


St Mary's Catholic Primary Henley in Arden – COVID-19 Primary Staged Opening Risk Assessment				
Activity being assessed:	Reopening of the school after the COVID 19 lockdown.	Location(s) affected:	St Mary's Catholic Primary, Henley in Arden	
Person(s) completing assessment:	Charlotte Miller  Reviewed by: Alice Wilson          Reviewed by Charlotte Miller	Date original assessment completed:	28 <sup>th</sup> May 2020  Reviewed 08.06.20  Reviewed on 6.7.20  Reviewed on 26.8.20  Reviewed on 1.9.20  Reviewed on 6.01.21  Reviewed on 26.02.21  Reviewed on 24.05.21  Reviewed on 09.09.21	
Date of review:	Ongoing.	Review completed by:	Charlotte Miller	

This risk assessment has been developed on best available scientific guidance and information and should be read in conjunction with the government guidance document, this document cannot be considered to cover every risk and control possible and must be reviewed and made specific by the end user.

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
<i>Contracting COVID-19 from being in the school environment by contact with an infected person</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b>	<ul style="list-style-type: none"> <li>Staff, pupils or visitors who have tested positive for COVID-19 are not allowed into the school premises until they have self-isolated for the recommended government period of 10days; if the individual continues to have a raised temperature, they are required to remain away from school until a normal temperature can be maintained.</li> <li>Staff pupils or visitors living in the same household as a person who have tested positive for COVID-19</li> </ul>		<i>RS 5/9/2020</i>	

		<p>must arrange to have a PCR test as soon as possible. This applies even if you have had 2 doses of the vaccine. If the result is negative staff and children may return to school and do not need to self isolate. Positive cases must self-isolate for the government period of 10 days.</p> <ul style="list-style-type: none"> <li>• Re-send clear guidance to all staff and parents/carers of pupils</li> <li>• Meeting room as to be re-designated the 'Isolation Room': it is segregated from the rest of the school. This will be the area that any person displaying symptoms of COVID 19 will be placed.</li> <li>• The school will follow the Governments updated guidance.</li> <li>• Staff, pupils, and visitors exhibiting signs of COVID-19 as detailed (high temperature, a new continuous cough, loss of sense of smell and/or taste) are requested to stay have a</li> </ul>			
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		<p>PCR test as soon as possible.</p> <ul style="list-style-type: none"> <li>• Any person arriving at school exhibiting symptoms will be required to return home.</li> <li>• If an individual has symptoms, undertakes a COVID-19 test and this is negative, on evidence of the negative test they will be able to return to school. Parents to be reminded not to send any pupil to the school, if they are symptomatic.</li> <li>• If symptoms are displayed the family are responsible for following government guidance and obtain a PCR test..</li> <li>• In the event of 1 confirmed positive case, schools should contact the local health protection team.</li> <li>• The HPT will carry out a risk assessment and advise.</li> <li>• Close contact for staff, visitors and parents is discouraged.</li> </ul>			
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		<ul style="list-style-type: none"> <li>• Parents, staff and visitors are asked to continue to wear a mask when there is a large number of people gathered at hometime.</li> <li>• Record of visitors to site to be kept in office with specific reference to time and date</li> <li>• Visitors to be limited to persons deemed critical to school operations.</li> <li>• Parent visitors not allowed, unless by prior appointment.</li> <li>• Regular handwashing, sanitisation and the cleaning of touch points at regular times throughout the day.</li> </ul> <p><a href="https://www.gov.uk/government/guidance/coronavirus-covid-19-guidance-and-support">Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</a></p>			
<i>Congestion or inability to adequately socially distance when accessing or leaving</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected</i></b>	<ul style="list-style-type: none"> <li>• Start of the day is organised in a free flow manner to reduce congestion.</li> <li>• End of the day collection, parents are asked to spread out and wait</li> </ul>	<b>Free flow entry,</b>	<b>Times and entrance and exit plans to be clearly communicated</b>	<i>Letter sent to parents on 15/7/2020 Updated letter sent to parents</i>

