


## COVENTRY SCHOOL FOUNDATION

<b>Foundation Area/Foundation School:</b>	KHPS Swallows Campus
<b>Date of Assessment: 24/8/2020</b>	<b>Name of Assessor:</b> Caroline Soan & Hayley Shortt
<b>Location &amp; Subject of Assessment:</b> Full re-opening	
<b>Review Date:</b>	<b>Other Relevant Information:</b> This risk assessment is in response to the DfE guidance for full-reopening, which can be found <a href="#">here</a> .

<b>Area/Activity Assessed:</b>					
<b>Summary of significant risks where action is</b>	<b>Summary of controls to be implemented</b>				
Contamination and infection from covid-19 virus.	<p>To enable full re-opening various prevention methods must be in place, which will reduce the opportunities for infection and, if a case reaches school, how the possibility for further spread will be reduced. The measures include:</p> <ul style="list-style-type: none"> <li>▪ Robust hand and respiratory hygiene</li> <li>▪ Enhanced cleaning arrangements</li> <li>▪ Active engagement with NHS Test and Trace</li> <li>▪ Reduction in contacts and maximising the distancing between those in school wherever possible by:                             <ul style="list-style-type: none"> <li>○ grouping children together (referred to in this RA as 'their group')</li> <li>○ avoiding contact between groups</li> <li>○ arranging classrooms with forward facing desks</li> <li>○ staff maintaining distance from pupils and other staff</li> </ul> </li> <li>▪ Use of PPE in specific circumstances</li> </ul> <p>The measures taken together follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level while still allowing us to maintain a broad and balanced curriculum.</p>				
<b>Reviewed / Approved by Senior Manager</b>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  </div> <div style="text-align: right;">Date: 24.8.20</div> </div>				
Date Reviewed	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">23.9.20</td> <td style="width: 25%;">28.10.20</td> <td style="width: 25%;">2.11.20</td> <td style="width: 25%;"></td> </tr> </table>	23.9.20	28.10.20	2.11.20	
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H. Shortt	H. Shortt	H.Shortt & C. Soan			

What are the hazards?	Who will be affected?	Risk (possible harm)	Control Measures		Who by? Name	When? Date	Risk after measures
			In Place	Action Required (to reduce risk)			
Infection resulting from proximity to other pupils, including those outside their group, on school transport.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Pupils encouraged to walk, cycle or drive to school rather than take public transport/school bus</li> <li>▪ All pupils must wear face masks when travelling on school transport – this is because they will be in a confined space with others not in their group <ul style="list-style-type: none"> <li>○ Parents informed about the basic requirements for a facemask, how to wear them and how often they need to be cleaned. A clean facemask is required for each journey.</li> <li>○ Signs in minibuses and coaches reminding pupils about the need to wear mask.</li> <li>○ Drivers instructed to remind pupils about the need to wear masks. Any pupil not wearing a mask to be reported to the transport manager and parents informed. Frequent offenders unable to use school transport.</li> </ul> </li> <li>▪ Where possible pupils to sit with others in their group. Coaches to have rows allocated to groups</li> <li>▪ Frequent cleaning of vehicles including all surfaced that are often touched including door handles, seat covers, safety bars and plastic near seats.</li> <li>▪ Seats immediately behind drivers not used unless Perspex shield in place.</li> </ul>	CS Transport manager SSO's	w/c 24.8.20	Medium

