


COVENTRY SCHOOL FOUNDATION

Foundation Area/Foundation School:	KHPS Hales Campus
Date of Assessment: 24/8/2020	Name of Assessor: Caroline Soan, Manisha Patel & Justine Doe
Location & Subject of Assessment: Hales campus Full lockdown January 2021 school open to CW/V children only	
Review Date:	Other Relevant Information: This risk assessment is in response to the DfE guidance for full-reopening, which can be found here .

Area/Activity Assessed:			
Summary of significant risks where action is	Summary of controls to be implemented		
Contamination and infection from COVID-19 virus.	<p>To enable opening for CW/V children various prevention methods must be in place, which will reduce the opportunities for infection and, if a case reaches school, and the possibility for further spread will be reduced. The measures include:</p> <ul style="list-style-type: none"> ▪ Robust hand and respiratory hygiene ▪ Enhanced cleaning arrangements ▪ Active engagement with NHS Test and Trace ▪ Reduction in contacts and maximising the distancing between those in school wherever possible by: <ul style="list-style-type: none"> ○ grouping children together (referred to in this RA as 'their group') ○ avoiding contact between groups ○ arranging classrooms with forward facing desks ○ staff maintaining distance from pupils and other staff ▪ Use of PPE in specific circumstances <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>		
Reviewed / Approved by Senior Manager			Date: 24.8.20
Date Reviewed	2.11.20	4.1.21	7.1.21
Reviewer / Signature	Justine Doe and Caroline Soan	Justine Doe and Caroline Soan	Caroline 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.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> Pupils encouraged to walk, cycle or drive to school rather than take public transport Pupils reminded to wash hands before leaving home. 	CS	W/C 24.8.20	medium
Infection resulting from proximity with each other as pupils arrive at school.	Pupils	LOW (infection outside is unlikely -Y3 & 4) MEDIUM (infection inside)		<ul style="list-style-type: none"> Pupils arrive at the Crescent and enter school through the front gate where they will be directed to a designated area on the playground for their bubble. Staff member on the gate to wear a face covering Children should be collected from the front of the school, following our social distancing measures and one-way system. Anyone collecting/dropping the children on the school premises is required to wear a mask. • Children's bags/lunch boxes should go into their cubby; coats hung on pegs. Pencil cases and water bottles to their desks. Maximum of 2 children in the cubbies at any time. Once in classrooms, children will wash their hands thoroughly. Children will be reminded daily during morning registration of expectations in 	All staff	Daily	LOW (infection outside is unlikely especially when pupils do not stay in groups LOW - large, well-ventilated space, single year group

				<p>terms of controlling possible transmission: HANDWASHING CATCH IT, BIN IT, KILL IT MAINTAINING SOCIAL DISTANCE AT ALL TIMES</p>			
Infection resulting from proximity with each other as pupils leave school	Pupils	<p>LOW (infection outside is unlikely -Y3 & 4) MEDIUM (children occupying large spaces such as hall – Y5 & 6)</p>		<ul style="list-style-type: none"> ▪ A member of staff will bring the pupils out to designated dismissal areas at 15:35 (Y3,4 & 6) and Year 5 (15:40). ▪ Parents to enter through Crescent gate following the one-way system, and exit via the gate from the playground to the staff car park. They should be encouraged to keep moving while observing social distancing. Parents must not enter the school building and are to be actively discouraged from remaining on site to chat. ▪ Should there be considerable amounts of rain, Year 3 children will wait in the corridor at the front door for collection; Year 4 should be collected from the covered space between Hales and the dining room. All parents will still need to follow the one-way system, onto the playground and out of the side gate onto the car park in order to leave the site. ▪ All parents should wear face coverings when collecting children from school, except where medically exempt. 	All staff	Daily	<p>LOW (infection outside is unlikely especially when pupils do not stay in groups)</p>
Infection resulting from movement around school.	Pupils Staff	<p>HIGH (enclosed space/mixed groups of pupils)</p>		<ul style="list-style-type: none"> ▪ When moving between rooms in classes, pupils are accompanied by a member of staff, using a one-way system moving along the lower corridor towards the reception area, up the circular stairwell 	All staff Cleaning staff	Daily	<p>LOW</p>