<p><i>school grounds</i></p>	<p><b>with COVID-19:</b></p>	<p>for their child to be dismissed to them.</p> <ul style="list-style-type: none"> <li>• Parents/Carers to drop off at the main gate where a member of the SLT will be stationed. Limiting the number of people on school site. Parents will drop off at the main gate and maintain social distancing as they arrive, leave and if they need to wait.</li> <li>• Classes/year groups given clear information about gates/times for drop off and collection.</li> <li>• For collection, parents to wait spread out on playground and staff to send , once child(ren) and parent/carer reunited, parent/carer requested to leave immediately by designated route.</li> </ul>	<p>Reception now in line with the rest of the school</p>	<p>to all stakeholders prior to September</p> <p>Return to school information sent via See Saw</p> <p>Lisa to carry out daily checks and ensure that all areas are clean and sanitised</p> <p>All staff to adhere to these rules.</p>	<p>26.02.21 <i>Communication to parents</i> 2.09.21</p>
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<p><i>Congestion or inability to adequately socially distance when pupils accessing or leaving school building</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<ul style="list-style-type: none"> <li>• Teachers to walk their designated group in a controlled manner directly from their classroom to the exit point to be reunited with their parents/carers for collection at the end of the day.</li> <li>• Ensure that all entrances to main school building have 2m social distancing markers in place which are monitored and maintained to indicate ideal distance.</li> </ul>	<p>Charlotte to be a visible presence at the gate</p>	<p>Lisa to carry out daily checks and ensure that all markers are intact and clearly visible.</p>	
<p><i>Ineffective personal hygiene measures</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<ul style="list-style-type: none"> <li>• Robust, regular handwashing promoted.</li> <li>• Staff and pupils are requested to wash hands prior to leaving home in the morning.</li> <li>• All staff and pupils <b>must</b> wash their hands for a minimum of 20 seconds</li> </ul>		<p>HT/Kate/Lisa On Going</p>	

		<p>with liquid soap and warm water</p> <ul style="list-style-type: none"> <li>○ on arrival at school,</li> <li>○ following use of toilet facilities,</li> <li>○ before eating</li> <li>○ after a bout of coughing/sneezing</li> <li>○ following outside play.</li> </ul> <ul style="list-style-type: none"> <li>● Staff and pupils encouraged to follow the Catch it, Kill it, Bin it protocol – disposable tissues or toilet tissue is available in classrooms and staff areas and to be immediately placed in a pedal bin or flushed down a toilet following use – used tissues must not be left on desks or other surfaces.</li> <li>● Posters are displayed by sinks to show how to effectively wash hands.</li> <li>● Catch it, Kill it, Bin it posters displayed around the school.</li> <li>● Hand sanitiser available for staff</li> </ul>		<p>Box of tissues in each designated area – Lisa on going</p> <p>New Posters to be up around school</p>	
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		<p>who are unable to leave classrooms whilst supervising pupils.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser is available but should only be used whereby handwashing is not accessible rather than a general alternative to handwashing.</li> <li>• Ensure that sufficient soap and hygiene products are on site. Pedal lidded bins will be available throughout the school including Class 5 room.</li> <li>• Ensure sufficient disposable tissues are available in school.</li> <li>• Display handwashing posters by all sinks</li> <li>• Display Catch it Kill it Bin it Posters around school</li> <li>• Flush used tissues down the toilet.</li> <li>• Ensure sufficient hand sanitiser is available for all areas that will be occupied by people.</li> </ul>			
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<p><i>Possible contamination in reception areas and office</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<ul style="list-style-type: none"> <li>• Parents are not currently allowed into reception area without an appointment.</li> <li>• Parents/carers advised to contact school by phone if they need to speak to a teacher or HT and meetings will be arranged and accommodated either outside or in a planned manner within the building.</li> <li>• Office staff to work at their designated desks to avoid shared equipment and to be responsible for regular cleaning of IT and phone equipment using antibacterial cleaning materials.</li> <li>• Contractors will be asked to submit their Risk Assessment and Method statement prior coming on site in respect of COVID-19. Contact them prior visit.</li> <li>• External door into admin area to remain open at all times, to ensure a constant flow of fresh air.</li> </ul>		<p><b><i>Lisa – daily on opening up the school.</i></b></p> <p><b><i>Rachel – daily</i></b></p> <p><b><i>Rachel when requested.</i></b></p> <p><b><i>HT approval only</i></b></p>	
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		<ul style="list-style-type: none"> <li>Anything that needs to be collected will be placed in the office/admin area and labelled.</li> <li>No onsite meetings will be offered. Parents can only meet with staff outside, discuss by phone or a video meeting will be offered.</li> <li>Disinfectant bottles and disposable cloths/paper towels will be available in all work areas so staff can wipe down any works stations at regular intervals during the school day.</li> </ul>		Lisa and All staff	
<i>Possible contamination in before school breakfast club and after school wrap around and sports clubs.</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b>	<ul style="list-style-type: none"> <li>Breakfast club/wraparound to resume to pre Covid organisation</li> <li>Sports clubs to be held outside Equipment to be disinfected before activity and wiped down after.</li> </ul>	The school is essentially 1 bubble due to very small NOR	Lead staff and monitored by HT	
<i>Possible contamination within</i>	<b><i>Pupils, staff, visitors, and</i></b>	<ul style="list-style-type: none"> <li>Classrooms with external door direct to the outside to be used</li> </ul>	<b>(Meeting room = isolation room)</b>	Lisa will	

