



## Lomeshaye Junior School Response to and Risk Assessment for Managing Infectious Diseases

### Updated in accordance with the Governments **move to Plan B**



The Health and Safety Team at Lomeshaye has adopted a 4 stage procedure when dealing with incidents and outbreaks. Depending on the nature of the situation action can commence from any point.

#### Staying COVID Secure – Our Commitment

We recognise the residual risks posed by Coronavirus (COVID-19) to our staff, pupils and their families following the move to Step 4 from Monday 19th July 2021. Control measures to minimise the risk of infection and the transmission of the virus are provided in this Risk Assessment.

We will ensure, as far as is reasonably practicable, the Health, Safety and Wellbeing of our staff and pupils.

We will share this Risk Assessment and its findings with employees and consult on its contents.

We will continue to comply with all relevant Health and Safety Legislation

#### Progression of Restrictions/ Staged Response.

Response Stage	Trigger	Key Actions	Who	Notes
<b>STAGE 1 – General (everyday hygiene and procedures)</b>	None	General reminders of hygiene Effective hand washing facilities and soap available Follow usual absence periods for sickness		
<b>STAGE 2 – Prevention measures and make changes as necessary - Daily review of the situation</b>	Where an increased risk is present - Increased absence rates of learners or staff - Local increases in sickness e.g. flu, gastric, coronavirus - Public health	Lomeshaye's 'System of controls' will remain in place from September 2021. The actions in our system of control are grouped into 'prevention' and 'response to any infection' below. <b>Prevention:</b>	SLT Staff	

	<p>alerts - Suspected cases of specific illness in school or within the community (e.g. coronavirus / gastric)</p>	<p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (do not attend school  2) clean hands thoroughly more often than usual  3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach  4) implement enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents  5) minimise contact between individuals and maintain social distancing wherever possible  6) where necessary, wear appropriate personal protective equipment (PPE)  7) Encourage whole staff regular (twice weekly) asymptomatic testing using lateral flow devices supplied by school.  8) Allow and encourage (and expect) staff to continue to wear face coverings in shared communal areas and on corridors.</p> <p><b>Response to any infection:</b></p> <p>8) engage with the NHS Test and Trace process  9) manage confirmed cases of coronavirus (COVID-19) amongst the school community  10) contain any outbreak by following local health protection team advice</p> <p>- Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points)</p>		
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		- Review Core Control measures and make changes as necessary – Daily review of situation		
<b>STAGE 3 – Mitigate/ Delay</b>	Where a significant risk is present - Direct case or increased likelihood of cases - Public health advice for restrictions	Consider reducing contact situations: - Assemblies - Group Work - Carpet time - School celebration events - Trips Consider: - Increase time of exclusion from school for those with symptoms (beyond 48hrs – follow 10-day isolation) - Sending home any children and adults with any symptoms - Additional Cleaning including deeper clean - requesting that all visitors to the school do a lateral flow test before entering the building past reception.	SLT	
<b>STAGE 4 – Containment</b>	Where specific and/or significant changes or restrictions need to be in place. - High levels of sickness - High rates of absence - Significance of danger of disease or illness	- Part / full closures of site / classes (5 or more cases in one class) - Deep cleans - Closure of lettings and building use - Reduction or exclusion of visitors. Visitors to fill in inventory system and confirm negative lateral flow test - Reduce mixing on all levels – e.g. stagger entry/exit building/break times	HT/Governors	

## Coronavirus Key Actions

School regularly refers to official advice from the DFE, PHE, HS&Q and HR  
[Coronavirus \(Covid-19\): guidance for schools and other educational settings](#)  
[LCC Schools HR guidance](#)  
[LCC Health & Safety COVID-19 web page](#)

The Headteacher keeps up to date with [official COVID-19 Guidance](#) and informs employees/school of arrangements as required.

Specific Issue	Actions including messages/Possible control measures	Who	Notes
<b>Contracting/transmitting Covid-19</b>			
<b>Preventing symptomatic persons attending school</b>	<p>Pupils, parents / carers and any visitors, such as suppliers, are informed not to enter the school if they are displaying any symptoms of coronavirus:</p> <ul style="list-style-type: none"> <li>-a new, continuous cough</li> <li>-or a high temperature</li> <li>-or has a loss of, or change in, their normal sense of taste or smell (anosmia)</li> </ul> <p><b>Note:</b> Although there are other symptoms associated with the Delta/<b>Omicron</b> variant, these three symptoms are still only used in determining whether someone must self-isolate.</p>	Staff members wearing correct PPE	<p>The school informs parents that if their child has symptoms, they must arrange for a PCR test and report the result to the school. In the event that they undertake an LFT test and the test result is negative, this does not allow them to return to school earlier than the 10-day self-isolation period allows.</p> <p>In the majority of cases, the school and parents will agree that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent insists on a child attending school, school can take the decision to refuse</p>