				<p>and along the top corridor towards the lift.</p> <ul style="list-style-type: none"> ▪ Floor markings are in place to encourage physical distancing. ▪ Frequent cleaning of door handles and bannisters/handrails/table surfaces and chairs. ▪ Where possible, doors propped open. ▪ Plan for entering classrooms on arrival to avoid pinch points in corridors and to fill classroom from furthest point first, likewise top floor down. ▪ Timetable changes to reduce movement by pupils. ▪ Majority of lessons to take place in form room to avoid movement. ▪ Children to check that toilets are not already occupied by children from another year group before using. If already occupied, children to wait outside the toilet until the other year group exits. There should be no more than 3 children in the main toilets at any one time. ▪ The disabled toilet beside reception has also been allocated for use by Year 3. ▪ The disabled toilet opposite 6O has been designated for use by Year 6. ▪ Where possible, the above year groups should try to use these toilets to avoid congestion elsewhere. ▪ Designated lunch/break routes established for each group. ▪ Staff will be on duty at specific points to ensure the smooth-running of procedures. 	SSO's Ridgecrest		
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				<ul style="list-style-type: none"> ▪ Doors will be propped open, but SHOULD a child need to use a keypad to open a door, they should use hand sanitiser or wash their hands immediately afterwards. ▪ All staff should wear face coverings when moving around the school. ▪ Admin staff to remain in office area where possible. Face covering to be worn when leaving this area and sanitiser used, especially when going out to visitor buzzing the gate. Office areas with protective clear plastic shields placed in the window area. 			
Infection within a 'normal' classroom.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ Classrooms re-arranged to provide a space where adults can stay at least 2m from any pupil. Staff to limit time out of this area and keep to a minimum. Only move out when necessary to support a child working, or to assist with computing use for example. Face covering, disposable apron and visors are available if staff wish to use them. ▪ If hearing readers, staff member to sit with 2m distance where possible and to have a second copy of the book to follow. If in a corridor, ensure the windows either end are open ▪ Desks rearranged so that all pupils face forward. ▪ Bubbles to be 15 or less until further clarification from the DfE via Coventry LA. To be reviewed in 2 weeks ▪ 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. 	CS All staff SSO's Cleaning staff Ridgecrest	Prior to reopening and then daily for cleaning	LOW

				<ul style="list-style-type: none">▪ Children should wash hands when they enter in the morning, before eating and after breaks.▪ Hand sanitiser available in each classroom and pupils instructed to use it each time they enter the room. This does not replace handwashing.▪ Each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment or furniture.▪ Each classroom to have a supply of tissues.▪ Each classroom to have lidded and double bagged bin that is emptied daily.▪ Classrooms cleaned daily (if used by the same group) or twice daily if used by more than one group.▪ 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.▪ No classrooms have air conditioning units. The AC units in the library and Computing Suite should remain switched off.▪ At staff discretion, where pupils are in the classroom for longer periods of time (i.e. for both lessons 2&3, or lessons 4&5 back-to-back), staff and pupils may choose to leave the room in order to 'air the classrooms' and take a 10 minute walk. See Map 6 for possible routes			
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				<p>and one-way system to avoid overlap with senior school. Windows should be opened wide during this time.</p> <ul style="list-style-type: none"> ▪ Staff to keep windows open during lessons either wide or slightly ajar depending on warmth. As long as air flows. ▪ Classroom doors propped open. ▪ All pupils to be given a small whiteboard and pen and any other regularly used, pertinent resources for personal use only. ▪ Equipment to be shared within year group bubbles should be cleaned more frequently than usual. ▪ Equipment shared outside of bubbles is to be cleaned after use and before being used by another bubble. ▪ Seating plans to be used for all year groups to support track and trace. 			
Infection resulting from contaminated reading books	Pupils Staff Parents	MEDIUM		<ul style="list-style-type: none"> ▪ 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"> 1) Class Teacher/TA selects mixed box of reading books from stock in the library and year group designated books. 2) Class Teacher/TA allocates reading books to individual children to take home to read, recording which books are allocated. 3) When children return books to school, they are quarantined within the classroom for 72 hours away 	All staff	Daily	LOW

