



# Old Vicarage School

<b>Department/Activity</b>	Covid 19 (Coronavirus) – Full Opening Risk Assessment		
<b>Location:</b>	Old Vicarage School and Little Vic Pre-School		
<b>Assessor(s):</b>	Gillian Linthwaite (Head), Lizzy Grayson (Head of Little Vic), Clare Wood (Head of PE & Games) and Alison Povall (HR & Compliance)	<b>Published:</b>	10 September 2020
		<b>Updated:</b>	17 September 2020

Employers must protect people from harm which includes taking reasonable steps to protect staff, pupils and others from coronavirus (COVID-19) within the School environment. Schools are required to implement sensible and proportionate control measures to reduce the risk to the lowest reasonably practicable level.

This risk assessment is based on the principles and guidance contained within DfE guidance: Guidance for full opening: schools (as most recently issued). The School will continue to check this guidance for updates and ensure that relevant advice is shared and followed. This risk assessment will be updated as necessary.

The School's Child Protection & Safeguarding Policy and Procedures, including the Covid-19 Safeguarding Annex, will continue to be followed, as appropriate, by all staff. Both documents are available on the policies page of the School website.

## **This risk assessment is divided into the following sections:**

1. Main School Site - Minimising the spread of the virus through contact
2. Main School Site - Minimising the spread of the virus through touch
3. Main School Site – Controlling overcrowding at drop off and pick up times
4. Little Vic Pre-School – Minimising the spread of the virus

## The following sections apply to all School sites:

5. Provision of personal care to pupils
6. Sports and offsite activities
7. Travelling to and from school
8. Visiting teachers, peripatetic staff and supply staff
9. Parent visits, meetings and activities
10. Contractors and deliveries
11. Minimising contact with those with coronavirus symptoms
12. Managing confirmed cases of the coronavirus (Covid-19) in the School community
13. Individuals who are shielding, clinically vulnerable or clinically extremely vulnerable
14. Supporting staff