			<p>the child if in their reasonable judgement it is necessary to protect learners and staff from possible infection with coronavirus.</p> <p>Records are kept of persons with symptoms consistent with coronavirus. The outcomes of PCR tests of anyone in school are recorded and used in any outbreak management (see below)</p>
<b>Outbreak Management</b>	<p>5 pupils, or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period;</p> <p><b>the school will:</b></p> <p>contact the DfE who will escalate the issue to the local health protection team (PHE) where necessary and advise if any additional action is required, such as implementing elements of an outbreak management plan. DfE helpline ( 0800 046 8687 / select option 1</p> <p><b>Immediately consider:</b></p> <ul style="list-style-type: none"> <li>- whether any (additional) activities could take place outdoors, including exercise, assemblies or classes</li> <li>- ways to improve ventilation indoors, where this would not significantly impact thermal comfort</li> <li>- one-off enhanced cleaning focussing on touch points and any shared equipment</li> <li>- limiting non-essential visitors</li> </ul>		<p>The school will continue to implement enhanced cleaning procedures throughout the day.</p> <p>The school seeks public health advice if:</p> <p>a pupil or staff member is admitted to hospital with COVID-19. DfE helpline (0800 046 8687, option 1), or in line with other local arrangements. Hospitalisation could indicate increased severity of illness or a new variant of concern. Settings may be offered public health support in managing risk assessments and communicating with staff and parents.</p>

	-reminding staff to undertake the routine LFD test		
<b>Schools Outbreak Management Plan</b>	<p>School management are familiar with the DfE’s contingency framework. It describes the principles of managing local outbreaks of COVID-19 (including responding to variants of concern) in schools. Local authorities, directors of public health (DsPH) and PHE health protection teams (HPTs) can recommend measures described in the contingency framework in individual schools – or a small cluster of settings – as part of their outbreak management responsibilities.</p> <p><b>The School’s Outbreak Management Plan</b> considers the measures that may be necessary in school at the request of the organisations above.</p> <p><b>-Attendance restrictions:</b> If some attendance restrictions are needed, all vulnerable children, children of critical workers, children in reception, year 1 and year 2 will still be allowed to attend. If, by exception, attendance is restricted further, vulnerable children and children of critical workers will still be allowed to attend.</p> <p>- <b>Reintroduction ‘bubbles’</b> for a temporary period, to reduce mixing between groups.</p> <p><b>-Reintroduction of mandatory face coverings</b> to be worn in communal areas by adults (unless exempt)</p> <p><b>Reintroduction of shielding</b> (following a ministerial decision).</p> <p><b>Changes to:</b></p> <ul style="list-style-type: none"> <li>- educational visits</li> <li>- Open days and Parental attendance in school</li> </ul>		<p><b>Plans from September include:</b></p> <ul style="list-style-type: none"> <li>- The school will continue to encourage that conversations with parent/carers are held on the telephone wherever possible or via zoom. Face to face meetings may be held if necessary.</li> <li>- Most meetings will be held virtually rather than physically where there is no detrimental effect.</li> <li>-Staff are requested to wear face coverings when not in class</li> <li>-No whole school assemblies to take place during the Spring Term</li> <li>- Staff will be reminded that as social contact restrictions have now been removed there is the potential for non-vaccinated close contacts requiring to self-isolate (“pinged”).</li> </ul>
<b>Individuals not accessing the vaccination programme</b>	Staff, parents, other over 18s and other eligible individuals in households and are encouraged to access the vaccination programme.		The school has compiled a list of staff with their vaccination status according to ICO data protection requirements. This is recorded