				<p>from the rest of the class reading books before being put back into the class stock.</p> <p>4) Teachers needing to refresh stock of class books should quarantine selection for 72 hours, return books to the library, then repeat this process from step 1.</p> <p>5) Class Teachers/TAs must ensure they wash/sanitise their hands before and after selecting books or returning them to the library.</p>			
Infection resulting from cross contamination in cookery or food tasting sessions.	Pupils Staff	LOW		<p>According to government guidance, "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>Cooking:</p> <ul style="list-style-type: none"> ▪ Activities completed within bubbles ▪ Recipes that need to be cooked are safer than 'no cook' recipes ▪ Hygiene procedures must be followed stringently with all children and staff washing their hands thoroughly before the activity ▪ Aprons must not be shared by children/between bubbles without first being washed or quarantined for 72hours ▪ All utensils must be washed thoroughly with warm, soapy water and surfaces cleaned between bubbles. <p>Food tasting:</p> <ul style="list-style-type: none"> - Food must be 'pre-packaged' and purchased from a reputable supplier 	Staff undertaking activity	When required	LOW

				<ul style="list-style-type: none"> - Children must wash hands thoroughly before undertaking the food tasting activity - Food should be handed out by an adult who has washed hands thoroughly and is wearing a face covering or visor - 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 - Children and staff must wash hands after completing the activity 			
Infection during break.	Pupils Staff	LOW (Infection outside is unlikely)		<ul style="list-style-type: none"> ▪ Designated Year group play areas supervised by duty staff. ▪ Set routes from classrooms to designated areas: staff please refer to MAP 4. ▪ Staff supervision in group areas, outside areas, eating areas and toilets. ▪ Queuing systems in place to support social distancing. ▪ Supervision by staff: staff on duty will be vigilant, reminding children to follow physical distancing guidelines at all times. *Should weather be too wet, children to remain in classrooms during break. There will be no Y6 prefects in classrooms to avoid mixing of bubbles. Staff on duty to oversee classrooms, one on upper corridor, one on lower. ▪ Water dispensers: children should use small pieces of tissue to hold down buttons and then throw them away. ▪ All shared playground equipment should be cleaned after use in Milton for 15 minutes. 	All staff	Daily	LOW
Infection during lunch.	Pupils Staff	HIGH (enclosed space/mixed		<ul style="list-style-type: none"> ▪ Rota used to keep groups apart: Year 3 & 4: 11:45 – 12:10 Cleaning: 12:10 – 12:20 	All staff Cleaning	Daily	LOW

		groups of pupils)		<p>Year 5 & 6: 12:20 – 12:45 Cleaning: 12:45 – 12:55</p> <ul style="list-style-type: none"> ▪ Routes planned to ensure different year groups do not meet en-route. ▪ All dining tables and chairs cleaned between sittings. ▪ Queuing systems in place to support physical distancing. ▪ Dining Room furniture rearranged to make sure all pupils facing in one direction. ▪ Supervisions by staff following physical distance guidelines. ▪ Windows where there are some, to remain open to ventilate the area. ▪ No sharing of food by children. ▪ Hall cleaned at the end of lunch 	<p>staff SSO's</p>		
Infection resulting from other adult to adult contact.	Staff	HIGH (enclosed space/mixed groups of staff)		<ul style="list-style-type: none"> ▪ All staff reminded about the need to follow 2m physical distancing rules from other staff at all times. ▪ Windows open if more than one person in attendance ▪ Staff room reconfigured to support physical distancing. ▪ No open shared food. Food packed in individual packs for use by a single person is fine. ▪ Shared mugs to be washed in dishwasher – staff MUST be responsible for putting their own things in the dishwasher ▪ Doors propped open. ▪ 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. ▪ All offices/work areas have access to cleaning materials. 	<p>All staff SSO's to check stock</p>	Daily	LOW