<p><i>classroom/teaching and learning spaces</i></p>	<p><i>the general public becoming infected with COVID-19:</i></p>	<p>where possible.</p> <ul style="list-style-type: none"> <li>• Use of communal equipment will be avoided where possible, any shared equipment and toys being used will be cleanable and disinfected prior and after use.</li> <li>• Water bottles for pupils to be refilled by pupils using drinking quality water from classroom sinks. Staff will not handle the bottles at all and pupils are told to avoid touching tap with bottle. Where this isn't possible, pupils will have their bottles filled from clean jugs of water collected by a teacher or TA from staffroom. Pupils will open and close water bottles themselves for refilling and spout will not touch bottle.</li> <li>• Computer keyboard/mouse, touch screens/interactive whiteboards only to be used by lead teacher/staff member in the classroom.</li> </ul>	<p><i>Reading book organisation will resume to pre Covid regulations</i></p>	<p>All staff to create Ziplock stationery packs for all pupils in KS1 and pencil cases to be introduced in KS2.</p> <p>Lisa and All staff</p> <p>Lisa and All staff</p>	
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		<ul style="list-style-type: none"> <li>• Windows to be opened to provide fresh air to be circulated within classroom and learning areas.</li> <li>• Light switches, windows, and blinds only to be operated by lead teacher/staff member in the classroom.</li> <li>• Pupils to wear PE Uniform on PE days and school uniform on other days to reduce cross contamination in in early years/KS1 and to reduce chance of accidental cross contamination or contamination between pupils.</li> <li>• Staff to wash hands between activities.</li> <li>• Class teacher to ensure that all usable equipment/toys are disinfected with disinfectant spray and at the end of each day is washed in the dishwasher. Class teacher and additional adult</li> <li>• Antibacterial/disinfectant wipes used to wipe down</li> </ul>		<p>Lisa and All staff</p> <p>Lisa and All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>whiteboards/Chromebooks/keyboards prior and post use.</p> <ul style="list-style-type: none"> <li>Class teacher to ensure that all windows are open at the start of each school day and closed at the end of each school day.</li> </ul>			Ongoing
<p><i>Possible contamination from use of toilet/welfare facilities</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<ul style="list-style-type: none"> <li>Staff to only access toilet areas one at a time.</li> <li>Pupil classes will have set toilets designated for their use.</li> <li>Pupils will be monitored in their use of toilets to maintain good hygiene.</li> <li>KS2 pupils will be remotely supervised to ensure groups of pupils do not access toilets at the same time.</li> <li>Staff and pupils must wash hands thoroughly after using toilet facilities (see handwashing).</li> <li>Sufficient liquid soap will be available at all times in all toilets, this will be checked daily by</li> </ul>	<p>Disinfectant wipes will be available in all toilet areas. Adults will be requested to clean all used contact points with a clean wipe following touching a surface. The wipes must be disposed of in a lidded pedal bin.</p> <p>Pupil toilets will be cleaned on a regular basis.</p>	<p>All staff</p>	Ongoing

		<p>cleaners and will be topped up in between if required.</p> <ul style="list-style-type: none"> <li>• Only liquid soap is permitted in school.</li> <li>• Hand drying will be disposable towels only.</li> <li>• Bins in toilets will be emptied daily and this will be reviewed with emptying increased more frequently if required.</li> <li>• Each class has a designated member of staff/TA to wipe down touch points e.g. handles regularly.</li> <li>• Ensure that there are sufficient stocks of liquid soap available.</li> <li>• Confirm that a sufficient amount of hot water is readily available.</li> <li>• Ensure that sufficient bin bags are available on site.</li> </ul>	<p>Designated Member of Staff</p>	<p>Ongoing</p>
			<p>Lisa and Charlotte M</p>	<p>Ongoing</p>
			<p>Lisa</p>	<p>Ongoing</p>
			<p>Lisa and Charlotte M</p>	<p>Ongoing</p>