			<p>as: both doses /single dose / neither dose / prefer not to say. Non-double vaccinated staff close contacts will still need to self-isolate, however the learners will remain in school. This information is therefore required for staff planning purposes and also individuals who may be at higher risk</p>
<p><b>Confirmed case of Covid-19</b></p>	<p>If someone tests positive, they are instructed to follow the 'stay at home' guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 7 days. They may finish their self-isolation on day 7 as long as they have negative lateral flows on days 6 and 7. If this is the case, to further reduce the chance of passing Covid-19 on to others, people who end their self-isolation before 10 full days the government guidance strongly advises that people need:</p> <ul style="list-style-type: none"> <li>• to limit close contact with other people outside the household, especially in crowded, enclosed or poorly ventilated spaces</li> <li>• to work from home if possible</li> <li>• in addition to venues where is it a legal requirement, to wear a face covering in crowded, enclosed or poorly ventilated spaces and where you are in close contact with other people</li> <li>• to limit contact with anyone who is at higher risk of severe illness if infected with COVID-19</li> </ul> <p><b>We define our classrooms as crowded places</b> and as learners are not part of a single household we require that the 10-day period of isolation applies to both staff and learners.</p> <p>In addition,</p>	<p>HT</p>	<p>School is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>

	<p>The household (including any siblings) should follow the PHE stay at home guidance for households with possible or confirmed coronavirus (COVID -19) infection.</p> <p>Individuals who have mixed with a confirmed positive case should also go for a PCR test. Advice from PHE guidance for households is that they can still attend school while awaiting the result unless they develop symptoms of Covid 19.</p>		
<b>Teacher Shortage</b>	<p>From September/January there is a higher likelihood that a class will remain in school:</p> <ul style="list-style-type: none"> <li>-Where their teaching staff with symptoms/test positive are self-isolating.</li> <li>- Non-double vaccinated staff identified as close contacts will be required to self-isolate. The potential impact on staffing has been explored and contingency plans are in place - LSAs can cover in the event of a teacher falling ill</li> </ul>	Staff	
<b>Asymptomatic testing</b>	<p>Staff should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3 to 4 days apart (voluntary but strongly encouraged);</p> <p>Parents and other visitors will be asked to take a lateral flow device (LFD) test before entering the school</p> <p>We request (however this is at the discretion of parents) that learners in KS2 who are identified by NHS Test and Trace as close or household contacts undertake daily LFD testing.</p>		
<b>Confirmatory PCR tests</b>	<p>staff and learners with a positive LFD test result should self - isolate in line with the stay at home guidance. They will need to get a free PCR test. While waiting for the PCR test result, they should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self -test LFD test and the pupil/staff member can return to school, as long as they don't have COVID -19 symptoms.</p>		

<p><b>Self-isolation and testing for close contacts</b></p>	<p><b>Self -Isolation and testing for close contact</b></p> <p>Individuals are not required to self -isolate if they live in the same household as someone with COVID -19, or are a close contact of someone with COVID -19, and any of the following apply:</p> <ul style="list-style-type: none"> <li>• they are fully vaccinated</li> <li>• they are below the age of 18 years and 6 months</li> <li>• they have taken part in or are currently part of an approved COVID -19 vaccine trial</li> <li>• they are not able to get vaccinated for medical reasons.</li> </ul> <p>Fully vaccinated means that you have been vaccinated with an MHRA approved COVID -19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.</p> <p>a) Contacts will be advised to take a PCR test, but will not be required to self -isolate while they wait for the result;</p> <p><b>Self-Isolation and contacts of suspected or confirmed Omicron cases</b></p> <p>a) All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly by the local Health Protection Team (HPT), NHS Test and Trace or the LA and required to self-isolate immediately;</p> <p>b) Contacts of people who have been identified as a suspected or confirmed case of the Omicron variant must stay at home and self-isolate even if they are fully vaccinated or aged under 18 years and 6 months;</p> <p>c) The isolation period includes the date of last contact with the person who had a positive test result and the next 10 full days, regardless of age or vaccination status;</p> <p>d) Follow any further actions advised by the local Incident Management Team (IMT) investigating a suspected or confirmed case of the Omicron variant of COVID-19.</p> <p><b>4.6 Travel and Quarantine</b></p>		
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	a) All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).		
<b>Persons at higher risk of becoming seriously ill</b>	<ul style="list-style-type: none"> <li>• <b>Clinically Extremely Vulnerable (CEV) staff</b></li> <li>- Risk assessments will be completed for all CEV staff who have been double vaccinated.</li> <li>-All CEV staff who have not been double vaccinated and those where the vaccination has limited effect should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school.</li> <li><b>The following measures are in place for pregnant members of staff:</b></li> <li>-Risk Assessment (Part 1) will be completed for all vaccinated pregnant members of staff up to 28 weeks.</li> <li>-Risk assessment (Part 2) will be completed for pregnant members of staff over 28 weeks who have been double vaccinated and non-vaccinated under 28 weeks.</li> <li>-Pregnant staff over 28 weeks who have not been double vaccinated should act on their advice from their medical practitioner and must be separated to unvaccinated persons (e.g. pupils) whilst in school.</li> </ul>	HT	Staff members who are in the most at risk categories are reminded to take particular care. Where an employee expresses concerns, <a href="#">An individual risk assessment</a> will be completed to assess the risks to that individual and identify ways to reduce these risk to an acceptable level. This will be done with the member of staff and reviewed on a regular basis.
<b>All vulnerable/EHCP will need to attend school</b>	-Clinically Extremely Vulnerable pupils should attend school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend.		Individual risk assessments have been undertaken for all learners who require one. These have been undertaken with parents and in some cases the learners' consultant.