				<ul style="list-style-type: none">▪ All photocopiers and computers have anti-bacterial wipes to be used before and after each use.▪ Water dispenser buttons to be wiped before and after use.▪ Staff kitchen areas – ONE person at a time to use, both in staff room and designated area in the science lab.▪ The ground floor Staff Room has been designated for use by Y3&4 teachers and TAs, admin staff and SLT at breaktime and lunchtime. The accommodation allows for 3 people to be static and one using kitchen. Outside of breaktime and lunchtime, the ground floor staff room is available to all staff both as a workroom and for making hot drinks▪ The library will temporarily become another Staff Room. It has been designated for use by Y5&6 teachers and TAs and specialist teachers at breaktime and lunchtime. The accommodation allows for 7 people. Outside of breaktime and lunchtime, the room is available to all staff as a workroom and rest space away from children.▪ Staff are asked to be mindful of the time spent in shared spaces. Used for short periods, these spaces allow all staff a place to rest and relax away from pupils; using them for short periods only will reduce the likelihood of transmission between staff.▪ A section of the Science Laboratory is screened off and will not be accessed by children. This area has a fridge, kettles and microwave for the preparation of			
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				<p>food and hot drinks for staff. This is to be used by one person at a time.</p> <ul style="list-style-type: none"> ▪ The wearing of a face covering is now mandatory for staff in corridors and shared spaces. This includes when seated and working in shared spaces, the only exception being when drinking or eating. Masks should be put on before entering the building and should be worn at the end of the day when children are collected by parents. ▪ In Hales reception, one staff toilet will remain for women only, the other will become unisex. Further toilets are available for staff in the Senior Sports Hall (staff toilet) and swimming pool (disabled toilet). 			
Infection resulting from cross contamination when using shared spaces	Pupils Staff	HIGH		<ul style="list-style-type: none"> ▪ All staff using keyboards in shared spaces across the school should wipe the keyboard, mouse and countertop after use. ▪ Children using computers must wipe the keyboard, mouse, headphones and worktop after use. Children should be taught to do this and thereafter take responsibility for this. Time should be made for this when planning lessons. ▪ Children must wipe the table or countertop they have been using after use. They should be taught to do this and thereafter take responsibility for this. Time should be made for this when planning lessons. ▪ Visors should be worn by computing teachers if they need to work within 2M of children to support in logging on/solving problems etc. A mask could 	HAM, JSu, NB/JD And all CS SSO's Extra cleaning staff Ridgecrest	In place for 5.1.21	LOW

				<p>also be worn in conjunction with this. Do minimise the amount of time in closer proximity and only move closer when necessary, move away as soon as help is no longer needed</p> <ul style="list-style-type: none"> ▪ Gloves could be worn by computing teachers when taking over a mouse or a keyboard, or use hand-sanitiser before and after the task. ▪ Equipment may be shared across a single year group, but must either be cleaned in Milton for 15 minutes or quarantined for 48 hours (paper/card)/72 hours (plastics) before being used by another year group. ▪ Equipment used in lessons by VMTs such as piano keyboards, should be wiped between users. VMTs teaching stringed instruments: where children need help tuning, VMTs should wash hands before and after handling a child's instrument. ▪ Water dispensers: when using water dispensers around the building, staff and children should depress the buttons with a piece of tissue and then discard this. Alternatively, anti-bacterial gel should be used before and after use. ▪ All class and year group singing within the building has been suspended and will not form part of class music teaching. 			
Infection resulting from cross contamination during learning support and in the learning support room.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ Learning support areas designed to support physical distancing ▪ Staff allocated to specific year groups ▪ Where possible, staff to keep 2m from pupils and when not possible, keep the amount of time to a minimum and only for what is necessary 	CS, CBr SSo's Extra cleaning staff	Prior to reopening and then daily.	MEDIUM

				<ul style="list-style-type: none"> ▪ Countertop area/tables used by TAs when working alongside pupils will be made larger to support increased distancing. ▪ TAs should use visors and in addition could use a mask when working closely with children, i.e when within 2m of a child for a short period of time. ▪ Gloves and disposable aprons will also be made available for use when working closely with children. ▪ Frequent hand washing remains essential. ▪ Pupils & staff to use hand sanitiser on entry to the Learning Support Room. ▪ Pupils should sanitise hands on leaving their classrooms if they will be working in areas other than the learning support room i.e. the designated areas within corridors. ▪ All surfaces (tables, countertops, chairs) in all working areas should be cleaned between use. ▪ Any equipment used should be either cleaned after use in Milton for 15 minutes or quarantined for 48 hours (paper and card)/72 hours (plastics) before use by another year group. 	Ridgecrest		
Infection resulting from cross contamination in Dining Hall	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		See above: 'Infection during lunch'	All staff	Daily	LOW
Infection resulting from cross contamination	Pupils Staff	HIGH (enclosed space/mixed groups of		<ul style="list-style-type: none"> ▪ N/A - Co-curricular activities not taking place at present. 	Club providers JD & HS to liaise		LOW