				<ul style="list-style-type: none"> <li>▪ Pupils reminded to wash hands before leaving home.</li> <li>▪ Hand sanitiser available on entry to vehicle and all pupils told to use it.</li> </ul>			
Infection resulting from proximity with each other as pupils arrive at school.	Pupils	LOW (infection outside is unlikely)		<ul style="list-style-type: none"> <li>▪ Parents/adults to wear face covering</li> <li>▪ Pupils arrive at designated entrance points, parents remain off site with the exception of Nursery and Reception parents</li> <li>▪ Nursery &amp; Reception: Enter through gate opposite nursery and proceed straight to classrooms</li> <li>▪ Year 1: Enter through bottom gate and proceed to back playground via route between astro and sports hall.</li> <li>▪ Year 2: Enter through main gate and proceed to front playground (coned off from gate opposite nursery to keep apart from EYFS chn &amp; parents</li> <li>▪ Pupils collected by staff member and wash hands in designated toilet areas and then immediately go to their form room.</li> </ul>	All staff	Daily	LOW (infection outside is unlikely especially when pupils do not stay in groups)
Infection resulting from proximity with each other as pupils leave school	Pupils	MEDIUM (infection outside is unlikely)		<ul style="list-style-type: none"> <li>▪ A member of staff brings the pupils out to designated dismissal areas:</li> <li>▪ Parents/adults to wear face covering</li> <li>▪ <b>Nursery:</b> Parents to enter through gate opposite Nursery and collect children from Nursery door. Parents must not enter the school building.</li> <li>▪ <b>Reception:</b> Parents to enter through gate opposite Nursery and collect children from Reception classroom doors. Parents must not enter the school building.</li> <li>▪ <b>Year 1:</b> Children to line up in forms in front of school office. Parents to enter through bottom gate and queue along the path from the gate to the front playground,</li> </ul>	All staff	Daily	LOW (infection outside is unlikely especially when pupils do not stay in groups)

				<p>observing social distancing guidelines. Once collected, parent and child leave through double gates.</p> <ul style="list-style-type: none"> <li>▪ <b>Year 2:</b> Children line up in forms on front playground. Parents queue along footpath observing social distancing guidelines and enter through middle pedestrian gate next to double gates. Once collected, parent and child leave through double gates.</li> <li>▪ <b>Awaiting minibus</b> – Parents and children to wait on the playground/field whilst maintaining social distancing.</li> <li>▪ Parents to be regularly reminded of the need to leave the school grounds as soon as they have collected their children and to maintain social distancing as they do so.</li> </ul>			
Infection resulting from movement around school.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ When moving to form rooms, pupils are accompanied by a member of staff, using outdoor routes around the building wherever possible.</li> <li>▪ Floor marking to encourage physical distancing.</li> <li>▪ Frequent cleaning of door handles and bannisters/handrails/table surfaces and chairs.</li> <li>▪ Where possible, doors propped open.</li> <li>▪ Plan for entering classrooms on arrival to avoid pinch points in corridors and to fill classroom from furthest point first, likewise top floor down where needed.</li> <li>▪ Timetable changes to reduce movement by pupils.</li> <li>▪ Majority of lessons to take place in form room to avoid movement.</li> <li>▪ Children to use designated Year group toilets whenever possible. If not possible (e.g. during Computing lesson, children to</li> </ul>	All staff SSO's Extra cleaning staff  Ridgecrest	Daily	LOW