<b>School visits</b>	Full and thorough risk assessments are undertaken in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.		
<b>Other Considerations</b>	<p><b>Mandatory Certification</b></p> <p>a) The NHS COVID Pass will only be used when holding a specific event (such as a reception, concert or party) that meets the attendance thresholds</p> <p><b>Welcoming children back to school</b></p> <p>a) Where a parent or carer insists on a pupil attending school, the HT can take the decision to refuse the learner if, in their reasonable judgement, it is necessary to protect other learners and staff from possible infection with COVID -19. This decision needs to be carefully considered in light of all the circumstances and current public health advice.</p> <p><b>Home working</b></p> <p>a) From 13 December office workers who can work from home should do so;</p> <p>b) Staff involved in the face -to -face provision of education, should continue to go to their place of work.</p>		

### Coronavirus Organisational Actions - Returning to School – January 2022

Action	Description and Impact	Who is responsible
<p><b>All Year Groups Return</b> Taking into account the context of our school and the needs of our learners, the Headteacher and Governors believe that this is the best possible way forward for our school to begin to welcome learners back into school.</p>		
<p><b>Controlling an outbreak of Covid 19 to the best of our ability</b></p>		
Persons becoming symptomatic at school	If anyone in the school becomes unwell with:	PPE is available in the event that someone becomes symptomatic on site and if a

	<ul style="list-style-type: none"> <li>- a new, continuous cough</li> <li>- or a high temperature or has a loss of, or change in, their normal sense of taste or smell (anosmia) • they must:</li> <li>- be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus.</li> <li>-Their self-isolation may end with a negative PCR test (but not a negative LFD test) – <b>see above for more detail.</b></li> </ul>	<p>distance of 2 metres cannot be maintained:</p> <ul style="list-style-type: none"> <li>-a face mask</li> <li>-disposable gloves and an apron if contact is necessary</li> <li>-eye protection if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting.</li> </ul>
	<p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. <b>They should test daily for 7 days. If the person they came into contact with has Omnicron, see above what to do.</b> Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>	
	<ul style="list-style-type: none"> <li>• In the event that a room will be occupied up to 72 hours after a pupil or staff member has been present who is confirmed case (either LFD or PCR) <b>the school will:</b></li> <li>-Consider outdoor learning</li> <li>-Consider individuals’ risk of secondary transmission within the classroom.</li> <li><b>This will depend on:</b></li> <li>- The health category of staff and pupils in the class</li> <li>- Staff vaccination status</li> <li>- Whether the staff can socially distance from pupils</li> <li>- Ventilation within the classroom.</li> <li>-They may need to be relocated elsewhere within the school.</li> </ul>	<p>The school understands the purpose of the school’s own PCR home test kits, has decided who makes the decision to offer the kit when they have a stock and by what criteria. The school provides these PCR test kits to symptomatic individuals or close contacts of positive who are struggling to access a test. Staff and parent telephone numbers are checked for accuracy. Contact details, are kept of all other visitors to the school, including where possible, personal phone numbers. Parents and carers are instructed to:</p>

	<p>-Clean and disinfect the classroom once it has been emptied and purge the air by keeping doors and windows open for as long as possible</p>	<p>-report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit          -share their result, whether void, positive or negative to help with contact tracing. Appropriate action is taken by the school in the event of a parent / carer reporting a positive LFT test result.</p>
<p><b>Lateral Flow Testing (LFT) (Staff)</b></p>	<p>School office staff have been appointed a “COVID-19 Coordinators” who will be responsible for:</p> <ul style="list-style-type: none"> <li>-communicating with stakeholders</li> <li>-ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’</li> <li>-reporting incidents and carry out risk management</li> <li>-storing and reporting any required data</li> <li>-reordering tests when required</li> </ul> <p>The two test days have been decided (3-4 days apart) – Sunday and Wednesday.</p> <p>Appropriate action is taken in the event of:</p> <ul style="list-style-type: none"> <li>-A negative test result</li> <li>A -positive test result (A PCR test should be taken within 2 days of the positive lateral flow test</li> <li>-Two void test results</li> </ul> <p>Necessary records of testing are kept</p>	<p>The school has provided information to staff about the purpose and the process of the lateral flow testing including the recording of results. They are encouraged to take part</p> <p>Persons are identified who wish to take part. This will include directly employed staff and non-directly employed peripatetic, catering and cleaning colleagues. Participants may join or leave the arrangement at any time.</p>