in co-curricular activities.		pupils)			with external providers		
Infection resulting from cross contamination in medical room.	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ PPE if needed, provided to specific staff (admin staff First-Aid trained) dealing with pupils ▪ Member of staff to wear PPE (minimum gloves) and treat minor injuries whilst sitting alongside pupil. Do not face. ▪ Should more than one pupil require attention at one time, pupils asked to wait on a chair outside the medical room. ▪ Chair to be wiped down with antibacterial spray/wipes after treating child. 	SC to lead 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"> ▪ After Care supervision to take place in designated classrooms, each year group in a separate classroom. ▪ Children to remain in the same seat for the duration of the session. ▪ Parents to pre-book ▪ Tables and chairs should be cleaned before after care, once the class usually occupying the room have left. ▪ All aftercare children to remain with staff member in their designated zones until 4.00pm. Thereafter, they should be sent in accompanied by staff member via the front door, with 2m distance between them to their designated classrooms on the ground floor. These classrooms will be cleaned between last lesson and 4.00pm. 	All staff Extra cleaning staff	Daily	LOW
Infection resulting from use of the library	Pupils Staff	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> ▪ To remain closed to pupils at this time ▪ Staff may scan out a selection of books for the class bookshelf, ensuring these are quarantined for 72 hours before being put out for children to use. 	All staff	When visiting the library	LOW

				<ul style="list-style-type: none"> ▪ Staff to ensure they wash/sanitise their hands before and after selecting books or returning books to the library. 			
Infection resulting from exercise books/textbooks	Pupils Staff	MEDIUM		<ul style="list-style-type: none"> ▪ Before marking books, teachers should set them aside for 'quarantine' for 72 hours. ▪ If books are taken home then they must be further quarantined for 72 hours upon return. ▪ If pupils take books home, they must be placed into quarantine for 72 hours 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. ▪ Marking in school: quarantine the books for 72 hours before touching them or moving them to another area. 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. ▪ A teacher may choose to wear gloves when marking books. ▪ Books could be left open at an open page for a teacher to look at (after the children have left the room) to assess work visually or stamp. ▪ Teachers could 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. ▪ Staff are encouraged to collect in work completed at home using Class Dojo or Teams. 	All staff	When applicable	LOW

				<ul style="list-style-type: none"> Textbooks – if used across year groups, they must be ‘quarantined’ for 72 hours between use. 			
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"> All parents informed of the rules in advance of attending. All staff and pupils briefed on the risk assessment on their first day on site (INSET or day 1 of term). Regular reminders provided to staff, parents & pupils including posters around school, notifications in newsletter 	CS, SLT, SJ for newsletter All staff for reminders to pupils	Prior to 6.1.21 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"> Lateral flow testing available for all attending school staff, at the Senior school While face masks are not recommended for use in the classroom, staff or 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. 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. Anyone showing symptoms must be advised to have PCR test. Test results should be shared with the school if a pupil. Staff and pupils in self-isolation can only return to school before the 10 day isolation rule if they have a negative test result. All staff vigilant of anyone showing symptoms of a new, continuous cough or a high temperature, or has a loss of, or 	All staff	Ongoing	High

				<p>change in, their normal sense of taste of smell.</p> <ul style="list-style-type: none">▪ If a pupil is awaiting collection after developing symptoms, they will be isolated behind a closed door in the learning support room.▪ If they need to go to the toilet while waiting to be collected, the designated isolation bathroom (disabled toilet opposite reception) must be cleaned and disinfected before being used by anyone else.▪ Both areas will then remain closed to others until they have been deep cleaned by cleaning staff.▪ 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.▪ Staff and pupils should provide details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace.▪ 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) for 10 days, or the time stipulated by 'Test, track and trace'. See also New lateral flow test risk assessment▪ 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			
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				<p>people until they are better. Other members of their household can stop self-isolating.</p> <ul style="list-style-type: none"> ▪ In line with government guidance, in the event of the school and parents disagreeing over whether a child with symptoms of Covid-19 can attend school, the school can refuse to allow the child to attend until they have had a negative test. 			
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"> ▪ If someone tests positive, they must follow the 'stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection' 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 self-isolate for the 10-day period, too. Please see link for further guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection ▪ Notify local health protection team (HPT) immediately if informed of a possible or confirmed case by NHS Test & Trace, staff, or a parent or carer of a pupil, within the last 14 days. Initially the school nurse will contact the team and will then liaise with the Headteacher. Staff & pupils/parents from that pupil's group will be informed. 	All staff	Ongoing	LOW