<p><i>Possible contamination from inadequate social distancing or cross contamination of equipment at Break times or during external learning activities</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<ul style="list-style-type: none"> <li>• Only hard equipment that can be sanitised prior and after use to be available to pupils</li> <li>• Activities considered to promote social distancing during recreational times.</li> <li>• Staffing ratios assessed and determined</li> <li>• If pupils are eating, hands to be washed (see handwashing).</li> <li>• After external activities – staff and pupils to wash hands (see handwashing)</li> <li>• Staff to take extra precautions washing hands every time they enter a class room.</li> <li>• All used play equipment to be washed/wiped after use by one phase bubble or taken out of use until it can be disinfected.</li> </ul>	<p>Lunch time break outside will be supervised by competent lunch time staff-and children will have staggered lunch times.</p> <p>Following use, supervised members of staff will be asked to wipe down the sides with disinfectant spray and disposable cloth.</p>	Lead Teacher	Ongoing
				Lead Teacher	Ongoing
				Lead Teacher	Ongoing
				Lead Teacher	Ongoing
				Lead Teacher	Ongoing
				Lead Teacher Designated 1 <sup>st</sup> Aider	Ongoing
				All staff	Ongoing



<p><i>Possible contamination from inadequate social distancing in other communal gatherings - assembly</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b></p>	<ul style="list-style-type: none"> <li>Assemblies take place in the hall as we are one bubble and space now allows for this</li> </ul>		<p>HT/Staff members to send out invite to all involved.</p>	<p>Ongoing</p>
<p><i>Insufficient access to first aid</i></p>	<p><b><i>Pupils, staff, visitors, and the general public may sustain greater injury through inadequate support and treatment</i></b></p>	<ul style="list-style-type: none"> <li>Sufficient first aid provisions are in place in line with the school's first aid risk assessment.</li> <li>Additional PPE ordered to ensure that 1<sup>st</sup> Aiders are able to deliver appropriate 1<sup>st</sup> Aid care, with as low a risk as practical.</li> <li>Meeting room has been re-designated as the isolation room where all PPE equipment will be kept.</li> <li>All disposable PPE to be removed and disposed of immediately after use/ Visor to be disinfected in Milton and then wiped with a disposable cloth.</li> </ul>	<p>There will be sufficient Paediatric trained 1<sup>st</sup> Aiders on site at all times during the working day/week.</p> <p>All first aid to be carried out by designated first aider in each class or nearest available if none have been trained. HT to ensure that staff are aware of who nearest staff</p>	<p>HT</p> <p>Designated 1<sup>st</sup> Aider</p> <p>Designated 1<sup>st</sup> Aider</p> <p>Charlotte to</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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Possible contamination by close contact when providing first aid or care to pupils	<b>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</b>	<ul style="list-style-type: none"> <li>• Disposable gloves and masks are universally recommended to be worn when providing first aid and this should be adhered to.</li> <li>• Gloves are to be worn when administering 1<sup>st</sup> Aid.</li> <li>• Meeting room has been re-designated as the isolation room where all PPE equipment will be kept.</li> </ul>		Designated 1 <sup>st</sup> Aider	Ongoing	
					Designated 1 <sup>st</sup> Aider	Ongoing
					Designated 1 <sup>st</sup> Aider	Ongoing
Possible contamination from a symptomatic person on site	<b>Pupils, staff, visitors, and the general public becoming</b>	<ul style="list-style-type: none"> <li>• Symptomatic person should not be on site – see first section.</li> <li>• Should a staff member arrive at school or become symptomatic</li> </ul>	In all communication to stakeholders the school will continue to regularly publish	Rachel	Ongoing	