Additional Control Measures		
<b>Parents</b>	<ul style="list-style-type: none"> <li>- Parents/carers are requested not to enter school unless necessary and then only one parent is allowed into the office. When it is necessary for a parent/carer to enter the school building they will be instructed to follow handwashing and social distancing guidelines. They will also be asked to take a lateral flow test before attending any meetings.</li> <li>- Parents have been advised that only one parent should accompany their child to the school entrance.</li> <li>- Parents have been informed of the procedures for picking up their children. Only one parent is allowed to do this and there is a one-way system in place.</li> <li>-Whilst not enforceable, for the safety of all concerned parents are requested to wear a face mask when entering the yard.</li> </ul>	Class teachers
<b>When will learners return</b>	-All learners will return on the 4 <sup>th</sup> of January	
<b>Planning</b>	<ul style="list-style-type: none"> <li>- Gaps in learning to be assessed against previous knowledge of learners</li> <li>- Learning to focus on reading, writing and maths as well as receiving a broad and balanced curriculum</li> <li>- Outdoor learning can be planned for</li> <li>- Learners to be provided with separate stationary kits</li> <li>- In the event of a lockdown learning will continue via Google Classroom</li> </ul>	Class teachers
<b>Classroom Layout</b>	<ul style="list-style-type: none"> <li>- Classrooms have been organised to ensure the most productive learning experience whilst maintaining safety. This will involve learners working in groups and across year groups.</li> <li>-Classrooms will be ventilated through the day. Windows will be opened at the beginning of the school day at play and lunchtime</li> </ul>	All teachers
<b>Access to the toilet</b>	<ul style="list-style-type: none"> <li>- Specific toilet areas and hand basins designated to different groups of children – these will be clearly labelled</li> <li>- In the boy's toilets only access to end urinals, middle one taped off</li> </ul>	Site Supervisor

	- Access to the toilets will be controlled to limit the number of learners who use them at one time to manage social distancing	
<b>Playtime</b>	- Climbing frame will be used by one class per day - It is advised that staff bring hot drinks to work in a flask to avoid the use of the staffroom. Sharing of cups and food must be avoided.	
<b>PE</b>	- Groups of learners to have timetabled PE sessions - Each group has their own equipment and where there is a need to share, this will be cleaned between groups.	
<b>Lunchtime</b>	- The lunch hour will run from 12.15pm to 1.10pm. - Tables will be wiped after each sitting in the dining hall.	Kitchen staff SLT
<b>Large Gatherings</b>	- There will be no school assemblies. All assemblies will take place in class	
<b>Start of Day</b>	- The school day will start at 8.55 am. Gates will open at 8.45 am. - Year 3 and 5 will enter through the main entrance on Norfolk Street. - Year 4 and 6 will enter through the side entrance on Howard Street - Staff to stand 2m from school gate to ensure children arrive safely. - Discourage parents to enter the school building or school grounds – drop off point at gate perimeter - Learners to go to their classroom as soon as they enter the building via different allocated entry points. Hand sanitising stations will still be in use.	All staff
<b>Before and After School Clubs</b>	- After school clubs will resume. - Swimming lessons will resume.	
<b>End of day</b>	<b>We will continue with our staggered finish times and one way system during the Spring Term as this has been successful and will reduce congestion of parents and traffic.</b>	Phase leaders to organise where groups will meet

	<p><b>All classes will leave from the main yard at the following times.</b></p> <p><b>Parents must only enter the yard once their child's year group is out.</b></p> <p>Year 3 – 3.05pm  Year 4 – 3.10pm  Year 5 – 3.15pm  Year 6 – 3.15pm</p>	
<b>Administering of First Aid</b>	<p>- First Aiders are aware of and follow the <u>Government guidance for first responders</u></p> <p>- First aiders will pay particular attention to sanitation measures immediately before and following the administration of first aid; washing their hands with warm running water and soap for a minimum of 20 seconds, wearing a mask.</p>	