				<p>check toilets not already occupied by children from another year group before using. If already occupied, child to wait outside toilet until other year group exits.</p> <ul style="list-style-type: none"><li>▪ Designated lunch/break routes for each group:</li><li>▪ <b>Nursery:</b> Exit nursery onto front playground, walk around main building to external door to serving hatches</li><li>▪ <b>RSW:</b> Exit through nursesey gate onto front playground, walk around main building to external door to serving hatches</li><li>▪ <b>RF:</b> Walk along internal corridor to serving hatches</li><li>▪ <b>Year 1:</b> From back playground, exit by Rainbow Room (??) onto path between sports hall and astro and round to external door to serving hatches</li><li>▪ <b>Year 2:</b> From front playground to external door to serving hatches</li><li>▪ During wet weather plan, the following locations and routes to be used:</li><li>▪ <b>Nursery:</b> To use same route as normal and return to Nursery classroom after lunch.</li><li>▪ <b>Reception:</b> Use same routes to the dining hall then all return to RS classroom via route across front playground and through gate by Nursery.</li><li>▪ <b>Year 1:</b> Children to wait in Music room before dining hall sitting. Turn right out of Music room and follow path between Sports Hall &amp; Astro around to external door to the serving hatches. Children can queue along inside corridor to Library. Children exit the dining room via fire exits</li></ul>			
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				<p>and return to Music room following path between Sports Hall and astro.</p> <ul style="list-style-type: none"> <li>▪ <b>Year 2:</b> Children to wait in Sports Hall* before dining hall sitting. Leave Sports Hall via exit to astro and follow path between Sports Hall &amp; Astro around to external door to the serving hatches. Children can queue along inside corridor to Library. Children exit the dining room via fire exits and return to Sports Hall entering through fire exit next to astro.</li> </ul> <p><b>*Should wet weather occur on a day when Sports Hall is used for a club, Year 2 children to remain in their classrooms.</b></p>			
Infection within a 'normal' classroom.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Classrooms re-arranged to provide a space where adults can stay at least 2m from any pupil.</li> <li>▪ Desks rearranged so that all pupils face forward.</li> <li>▪ All rooms have a maximum capacity, clearly indicated on the door to the room. Timetable changed to make sure group size is appropriate for the room.</li> <li>▪ Hand sanitiser available in each classroom and pupils instructed to use it each time they enter the room.</li> <li>▪ Each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture.</li> <li>▪ Each classroom to have a supply of tissues.</li> <li>▪ Each classroom to have lidded and double bagged bin that is emptied daily.</li> </ul>	CS SSO's Extra cleaning staff  Ridgecrest	Daily	LOW

				<ul style="list-style-type: none"> <li>▪ Classrooms cleaned daily (if used by the same group) or twice daily if used by more than one group.</li> <li>▪ Cleaning includes a focus on frequently handled surfaces such as door handles, light switches, table/counter tops, handrails and bannisters, chairs, computers including mouse and keyboard, shared learning resources, sinks, taps, and other areas touched regularly.</li> <li>▪ No classrooms have air conditioning units.</li> <li>▪ Staff encouraged, where possible, to open windows. In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.</li> <li>▪ Classroom doors propped open.</li> <li>▪ All pupils to be given a small whiteboard and pen and any other pertinent resources eg. Numicon, reading books</li> <li>▪ Equipment to be put in Milton each day and /or quarantined for 72 hours</li> <li>▪ Seating plans to be used for all year groups to support track and trace.</li> </ul>			
Infection within a 'set' classroom (e.g. RWI groupings).	Pupils Staff	MEDIUM (enclosed space/pupils within bubbles)		<ul style="list-style-type: none"> <li>▪ Groups are small and consistent and made up of children from one year group only (max 15)</li> <li>▪ Children sit in the same place for each lesson</li> <li>▪ Children entering a different classroom to their own for RWI use the hand sanitiser on entry</li> <li>▪ Chairs and tables used by children who are taught in a room different to their</li> </ul>	All staff	Daily	Low

				own will be wiped before and after the lesson.			
Infection resulting from contaminated reading books	Pupils Staff Parents	MEDIUM		<ul style="list-style-type: none"> <li>▪ Each class to have own set of reading books with the following procedure to be followed to allow children to take reading books home: <ol style="list-style-type: none"> <li>1) Class Teacher/TA selects mixed box of reading books from stock in dining hall (as per normal) and then quarantines in classroom for 72hrs.</li> <li>2) Class Teacher/TA allocates reading books to individual children to take home to read.</li> <li>3) When children return books to school, they are quarantined within the classroom for 72 hours away from the rest of the class reading books before being put back in to class stock.</li> <li>4) Teachers needing to refresh stock of class books should return books to the dining room, then repeat this process from step 1.</li> <li>5) Class Teachers/TAs must ensure they wash/sanitise their hands before and after selecting books or returning them to the dining hall.</li> </ol> </li> </ul>	All staff	When required	LOW
Infection during break.	Pupils Staff	LOW (Infection outside is unlikely)		<ul style="list-style-type: none"> <li>▪ Designated Year group play areas supervised by duty staff.  <b>Nursery</b> within their normal outside area.  <b>Reception</b> back playground (break times)  Top of front playground (lunch times)  <b>Year 1</b> astro  <b>Year 2</b> front playground  Morning snacks eaten in classrooms</li> </ul>	All staff	Daily	Low