				<ul style="list-style-type: none">▪ The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.▪ 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 10 days since they were last in close contact with that person when they were infectious. Close contact means:<ul style="list-style-type: none">○ 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)○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual○ travelling in a small vehicle, like a car, with an infected person▪ We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others and only with consent from the staff member.▪ 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.			
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				<ul style="list-style-type: none"> ▪ If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (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. ▪ If a local lockdown is in place, we will follow the government guidance as a minimum 			
Impact on non-COVID-19 first Aid routines	Pupils Staff	Medium		<ul style="list-style-type: none"> ▪ All classrooms and playground first-aid kits will have small paper forms to request first-aid service. The form will have a name, location and a number of prefilled possible causes. The teacher on duty ticks the cause and completes the name/location. A runner (another child) takes the form to reception and then the first-aider will go to the child. Most first-aid will be administered at the location. ▪ If symptoms are severe or COVID-19 related, the child will be brought to the first-aid/quarantine area at reception. ▪ Where possible and appropriate, children will be encouraged by the first-aid team to actively engage in some of the actions e.g. the first-aider removes plaster tabs but the child applies the plaster to himself/herself or a child may wipe their own wound with an alcohol wipe. ▪ In the case of immediate emergencies e.g. allergic reactions, asthma attacks etc. 	All staff First-aid team	Ongoing	LOW

				children must be taken immediately to reception.			
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"> ▪ If an individual pupil needs to self-isolate for 3 working days or more, they should be provided work via, Class Dojo, Tapestry or Teams using their normal timetable ▪ If an individual member of staff needs to self-isolate and are not unwell, they should continue to provide lessons via Class dojo Teams or Tapestry. The class will join another Teams lesson within the year group. ▪ If a member of staff is unwell, they should follow the usual school procedures. ▪ If a group need to self-isolate, tuition will continue via Class dojo, Tapestry or Teams. 	All staff	Ongoing	LOW MEDIUM
Infection due to limited changing facilities.	Pupils	HIGH (enclosed space/mixed groups of pupils)		<ul style="list-style-type: none"> • Changing rooms are not to be used at this time. • Children will come to school in own clothes for warmth, • Staff may wear relaxed clothes including jeans 	SLT to communicate to parents	w/c 6.1.21	LOW
Risk due to pupils misbehaving and compromising orderly environment of social distancing.	Pupils Staff	MEDIUM		<ul style="list-style-type: none"> ▪ Normal classroom management strategies used where applicable (having clear expectations, giving clear warnings). ▪ If pupils 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. ▪ 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. 	All staff	Ongoing	LOW

				<ul style="list-style-type: none"> Increased supervision by staff at break and lunchtime The behaviour policy, including amendments made following lockdown, will be adhered to. 			
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"> Opportunity for all staff to confidentially self-identify if they feel vulnerable (all staff survey). Individual risk assessments put in place where required. Working from home, where possible, to continue for all staff who are extremely/highly vulnerable. SLT member to discuss H&S with staff member with regard to working from home. Adjustments and support to be put into place on a case by case basis where required. 	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"> Staff briefings and logistics pertaining to these will be communicated separately. All will be conducted via Teams Staff meetings and logistics pertaining to these will be communicated separately. All will be conducted via Teams INSET to take place via Teams Year group team meetings via Teams Full school assemblies to take place via Teams with children watching from classrooms. 	SLT	Ongoing	LOW
Infection from visitors	Staff	MEDIUM (Mixed households in close proximity)		<ul style="list-style-type: none"> Visitors not to come on to site. Only essential parent meetings to take place; via Teams in the first instance, if not possible, then after school and in a location that allows for social distancing. Face coverings must be worn. Windows open. 	SLT All staff	Ongoing	LOW

		indoors)		<ul style="list-style-type: none"> Parent Consultation Evening to be conducted via Teams No school tours 			
Infection resulting from cross contamination via lost property	Staff Pupils	MEDIUM		<ul style="list-style-type: none"> All lost property to be kept for 72 hours before being processed. Those items named will then be returned to the child. Pupils checking lost property must sanitise their hands before and after touching any items in lost property. 	SLT 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"> Teams/Class Dojo/Tapestry used to support remote learning. New AUP to support remote learning Tier 1 – school open to all pupils Tier 2 – school open to all pupils Tier 3 – school open to all pupils Tier 4/lockdown/directive to switch to remote learning – Critical worker and vulnerable children provision only. All other pupils follow remote learning programme. Staff only attend on rota where possible to support critical worker and vulnerable children provision. Adults in school reviewed constantly to minimize numbers needed to facilitate CS/V child provision CSF schools will follow similar rules to those proposed by Coventry Local Authority. 	SLT All staff	If required	LOW