### Core Control Measures

Control Measure	Control Stage	Notes/Action	Who	Review
<b>Tissues for Each Class</b>	1	<ul style="list-style-type: none"> <li>- Ensure adequate stock levels of tissues for each class / office</li> <li>- Replenish as needed</li> <li>- Ask parents to send in boxes of tissues</li> </ul>	Lee	
<b>Hand gel/sanitiser</b>	1	<ul style="list-style-type: none"> <li>- Additional dispenser fitted in main entrance</li> <li>- Ensure dispensers are full from the start of each day</li> <li>- All children to use this (or have washed hands) before lunch daily</li> <li>- Soap in every classroom</li> </ul>	Lee SBM	<p>Ensure stock is replenished on a regular basis</p> <p>Good hand hygiene and the need to wash hands more frequently is promoted around school.</p>

		<ul style="list-style-type: none"> <li>- Ensure adequate stock levels</li> <li>- Children to regularly wash hands after break and lunch and especially after going to the toilet</li> </ul>		<p>Staff, learners and visitors are instructed to wash hands when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing, coughing;</p>
<b>Learners</b>		<ul style="list-style-type: none"> <li>- Where necessary learners are supervised and monitored to ensure safe and appropriate hand hygiene</li> <li>- Learners are encouraged to avoid touching their faces whenever possible particularly with unwashed hands</li> <li>-The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal)</li> <li>- Learners are reminded how to catch coughs and sneezes if a tissue is not readily available i.e. in the crook of the elbow rather than in the hands</li> <li>- Posters are displayed on good hand washing technique and government guidelines on good respiratory hygiene</li> </ul>		

		<ul style="list-style-type: none"> <li>- Young learners and learners with complex needs are supported to follow the catch it, bin it, kill it guidance</li> <li>- Learners who wear reusable face masks to come to school are encouraged to remove them when they get to school and to place them in a plastic bag.</li> <li>-After removing the covering, they are to wash their hands immediately.</li> </ul>		
<b>Equipment</b>	1	<ul style="list-style-type: none"> <li>- Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces.</li> <li>- Resources that are shared between classes or bubbles, such as sports, art and science equipment are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles;</li> <li>- Learners and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted;</li> </ul>		
	1	Competitions between different schools: The school refers to guidance		

		on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England, advice from organisations such as the Association for Physical Education and the Youth Sport Trust, guidance from Swim England on school swimming and water safety lessons and any LA guidance.		
Curriculum: Music, dance and drama in school PHE Safer Singing Reference	2	Playing instruments and singing in groups take place outdoors wherever possible. If indoors, a room is used with as much space as possible, for example, larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. It is important to ensure good ventilation.		
		Natural ventilation is used to help reduce the risk of spreading coronavirus: o Opening 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). o Opening internal doors (note that this also has the benefit of reducing touch points). o Opening external doors where there are no security concerns and where it doesn't create uncomfortable drafts.		
<b>Other users of the building</b>	2,3	Contact every user and inform them of usage expectations: - Clean hands or	SBM	

		<p>use gel before using facilities -</p> <p>Restrictions or suspensions of usage</p> <p>-Parents entry into School building kept to a bare minimum</p>		
<b>Monitoring daily any child or staff absence</b>	2	<ul style="list-style-type: none"> <li>- Daily report to the HT on number of absences and symptoms</li> <li>- School attendance will be mandatory for all learners unless a valid reason is provided, the school will issue fines for non-attendance.</li> </ul>	HT	
<b>Reducing contact point activities</b>	2	<ul style="list-style-type: none"> <li>- Ensuring extremely high levels of hygiene for any Food making / tasting</li> <li>- Avoid any activity where learners are passing items around a class</li> <li>- Circle time objects</li> <li>- Artefact sharing</li> <li>- Touching activities – PE / Gymnastics</li> <li>- Cease hand shaking of children and visitors</li> <li>- Cease use of shared cups in class (e.g. using cups for water); replace with disposable cups; inform parents to ensure children have water bottles in school- sent home daily</li> <li>- Avoid as far as possible the sharing of stationary</li> <li>- The lending of library books to be carefully monitored. Books to be sanitised before sharing if possible.</li> <li>- A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained.</li> </ul>	EYFS staff Staff must ensure equipment used is sterilised	