				<ul style="list-style-type: none"> <li>▪ Set routes between areas</li> <li>▪ Staff supervision in group areas, outside areas, eating areas and toilets.</li> <li>▪ Queuing systems in place to support social distancing.</li> <li>▪ Door designated as entry or exit only. Where this is not possible, children to be reminded to go through the door one at a time.</li> <li>▪ Supervision by staff – following physical distance guidelines.</li> </ul>			
Infection during lunch.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Rota used to keep groups apart.</li> <li>▪ All dining tables cleaned between sittings.</li> <li>▪ Hall cleaned at the end of lunch</li> <li>▪ Queuing systems in place to support physical distancing.</li> <li>▪ Dining Room furniture rearranged to make sure all pupils facing in one direction.</li> <li>▪ Tables allocated to groups to make sure there is no mixing between groups.</li> <li>▪ Supervisions by staff following physical distance guidelines.</li> </ul>	All staff Extra cleaning staff SSO's	Daily	LOW
Infection resulting from other adult to adult contact.	Staff	HIGH (enclosed space/mixed groups of staff)		<ul style="list-style-type: none"> <li>▪ All staff reminded about the need to follow physical distancing rules at all times.</li> <li>▪ Staff room reconfigured to support physical distancing.</li> <li>▪ No shared food.</li> <li>▪ Shared mugs to be washed in dishwasher – staff MUST be responsible for putting their own things in the dishwasher</li> <li>▪ Staff toilets – reduced capacity to allow for social distancing within toilets</li> <li>▪ Doors propped open.</li> <li>▪ Staff kitchen area – 1 person at a time to use</li> <li>▪ Maximum 4 people in staffroom</li> </ul>	All staff SSO's	Daily	Medium/low

				<ul style="list-style-type: none"> <li>All staff work areas risk assessed to make sure staff are positioned at least 2m from other adults and not sitting face-to-face. All rooms with clear signage giving the maximum capacity of the room.</li> <li>All offices/work areas have access to cleaning materials.</li> <li>All photocopiers and computers have anti-bacterial wipes to be used before each use.</li> </ul>			
Infection resulting from cross contamination in practical subjects.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>Separate risk assessments for sports, design, art, food, science, drama, and music. These will include the use of coaches or VMT lessons.</li> <li>All staff or pupils using a computer must wipe the keyboard and mouse after use.</li> </ul>	HAM, JSu, NB/JD all with CS	Prior to 7.9.20	LOW
Infection resulting from cross contamination in cookery or food tasting sessions.	Pupils Staff	LOW		<p>According to <a href="#">government guidance</a>, "It is very unlikely that you can catch coronavirus (COVID-19) from food."</p> <p>In light of this guidance, normal cookery and food tasting sessions can go ahead with the following extra precautions:</p> <p><b>Cooking:</b></p> <ul style="list-style-type: none"> <li>Activities completed within bubbles</li> <li>Recipes that need to be cooked are safer than 'no cook' recipes</li> <li>Hygiene procedures must be followed stringently with all children and staff washing their hands thoroughly before the activity</li> <li>Aprons must not be shared by children/between bubbles without first being washed or quarantined for 72hours</li> <li>All utensils must be washed thoroughly with warm, soapy water and surfaces cleaned between bubbles.</li> </ul>	Staff undertaking activity	When required	LOW