	<p><b>infected with COVID-19:</b></p>	<p>whilst at school they will be required to leave site immediately, if they need collecting, they will sit in a dedicated room, isolated.</p> <ul style="list-style-type: none"> <li>Should a pupil become symptomatic whilst at school they will be isolated in a room supervised by a staff member who will be required to wear a fluid resistant surgical face mask, disposable gloves and apron for the duration of the supervision, parent/carer will be contacted and required to collect pupil asap.</li> <li>Staff member supervising will then remove all PPE and dispose on into a plastic bag for immediate disposal outside and will wash hands thoroughly</li> </ul> <p><a href="#">Coronavirus (COVID-19): guidance and support - GOV.UK (www.gov.uk)</a> will then be followed</p> <p>A deep clean of the area of isolation area</p>	<p>symptoms of COVID 19.</p> <p>Meeting room has been re-designated as the Isolation Room as it is separate from the rest of the other classrooms.</p>	<p>All staff Rachel to ensure visitors temperatures are taken</p> <p>Rachel</p> <p>HT</p>	<p>Ongoing</p> <p>Ongoing</p>
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		will be undertaken, following the collection of a symptomatic person. Where possible the area will be isolated for 72 hours with good ventilation prior to the deep clean. All members of cleaning staff will have up to date training ie COSHH and infection control training.			
<i>Insufficient or inappropriate PPE available or misuse of PPE</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19:</i></b>	<ul style="list-style-type: none"> <li>• Disposable gloves and aprons and masks, and aprons available for use as identified required.</li> <li>• Where PPE is identified as required for a task it must be worn, for general teaching and pupil supervision in line with government guidance PPE is not recommended.</li> <li>• Staff will be shown how to put on a face mask.</li> <li>• Staff will be shown how to safely remove apron and gloves.</li> <li>• Staff will be shown how to put on a face mask. Link <a href="https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2">https://www.who.int/docs/default-source/epi-win/how-to-use-mask-v0-1-print.pdf?sfvrsn=64ba1493_2</a></li> </ul>	<p><b>Ensure that these items have arrived and are on site.</b></p> <p><b>All 1<sup>st</sup> Aiders to be shown how to wear PPE and how to remove and dispose of PPE safely in accordance with government guidance.</b></p>	<p>Kate</p> <p>HT</p>	<b>Initially and Ongoing</b>

		<ul style="list-style-type: none"> <li>Staff will be shown how to safely remove apron and gloves. <a href="https://www.nursingtimes.net/clinical-archive/infection-control/infection-control-3-use-of-disposable-gloves-and-aprons-24-06-2019/">https://www.nursingtimes.net/clinical-archive/infection-control/infection-control-3-use-of-disposable-gloves-and-aprons-24-06-2019/</a></li> <li>All PPE should be single use and disposed of appropriately, with the exception of the visors.</li> </ul>			
<i>Inadequate management of circulation areas</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b>	<ul style="list-style-type: none"> <li>Whilst it is acknowledged that fire doors play an integral role in school safety, it is currently assessed that key corridor doors will be held open to avoid handle contamination.</li> <li>Fire doors to be closed when pupils leave site.</li> </ul>	<p><b>All internal doors will be propped open during the school working day. These will be closed when all staff are off site.</b></p> <p>The school's fire risk assessment and emergency evacuation plan will be reviewed and updated, to reflect the changes with respect to fire doors.</p>	HT  Lisa  HT and All staff	<p>26.05.2020</p> <p>28.05.2020</p> <p>Visit from A Burrows 7<sup>th</sup> September 2021 endorsed measures in place as realistic and prudent</p>

<p><i>Possible contamination from inadequate social distancing/equipment contamination in staff areas i.e. staffroom, staff offices, PPA rooms etc.</i></p>	<p><b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b></p>	<ul style="list-style-type: none"> <li>• Social distancing measures to be maintained where possible and realistic</li> <li>• Staff to wash hands prior on entering staff room before preparing and food or making drinks.</li> <li>• Hand sanitiser to be available in staff room and used before touching any communal equipment such as kettle, fridge cupboards dishwasher.</li> <li>• The provision of antibacterial wipes will be made available for staff to clean all contact points, prior and after using equipment.</li> <li>• All staff should follow the schools waste management procedures.</li> <li>• Where shared computers are used for desk, computer, keyboard, and mouse to be cleaned using antibacterial cleaning materials prior to use.</li> <li>• Windows to be opened to enable</li> </ul>		<p>All staff</p> <p>All staff</p> <p>All staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>circulation of fresh air when occupied, windows to be opened/closed using disposable tissue.</p> <ul style="list-style-type: none"> <li>In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors:</li> </ul> <p>for example:</p> <ul style="list-style-type: none"> <li>In staffrooms</li> <li>On front gate duty</li> </ul> <p>Face covering to be worn in highly congested areas ie collection at hometime</p> <p><b>Exemptions</b> Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> <li>cannot put on, wear or remove a face covering because of a physical or</li> </ul>	<p>Take steps to have a small contingency supply available to meet such needs.</p>		<p>Ongoing</p> <p>Ongoing</p>
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		<p>mental illness or impairment or disability</p> <ul style="list-style-type: none"> <li>• speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate</li> </ul> <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p> <ul style="list-style-type: none"> <li>•</li> </ul>			
<i>Insufficient or ineffective cleaning</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b>	<ul style="list-style-type: none"> <li>• Standard cleaning regimes have been adapted and updated to ensure all areas being used are cleaned daily with all hard surfaces disinfected with suitable antibacterial cleaning products (where appropriate, disposable cloths/tissue to be used for hard surfaces such as desks, bookcases etc) in addition to standard cleaning regimes.</li> <li>• Toilet and washroom areas, food preparation areas and staffrooms</li> </ul>		Lisa	Ongoing