		<ul style="list-style-type: none"> <li>- Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE.</li> <li>- PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves, aprons etc.</li> <li>- Waste cleaning materials are disposed of in the usual way unless it is confirmed or suspected that they are contaminated as a result of a member of staff or pupil displaying symptoms.</li> <li>- COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary.</li> </ul>		
Spread of COVID-19 virus via germs on surfaces and furniture within the building	1	<ul style="list-style-type: none"> <li>- An enhanced cleaning schedule is followed which includes; <ul style="list-style-type: none"> <li>- More frequent cleaning of rooms/shared areas that are used by different groups.</li> <li>- Sanitising of tables in classrooms</li> <li>- More frequent cleaning of touched objects such as railings/bannisters, door and window handles, taps, desk/table tops, play equipment, toys, sports equipment, teaching &amp; learning aids, computer equipment,</li> </ul> </li> </ul>		

		<ul style="list-style-type: none"> <li>- telephones and bathroom facilities.</li> <li>- thorough cleaning of all occupied areas at the end of the day.</li> <li>-When cleaning, the usual products i.e. detergents and bleach will be used as these are effective at getting rid of the virus on surfaces.</li> <li>-Staff have been instructed on cleaning and sanitising requirements including the use of chemicals and cleaning materials and instructions on the use of PPE.</li> <li>- PPE is provided for staff to wear during cleaning activities and must be worn as instructed e.g. gloves etc.</li> <li>- COSHH risk assessments are in place and followed for cleaning products and have been shared with staff as necessary.</li> <li>- A documented cleaning checklist is in place to ensure the enhanced cleaning schedule is followed and maintained.</li> <li>-Frequently touched surfaces and touch points are cleaned using sanitizing chemicals.</li> <li>-The frequency of necessary cleaning has been identified. More frequent cleaning is required of rooms / shared areas that are used by different groups.</li> </ul>		
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<b>Review of cleaning</b>	2,3	<ul style="list-style-type: none"> <li>- Meet with cleaning staff to review cleaning arrangement and make any necessary changes</li> <li>- Increase focus cleaning on touch points and tables (redirect from vacuuming etc. if needed)</li> <li>- Classroom tables cleaned at lunchtime by welfare staff</li> <li>- Daily cleaning of classrooms (already in place)</li> <li>- deep cleans have taken place</li> <li>- Bins emptied throughout the day</li> </ul>		
<b>Additional touch point cleaning daily</b>	2, 3	<ul style="list-style-type: none"> <li>- Handles and rails to be cleaned at mid points during the day</li> <li>- Class desks to be cleaned after lunch</li> <li>- Guidance and training is provided for staff to ensure they understand and can enforce the new routines, supporting learners in understanding them. Staff to be familiar with revised physical arrangements, well in advance, when wider opening begins.</li> <li>- All staff, learners and visitors are required to follow guidelines i.e. washing hands thoroughly with warm running water and hand soap for at least 20 seconds upon arrival on site and/or use the hand sanitiser at the point of entry.</li> <li>- All staff and learners to wash their hands more frequently, particularly</li> </ul>		

		<p>before eating and drinking, administering first aid, before and after playtime/breaks, after using shared resources and after using the toilet</p> <ul style="list-style-type: none"> <li>- Posters are displayed on good hand washing technique and Government Guidelines on good hygiene/social distancing.</li> </ul>		
<b>School visitors and site users</b>	2,3	<ul style="list-style-type: none"> <li>- Compulsory handwashing / use of gel before entering school.</li> <li>- Inform them of new requirements and risk of suspension of use</li> <li>- Informing us of any suspected or confirmed cases by any users</li> </ul>		
<b>The main office area</b>		<ul style="list-style-type: none"> <li>- Only when necessary will a face to face meeting take place. This will be with the minimum number of participants, whilst observing social distancing rules either in an outdoor space or well-ventilated area indoors.</li> <li>- Measures have been put in place to protect Office Staff when dealing with contractors, parents and visitors.</li> </ul>		
<b>Support for families affected</b>	2,3	<ul style="list-style-type: none"> <li>- Communicate to parents and staff to contact school if they require support. Regular contact with affected families and staff – wellbeing checks.</li> </ul>		
<b>The use of PPE</b>	2	<ul style="list-style-type: none"> <li>- Staff who are supervising learners who are ill or who are showing symptoms in</li> </ul>	Ill staff and children to be sent to waiting room near main office	