				<b>Food tasting:</b> <ul style="list-style-type: none"> <li>- Food must be 'pre-packaged' and purchased from a reputable supplier</li> <li>- Children must wash hands thoroughly before undertaking the food tasting activity</li> <li>- Food should be handed out by an adult who has washed hands thoroughly and is wearing a face covering or visor</li> <li>- Food must be handed to children and placed on an individual plate/paper plate/cup/bowl etc. Children must not take food items themselves from a shared plate</li> <li>- Children and staff must wash hands after completing the activity</li> </ul>			
Infection resulting from cross contamination from the sharing of birthday treats.	Pupils Staff	LOW		<ul style="list-style-type: none"> <li>▪ Only individually wrapped items allowed.</li> <li>▪ Items to be quarantined in school for 72hours prior to being handed out.</li> <li>▪ Children must take treat items home for consumption.</li> </ul>	Form tutors	As required	LOW
Infection resulting from cross contamination in Learning Support.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Learning support area designed according to support physical distancing</li> <li>▪ Staff allocated to specific year groups</li> <li>▪ Where possible, staff to keep 2m from pupils.</li> <li>▪ Given that physical distancing may be difficult, even more frequent hand washing/sanitising than in other areas and frequent cleaning.</li> <li>▪ Pupils &amp; staff to use hand sanitiser on entry to the Learning Support Room</li> </ul>	CS, CBr, Extra cleaning staff Ridgecrest	Prior to 7.9.20 then daily.	LOW
Infection resulting from	Pupils Staff	HIGH (enclosed		<ul style="list-style-type: none"> <li>▪ Year group bubbles to have separate sittings or zones within the Dining Hall.</li> </ul>	All staff	Daily	Medium

cross contamination in Dining Hall		space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ tables and chairs to be arranged so that all children are sitting side by side and facing forwards.</li> <li>▪ Tables and chairs to be wiped between each sitting.</li> </ul> <p><b>Timings &amp; Procedures as follows:</b></p> <ul style="list-style-type: none"> <li>- <b>11:50 Nursery:</b> Children enter Dining Hall through door opposite Library corridor and proceed to zoned seating area (blue chairs) filling up places from the far end.</li> <li>- <b>11:55 Reception:</b> Children enter Dining Hall through door opposite Library corridor and proceed to zoned seating area (red chairs) filling up places from the far end.</li> <li>- <b>12:10 Nursery</b> children leave through fire exit door.</li> <li>- <b>12:15 Reception</b> children leave through fire exit door.</li> <li>- <b>12:15-12:25</b> Staff clear tables and wipe down tables and seats.</li> <li>- <b>12:25-12:45 Year 1 Seating:</b> Children queue up at hatch to collect meal then enter the Dining Hall via the door opposite the kitchen door and fill up seats from the far end. When finished eating, they take their tray to the cleaning station and hand to adult to scrape, then leave through the fire exit.</li> <li>- <b>12:45-12:55</b> Staff wipe down tables and chairs.</li> <li>- <b>12:55-13:15 Year 2 Seating:</b> Children queue up at hatch to collect meal then enter the Dining Hall via the door opposite the kitchen door and fill up seats</li> </ul>			
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				from the far end. When finished eating, they take their tray to the cleaning station and hand to adult to scrape, then leave through the fire exit.			
Infection resulting from cross contamination in co-curricular activities.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Co-curricular activities to take place within year groups only if possible.</li> <li>▪ If mixed year groups must be used, groups must be small (Max.15) and consistent and individual year groups should be kept apart within the activities.</li> <li>▪ Shared equipment must be cleaned between use or left for 72 hours before being used again.</li> <li>▪ External providers must provide a copy of their own risk assessment and must comply with the details and procedures set out within our risk assessment.</li> </ul>	All staff JD/HS to liaise with external providers	Daily	Low
Infection resulting from cross contamination in medical room.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>• PPE if needed, provided to specific staff (admin staff First Aid trained) dealing with pupils</li> <li>• Member of staff to wear PPE (minimum gloves) and treat minor injuries whilst sitting alongside pupil. Do not face.</li> <li>• Should more than one pupil require attention at one time, pupils asked wait to wait on a chair outside the medical room. <ul style="list-style-type: none"> <li>▪ chair to be wiped down with antibacterial spray/wipes after treating child.</li> </ul> </li> </ul> <p>*See appendix A for First Aid Procedure</p>	SC and First Aid Staff  SSO's  Extra cleaning staff.	Daily	Medium
Infection resulting from cross contamination in aftercare	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Given that After Care supervision is for a mixed group of pupils, physical distancing must be in place.</li> <li>▪ After Care supervision to take place in the hall or dining room seated at tables in year group zones</li> <li>▪ Children to remain in the same seat for the duration of the session.</li> </ul>	All staff	Daily	Medium