		<p>are cleaned daily.</p> <ul style="list-style-type: none"> <li>• Staff are expected to maintain the staffroom clean and tidy during the day, clearing up after themselves and wiping surfaces with antibacterial spray and disposable tissue as they go along.</li> <li>• Where non disposable cloths/mops are used, cross contamination must be carefully considered, and these must be disinfected daily after use.</li> <li>• Additional cleaning of touch points is taking place 2x daily (all door handles, light switches, alarm systems, window latches, computer trolley and handrails).</li> <li>• All internal bins will be emptied daily to external bins.</li> <li>• In the event of a confirmed or suspected COVID-19 case in the school, government guidelines of additional cleaning will be followed.</li> <li>• A deep clean of the area of</li> </ul>			
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		isolation area will be undertaken, following the collection of a symptomatic person.			
<i>Ineffective management of potentially contaminated waste</i>	<b><i>Pupils, staff, visitors, and the general public becoming infected with COVID-19</i></b>	<ul style="list-style-type: none"> <li>Standard waste will continue to be managed in line with existing arrangements.</li> <li>Any waste that is considered to be potentially infected/contaminated will be double bagged before placing immediately in the external bins; this will include any used PPE and any used tissues by persons who are unwell and awaiting collection.</li> </ul>	<b>Pedal lidded bins to be placed in all areas that are being used. Additional small bin bags to be available in all rooms so waste can be double bagged.</b>	<b>Lisa</b>	<b>Ongoing</b>
<i>Ineffective safeguarding measures</i>	<b><i>Pupils may be more vulnerable during times of uncertainty, stress, or financial strain</i></b>	<ul style="list-style-type: none"> <li>School has robust safeguarding measures in place with a Designated Safeguarding Lead who is available and 2 DDSLs onsite.</li> <li>All staff have had safeguarding training.</li> <li>Staff have been reminded of the importance to look out and not changes to “normal” behaviours of pupils and report any concerns</li> </ul>		<b>Charlotte Miller is DSL</b>	<b>Ongoing</b>

		<p>immediately</p> <ul style="list-style-type: none"> <li>Home Learning will be provided for any pupil absent from school who is well enough to carry out tasks.</li> </ul>			
<p><i>Stress and anxiety of staff due to uncertainty, changes to working arrangements, changes to home arrangements and concern about contracting COVID-19</i></p>	<p><b>Staff may experience higher levels of stress and anxiety</b> <b>Potential increase in incidents of Domestic violence</b></p>	<ul style="list-style-type: none"> <li>School have stress and wellbeing procedures in place with staff able to access resources to gain support both via school and externally.</li> <li>Mental health and wellbeing information has been shared with staff.</li> <li>HT regularly checking on staff and have an open door to discuss concerns.</li> <li>HT reassuring staff and communicating thoroughly and embedding all measures, controls, and arrangements in place to maintain safety (SFAIRP).</li> </ul>	<p><b>Mental Health and Well Being Policy/Procedure needs to be created.</b> <b>Staff WhatsApp group is being used to keep in contact with staff.</b></p>	HT	Ongoing
			<p><b>All staff will be consulted on the RA and procedures for opening up the school prior to any additional children entering the school site.</b></p>	HT	Ongoing
			<p><b>Well being assemblies to be rolled out.</b></p>		Ongoing
					Ongoing

Signature of Senior Leadership Team: <i>C. Miller</i>			Date: 09-09-21
Date review required:	Date review required:	Date review required:	Date review required:

- Please report **outbreaks** as soon as possible to the **Health Protection Team** in Public Health England using the online reporting system available here: <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>
- Or by telephone to **0344 225 3560 (opt 0 opt 2)**