		<p>school should wear face masks while they attend to the learner.</p> <ul style="list-style-type: none"> <li>- 'Disposable' gloves to be worn during normal cleaning regimes. Disposable gloves and impermeable aprons must be worn when cleaning areas that have been occupied by someone displaying symptoms of COVID-19. Disposal gloves &amp; impermeable aprons should be worn when administering First Aid. A dynamic risk assessment should be carried out on individual circumstances before deciding if it is appropriate to also wear a fluid repellent surgical face mask and eye protection if there is a risk of splashing of bodily fluids and/or airborne contaminants.</li> <li>- Staff are provided with information and instruction on the use and disposal of PPE including face masks.</li> <li>- Learners who require first aid will continue to receive care in the same way; No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms.</li> <li>- When administering first aid to an adult a face mask should be worn if 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn;</li> </ul>		
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<b>Ventilation</b>	2,3	<ul style="list-style-type: none"> <li>- Doors propped open and rooms to be kept well ventilated – keep windows open</li> </ul>		
Dealing with emergency situations including accidents, security and evacuation during the COVID-19 pandemic		<ul style="list-style-type: none"> <li>- In an emergency, e.g. an accident or fire, people do not have to stay 2m apart if it would be unsafe but should do so where this is possible.</li> <li>- First Aiders are aware of and follow the <a href="#">Government guidance for first responders</a>;</li> <li>- The First Aid Needs Assessment has been reviewed and amended to take account of current occupancy, numbers of first aiders required and additional PPE needed during the COVID-19 pandemic including provision of disposal gloves, disposal plastic aprons, fluid repellent surgical face masks as required;</li> <li>- Learners who require first aid will continue to receive care in the same way.</li> <li>- No additional PPE is needed because of COVID-19 for any pupil who does not have symptoms.</li> <li>- When administering first aid to an adult a face mask should be worn if 2 metres cannot be maintained. If direct contact is necessary, gloves, an apron and a face mask should be worn.</li> </ul>		

		<p>- If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing or vomiting, eye protection will also be worn by the first aider.</p> <p>- Staff involved in the provision of assistance to others in an emergency including first aid are instructed to pay particular attention to sanitation measures immediately afterwards including washing hands for 20 seconds under warm, running water or using hand sanitiser.</p>		
<b>Other Issues</b>				
Remote Education		<p>Remote education plans are in place for individuals or groups of self-isolating pupils, pupils they face challenges in returning from abroad or because they are complying with clinical or public health advice. Pupils have access to remote education as soon as reasonably practicable, which may be the next school day. The remote education provided is equivalent in length to the core teaching pupils would receive in school.</p> <p>Systems are in place for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern</p>	All staff	Plans are in place for any incident where remote learning has to take place

		The school has published information about their remote provision on their website.		
Safeguarding		<p>If a vulnerable pupil is required to self-isolate, the school:</p> <ul style="list-style-type: none"> <li>o notifies their social worker (if they have one)</li> <li>o agrees with the social worker the best way to maintain contact and offer support</li> <li>o checks if a vulnerable pupil is able to access remote education support</li> <li>o supports them to access it (as far as possible)</li> <li>o regularly checks if they are accessing remote education</li> </ul>	Inclusion Team	Appropriate processes are in place with regards pupil safeguarding
School Meals		The school continues to provide free school meal support to pupils who are eligible for benefits related free school meals and who are learning at home during term time.		There is ongoing support from the school meal voucher system
Reviews		Regular reviews are undertaken on the effectiveness of the control measures and plans and changes are made accordingly. The school follows any forthcoming instructions from the employer, government advice, and national or local directions from Public Health England.	HT/Governors	Measures and plans will be reviewed accordingly

		Updates are highlighted on the risk assessment and shared with staff.		
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**Please Note:**

- The Headteacher/Chair of Governors, or other senior personnel, will keep in regular contact with staff to monitor their working arrangements and offer support and advice where necessary
- Staff are able to make contact with a colleague or manager for advice and support, or just for reassurance, during the normal working day
- A process is available for individuals to report concerns over breaches of school safe working policy/guidelines so that intervention can occur
- Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary their Line Manager can complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work
- Staff are made aware of sources of information that will assist staff wellbeing such as:
  - Employee Wellbeing
  - MIND web site
  - H&S COVID-19 web page
  - Remote H&S support is available via the Duty Officer by Tel: 01772 538877 or email HS&Q Team at: [health.safety@lancashire.gov.uk](mailto:health.safety@lancashire.gov.uk) ;

The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the [extra mental health support for learners and teachers](#) is available;

The [Education Support Partnership](#) provides a free helpline for school staff and targeted support for mental health and wellbeing.