				<ul style="list-style-type: none"> <li>▪ Parents to pre-book</li> </ul>			
Infection resulting from use of the library	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ To remain closed to pupils at this time</li> <li>▪ Staff may scan out a selection of books for the class bookshelf, ensuring these are quarantined for 48 hours before being put out for children to use (72 hours if cover is plastic).</li> <li>▪ Staff to ensure they wash/sanitise their hands before and after selecting books or returning books to the library.</li> </ul>	All staff	When required	LOW
Infection resulting from exercise books/textbooks	Pupils Staff	MEDIUM		<ul style="list-style-type: none"> <li>▪ If staff collect in exercise books, these need to be quarantined for 72 hours prior to marking. Staff should ensure they wash their hands before and after marking the books. Staff may wear gloves to mark books if they choose, but should still wash their hands after removing the gloves. If books are marked in school in an area outside of the teacher's classroom then this area should be wiped down after use by the teacher.</li> <li>▪ If staff take books home to mark after this quarantine period, they need to be quarantined for a further 72 hours on return to school.</li> <li>▪ Books could be left open at an open page for a teacher to peer over (after the children have left the room) to either assess work visually or stamp. This is also a useful method to make notes for verbal feedback at a later stage.</li> <li>▪ Teachers could try and give out worksheets/paper instead of books as these can be left for a quarantine period of only 48 hours before marking. The sheets can then be glued into books.</li> <li>▪ If pupils take books home, then they must be placed into quarantine for 72 hours</li> </ul>	All staff	When required	LOW

				<p>before they can be used by a teacher. Alternatively, they can immediately be used by the individual student if the books have not been taken in.</p> <ul style="list-style-type: none"> <li>▪ Staff encouraged to collect in work using Class Dojo</li> <li>▪ Textbooks – either must be allocated to a specific pupil (and not shared) or must be left for 72 hours between use.</li> </ul>			
Pupils/staff unaware of the procedures leading to infection.	Pupils Staff	HIGH (infection of many if a person attending is infectious)		<ul style="list-style-type: none"> <li>▪ All parents informed of the rules in advance of attending.</li> <li>▪ All staff and pupils briefed on the risk assessment on their first day on site (INSET or day 1 of term).</li> <li>▪ Regular reminders provided to staff, parents &amp; pupils including posters around school, notifications in newsletter</li> </ul>	CS and SLT SJ for newsletter	ongoing	LOW
Cross infection from within the school setting	Pupils Staff	HIGH (infection of many if a person attending is infectious and symptomatic)		<ul style="list-style-type: none"> <li>▪ While face masks are not recommended for a school setting, pupils who choose to wear a face covering, whether a face mask/face visor or both, for purposes of personal reassurance will be permitted to do so</li> <li>▪ Staff asked to wear a face covering when moving around school in corridors, shared communal spaces and to conduct the majority of meetings via Teams.</li> <li>▪ Pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home.</li> <li>▪ If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell</li> </ul>	All staff	ongoing	Medium/low

