher/School Bursar</p>
	<ul style="list-style-type: none"> All staff have been informed of first aid equipment locations, the persons appointed to provide first aid and how to summon them. 	<p>Headteacher/SIT</p>
	<ul style="list-style-type: none"> 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. Fridge/freezer moved into central area for access to ice packs for first aid 	<p>Headteacher/SIT/First Aiders</p>
	<ul style="list-style-type: none"> An appointed person(s) has been nominated to manage and restock first aid provision general stock. 	<p>Headteacher/SIT/First Aiders/ School Bursar</p>
	<ul style="list-style-type: none"> Identified First Aiders responsible in each classroom/year group will check and replenish stocks in the classroom(s). 	
	<ul style="list-style-type: none"> There is an appropriate place available to administer first aid. 	<p>Headteacher/SIT</p>
	<ul style="list-style-type: none"> Children demonstrating Coronavirus symptoms/suspected Coronavirus symptom will be isolated in the identified room until collection arranged. PPE (following guidance) is available for a member of staff who may be required to assist a potential infected person. The cleaning RA details how the isolation area and classroom will be deep cleaned. 	

Exposure to Biological Hazards	<ul style="list-style-type: none"> 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. 	Headteacher/SIT/First Aiders
	<ul style="list-style-type: none"> Staff dealing with incidents will also be aware of guidance posters published by Public Health England on putting on/taking off PPE. 	
Bodily fluids and control of waste	<ul style="list-style-type: none"> Staff are aware and follow the procedure for dealing with and disposal of bodily fluids and waste materials. 	Headteacher/SIT/First Aiders/Facilities Staff
First Aider dealing exposure to Coronavirus (Covid-19)	<ul style="list-style-type: none"> Staff to be familiar with and follow the 'Guidance for First Aiders who may be required to undertake CPR during the COVID-19 outbreak'. 	Headteacher/SIT/First Aiders
Aftermath of Incident	<ul style="list-style-type: none"> First aiders are given suitable support to deal with aftermath of dealing with any serious or upsetting incidents. 	Headteacher/SIT
	<ul style="list-style-type: none"> All significant accidents are investigated to identify immediate and underlying causes. 	Headteacher/SIT
	<ul style="list-style-type: none"> All reportable incidents are recorded and reported. 	Headteacher/SIT

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

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

Social distancing compromised as a result of evacuation	<ul style="list-style-type: none"> • Fire drills are undertaken and recorded whilst ensuring social distancing (1m+) measures are adhered to where possible. • 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. 	Headteacher/SIT/Staff/ Site Manager
	<ul style="list-style-type: none"> • Staff will endeavour to maintain social distancing (1m+) when assembled at their fire evacuation point. 	Staff
	<ul style="list-style-type: none"> • Activities undertaken do not increase the potential for fire. 	Headteacher/SLT/Staff

COVID-19 Visitor Checklist – Inviting Visitors into School (Sept 2021)

Name:	
Type of work being undertaken:	
Date(s) of visitor on site:	
Contact number for visitor:	

A – COVID-19 Confirmatory Statement

I can confirm that I have not shown any of the following symptoms in the last 48 hours: *(please tick)*

- | | |
|--|--|
| • a high temperature – <i>this means you feel hot to touch on your chest or back</i> | |
| • a new, continuous cough – <i>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)</i> | |
| • a loss or change to your sense of smell or taste – <i>this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</i> | |
| • sickness or diarrhoea | |

I can confirm that:

- | | |
|---|--|
| • I have received two COVID-19 vaccinations. <i>(You are not obliged to answer this question).</i> | |
| • I have not been in contact with anyone who has tested positive for COVID-19 in the last 48 hours or where I have I have accessed and returned a confirmatory PCR test which returned a negative result. | |
| • I must contact the school if I develop symptoms or test positive for COVID-19 within 48 hours of visiting the school. | |

B - CHECKLIST: INFORMATION FOR VISITORS

All Visitors must:

Report to Reception on arrival

Sanitise hands before signing in and/or entering rooms

Wear their visitor sticker and/or professional identity card

We encourage you to wear a mask and/or visor throughout the visit

- Visitors are required to adhere to the following **Control Measures**:
 - **Hand Hygiene:** Frequent and regular hand washing/sanitising
 - **Respiratory Hygiene:** We operate the 'catch it, bin it, kill it' and bins are available in each room
 - **PPE:** is only required in certain circumstances – please discuss this with the leadership team where necessary
 - **Ventilation:** we aim to ensure the school is well ventilated and that a comfortable teaching environment is maintained. Please identify any poorly ventilated spaces to the school's leadership team.

Avoid face to face contact where possible

Ensure resources to be used are clean and in good condition

Avoid transfer and sharing of materials and resources during the visit

Visitor Signature:

Date:

By signing this document you are confirming you have read and understood the confirmatory statements and agree to abide by the Information for Visitors Checklist.

Sawley Infant and Nursery School
COVID-19 – Visitor Control Measures – (Sept 2021)



Please Read:

COVID-19 Confirmatory Checklist

I can confirm that I have not shown any of the following symptoms in the last 48 hours:

a high temperature -

this means you feel hot to touch on your chest or back

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)

a loss or change to your sense of smell or taste -

this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

sickness or diarrhoea

I can confirm that:

I have not been in contact with anyone who has tested positive for COVID-19 in the last 48 hours or where I have I have accessed and returned a confirmatory PCR test which returned a negative result.

I must contact the school if I develop symptoms or test positive for COVID-19 within 48 hours of visiting the school.

Thank you for supporting us.