				<p>(anosmia), they must be sent home and advised to follow <a href="#">guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"><li>▪ Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li><li>▪ Anyone showing symptoms must be tested. A pupil's test result should be shared with the school and we hope staff would also share this information. Pupils can only return to school before the 10 day isolation rule if they have provided us with the negative test result.</li><li>▪ All staff vigilant of anyone showing symptoms of a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell.</li><li>▪ If a pupil is awaiting collection, they will be isolated behind a closed door in isolation room next to the school office.</li><li>▪ If they need to go to the toilet while waiting to be collected, the designated isolation bathroom (main building 1<sup>st</sup> floor) must be cleaned and disinfected before being used by anyone else.</li><li>▪ PPE to be used by staff providing care (usually the nurses). Appropriate PPE to be available in the medical room, reception and the designated isolation room.</li><li>▪ Staff and pupils should provide details of anyone they have been in close contact with if they were to test positive for</li></ul>			
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				<p>coronavirus or if asked by NHS Test and Trace</p> <ul style="list-style-type: none"> <li>▪ Staff and pupils must self-isolate 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>▪ If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> </ul>			
Cross infection resulting from a confirmed case	Pupils Staff	HIGH (infection of many if a person attending is infectious and symptomatic)		<ul style="list-style-type: none"> <li>▪ If someone tests positive, they must follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> <li>▪ If a confirmed case is discovered, we will contact the local health protection team. Initially the school nurse or headteachers will contact the team. Staff &amp; pupils/parents from that pupil’s group will be informed.</li> <li>▪ The health protection team will carry out a rapid risk assessment to confirm who has</li> </ul>	All staff	ongoing	Medium/low

				<p>been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <ul style="list-style-type: none"><li>▪ The health protection team will work with the School in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:<ul style="list-style-type: none"><li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (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><li>○ travelling in a small vehicle, like a car, with an infected person</li></ul></li><li>▪ We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li><li>▪ Household members of those contacts who are sent home do not need to self-isolate themselves unless the person who is self-isolating subsequently develops symptoms.</li><li>▪ If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus</li></ul>			
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				<p>(COVID-19) is suspected, we will continue to work with the local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <ul style="list-style-type: none"> <li>▪ If a local lockdown is in place, we will follow the same advice as that followed by maintained schools.</li> <li>▪ Notify the local health protection team (HPT) immediately when we are informed of a possible or confirmed case by NHS Test &amp; Trace, staff or a parent or carer of a pupil within the last 14 days</li> </ul>			
Disruption to education because a pupil, member of staff or group needs to self-isolate	Pupils Staff	LOW (Low risk to health)  HIGH (High risk to quality of educational provision)		<ul style="list-style-type: none"> <li>▪ If an individual pupil needs to self-isolate for 3 working days or more, they should be provided work via Class Dojo or Tapestry using their normal timetable</li> <li>▪ If an individual member of staff needs to self-isolate and are not unwell, they should continue to provide lessons via Class dojo or Tapestry. The class will also have a cover teacher in the room.</li> <li>▪ If a member of staff is unwell, they should follow the usual school procedures.</li> <li>▪ If a group need to self-isolate, tuition will continue via Class dojo or Tapestry</li> </ul>	All staff	ongoing	Low
Infection due to limited changing facilities.	Pupils	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>▪ Changing rooms are not to be used at this time.</li> <li>▪ Children will come to school in sports kit on days when they have PE/Games timetabled.</li> </ul>	All staff	ongoing	Low

Risk due to pupils misbehaving and compromising orderly environment of social distancing.	Pupils Staff	MEDIUM		<ul style="list-style-type: none"> <li>Normal classroom management strategies used where applicable (having clear expectations, giving clear warnings).</li> <li>If pupil continue to misbehave in a manner that compromises safety, then the teacher should call reception or send a message who will alert the member of SLT on duty.</li> <li>Parents to be involved with any pupil who persistently puts others' safety at risk. Ultimately the pupil will be unable to attend the site if they cannot follow the rules.</li> <li>Increased supervision by staff at break and lunchtime</li> </ul>	All staff	ongoing	Low
Staff who are particularly at risk or vulnerable becoming infected while on the school site, including pregnant women, new mothers, older staff, disabled staff and Black staff	Staff	MEDIUM/HIGH  (Level of risk dependent on factors specific to the individual)		<ul style="list-style-type: none"> <li>Opportunity for all staff to confidentially self-identify if they feel vulnerable (all staff survey).</li> <li>Individual risk assessments put in place where required.</li> <li>Working from home, where possible, to continue for all staff who are extremely/highly vulnerable.</li> <li>SLT member to discuss H&amp;S with staff member with regard to working from home.</li> <li>Adjustments and support to be put into place on a case by case basis where required.</li> </ul>	CS and HR	ongoing	Medium/low
Infection from large scale gathering	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> <li>Staff briefings in dining hall, doors open and distanced. Once weekly.</li> <li>INSET to take place in the hall with physical distancing in place</li> <li>Staff meetings to be conducted via Microsoft Teams with staff joining from classrooms or site specific with social distancing in place.</li> </ul>	SLT	ongoing	Low

				<ul style="list-style-type: none"> <li>Year group team meetings can take place in classrooms providing social distancing is adhered to.</li> <li>Full school assemblies to take place via Teams with children watching from classrooms.</li> </ul>	All staff		
Infection from visitors	Staff	MEDIUM (Mixed households in close proximity indoors)		<ul style="list-style-type: none"> <li>Visitors encouraged not to come on to site unless by prior appointment. Meetings should be kept to a minimum and in the first instance via TEAMS or phone call..</li> <li>Parent meetings to take place after school and in a location that allows for social distancing.</li> <li>No Tours during lockdown – thereafter to be given only by members of staff and following social distancing, preferably after 4pm. Entry to classrooms should be minimal to avoid contact with staff still on site.</li> </ul>	SLT	ongoing	Medium to low
Infection resulting from cross contamination via lost property	Staff Pupils	MEDIUM		<ul style="list-style-type: none"> <li>All lost property to be kept for 72 hours before being processed.</li> <li>Pupils checking lost property must sanitise their hands before touching any items.</li> </ul>	All staff	ongoing	LOW
Disruption to education following a local lockdown	Staff Pupils Parents	MEDIUM (schools considered a priority)		<ul style="list-style-type: none"> <li>Teams/Class Dojo/Tapestry used to support remote learning.</li> <li>New AUP to support remote learning.</li> <li>Tier 1 – school open to all pupils</li> <li>Tier 2 – school open to all pupils</li> <li>Tier 3 – school open to all pupils</li> <li>Tier 4 – Critical worker and vulnerable children provision only. All other pupils follow remote learning programme. Staff only attend on rota to support critical worker and vulnerable children provision.</li> </ul>	SLT All staff	If required	LOW

				<ul style="list-style-type: none"> <li>CSF schools will follow similar rules to those proposed by Coventry Local Authority.</li> </ul>			
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## **Appendix A – First Aid Procedure (Swallows)**

Dawn Cook is still the primary first-aider for the Swallows site although she is now based in Nursery.

### **First Aid Required During a Lesson**

- Children to be sent to Dawn Cook in Nursery.

### **First Aid Required During Break/Lunchtime**

- Very minor injuries to be treated as normal using the First Aid kit for each playground. Disposable masks, gloves and hand sanitiser to be provided in each kit. Staff should also wash their hands as soon as possible after their duty.
- For more substantial injuries, children should be sent to Dawn Cook in Nursery.

### **Access Points to Nursery**

- Year 1 – Go to back gate to Nursery’s outdoor area.
- Year 2 – Go to front door to Nursery and press buzzer.
- Year R – Go to either front or back of Nursery dependent on starting location of child.

### **Urgent Care/Immobile Casualty**

- For urgent treatment or in the case of a child who is immobilised due to their injury, a message should be sent to Dawn via an adult, child or by phone as usual.

### **Treatment Area Within Nursery**

- Children reporting to the back gate will be treated in the Nursery outdoor area, away from Nursery children.
- Children reporting to the front door will be treated on the bench outside Nursery in fine weather. During inclement weather, children will be brought into the Nursery cloakroom and treated there. They will not come into contact with Nursery children and the area will be cleaned after treatment.

- If necessary, Dawn will take the child to the medical room for treatment.