## 1. MAIN SCHOOL SITE – MINIMISING THE SPREAD OF THE VIRUS THROUGH CONTACT

Hazards	Control measures required to reduce the spread of the Covid-19 virus
General contact between pupils and staff	<ul style="list-style-type: none"> <li>• Classes have been grouped into single or double year group bubbles.</li> <li>• A single year group is the bubble for the girls and they generally will not mix with other bubbles. There is no requirement for girls to social distance in their bubble.</li> <li>• Although multiple bubbles are permitted (e.g. minibus bubble, after-school care bubble), interaction between bubbles in school will be minimised.</li> <li>• The girls are being taught their lessons by teachers in their group and most teachers will only teach their own year group and possibly one other.</li> <li>• Specialist teachers and their teaching assistants (art, music, PE &amp; games) will teach across bubbles but those teachers will take care to keep a distance from pupils wherever possible.</li> <li>• Group events which involve the mixing of bubbles (e.g. assemblies, choirs) will be avoided.</li> <li>• Girls are asked to stand and sit spaced out when using the hall.</li> <li>• PPE (masks, visors, gloves, aprons) are available from the school office for any members staff who wish/need to use it.</li> <li>• Windows will be kept open for ventilation when weather conditions permit.</li> <li>• All the air-conditioning units are safe to use as they pump in fresh air and extract air from one room only. When they are in use, the windows and doors in the room should be kept shut.</li> </ul>
Movement around the school	<ul style="list-style-type: none"> <li>• Timetables have been designed to stagger timings for lessons and breaks for different year groups and to allow increased use of the sports grounds at King George’s Field (KGF).</li> <li>• Generally, girls are based in one classroom and staff go to them. Any exception to this will be the girls in Years 5 and 6 but this will be minimised.</li> <li>• In the main building, a one way system for staircases is in place with girls going up the spiral staircase and down the main staircase.</li> <li>• Movement around the school is being supervised by teachers.</li> </ul>
Toilet/handwashing areas	<ul style="list-style-type: none"> <li>• Different toilets/handwashing facilities have been designated for different year groups.</li> <li>• At break and lunchtimes, all girls will use the loos on the ground floor of building 48.</li> <li>• Staff are supervising the numbers using the toilets/handwashing facilities to avoid overcrowding.</li> </ul>
Changing rooms	<ul style="list-style-type: none"> <li>• Different arrangements for the storage of coats/belongings are in place for each year group.</li> <li>• On the days when girls have sport at King George’s Fields (KGF), they will be come to school in PE kit and remain in it for the full day which will negate the need to use crowded changing rooms.</li> </ul>
Classrooms	<ul style="list-style-type: none"> <li>• Classroom desks/tables have been reconfigured to avoid face to face contact between girls.</li> <li>• Each classroom is equipped with lidded bins and supplies of tissues, hand sanitiser and cleansing wipes.</li> <li>• Teaching staff who need to wear a mask are encouraged to consider wearing a visor or using physical distance as a means of protection when taking a lesson as use of a mask can inhibit effective communication with pupils.</li> </ul>
Playground (breaks)	<ul style="list-style-type: none"> <li>• Only two year groups at a time are in the playground and the girls are supervised.</li> <li>• The playground has been divided into two (cones and tape) with a 2m gap between each half and one group plays in each half.</li> <li>• Hand sanitisers are installed on walls in the playground area.</li> <li>• Water fountains in the playground will remain out of use.</li> </ul>
Pupil dining room, lunches and snacks	<ul style="list-style-type: none"> <li>• Only one year group at a time has a hot lunch served to them in the dining room. <ul style="list-style-type: none"> <li>○ Reception children have a hot lunch every day.</li> <li>○ Years 1 to 6 have two or three hot lunches a week and packed lunches on the other days in classrooms.</li> <li>○ Girls in the upper school have one of their packed lunches on the day they have games before lunch so that they can eat at the games field.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Packed lunches are pre-packed into individual paper bags. Pupils bring their own water.</li> <li>• Lunchtimes are supervised by staff who will ensure there is no sharing of food.</li> <li>• Pupil snacks (fruit &amp; biscuits) will be provided in class labelled plastic boxes.</li> </ul>
Staff dining room and lunches	<ul style="list-style-type: none"> <li>• Hot and cold lunch for staff are served pre-plated/boxed/wrapped.</li> <li>• Staff collect their lunch from the staff dining room and may eat it in the staff dining room, staffroom, garden area or their classroom/office. Staff must return their own plates and cutlery to the dining room by 2pm for washing.</li> <li>• Staff are expected to keep a social distance between colleagues, especially those outside their bubble.</li> <li>• All food waste is to be disposed of in the dining room or staffroom waste bins only.</li> </ul>
Staff room	<ul style="list-style-type: none"> <li>• When using the staffroom, staff should take care to keep a social distance from colleagues, especially those outside their bubble.</li> <li>• Staff members should be mindful to only remain in the staffroom for as long as necessary so that they create adequate space for others.</li> <li>• Coffee/tea can be taken out of the staffroom in individual lidded mugs which staff should provide.</li> <li>• Whole fruit (rather than cut fruit) will be provided for breaktimes, as well as some bagged portions of others such as grapes or apples.</li> </ul>
Staff & School committee meetings	<ul style="list-style-type: none"> <li>• Physical meetings between staff will only take place if they can be held in well ventilated room which provides sufficient space for social distancing to take place.</li> <li>• The regular weekly full staff meetings will take place either physically in the hall (large enough to permit social distancing), the playground (weather permitting) or via Teams/Zoom.</li> <li>• Termly school committee meetings with the relevant Governors will take place in person where social distancing is possible. An alternative remote method will be identified if this is not possible.</li> <li>• Governors' meetings will take place as scheduled through a combination of remote and physical distanced arrangements.</li> </ul>
School office	<ul style="list-style-type: none"> <li>• Office staff will sign all members of staff in and out each day to save overcrowding on arrival/leaving and avoid everyone using the same 'signing in' pen.</li> <li>• Teaching staff should avoid using the office photocopier, except in an emergency.</li> <li>• Staff should wipe down the office photocopier with disinfectant wipes before use.</li> <li>• Parents are asked to contact the school by telephone or email rather than arrive in person.</li> <li>• To avoid the need for parents to enter the school office unnecessarily, the staff may hand out items/receive items through the office windows (ground floor).</li> </ul>
After-School Care	<ul style="list-style-type: none"> <li>• Girls are being grouped in their bubbles as much as possible.</li> <li>• To control numbers of attendees, parents are being asked to pre-book sessions rather than rely on the service as a last minute resource.</li> <li>• Accurate records will be kept of daily pupil attendees.</li> <li>• Girls will be required to sanitise their hands on arrival.</li> </ul>

## 2. MAIN SCHOOL SITE - MINIMISING THE SPREAD OF THE VIRUS THROUGH TOUCH

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Touching infected surfaces	<ul style="list-style-type: none"> <li>• Girls are required to wash/sanitise their hands on arrival - hand sanitisers are available at all school entrances.</li> <li>• 'Catch it, bin it, kill it' procedures will continue to be promoted and sufficient lidded bins and tissues are available for pupils and staff to follow this routine. Younger children will be helped to get this right.</li> <li>• The requirement for regular and thorough hand cleaning is now built into the school culture and staff will continue to issue regular general reminders.</li> <li>• Pupils are required to clean their hands regularly with antibacterial soap and running water or</li> </ul>

	<p>hand sanitiser including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</p> <ul style="list-style-type: none"> <li>• Hand sanitiser dispensers are available at all main entrances to the school.</li> <li>• Disinfectant wipes, hand gel and tissues are available in each classroom, office and the staffroom. Antibacterial soap is available in all handwashing areas. These items will be replenished as required.</li> <li>• Staff who move between classes are required to keep their desks clear so the surface, phone and keyboard can be wiped with a disinfectant wipe by the next occupant.</li> <li>• Staff who need to work in the staffroom should wipe down their working service with a disinfectant wipe.</li> <li>• If girls are required to move classrooms, desks will be wiped down with disinfectant wipes.</li> <li>• Girls are required to sanitise their hands on arrival into any classroom.</li> <li>• The School premises are thoroughly cleaned and sanitised before the start of each school day including frequently touched surfaces such as photocopiers, desks, chairs, doors, sinks, toilets, light switches, staircase walls, handles, banisters etc.</li> <li>• The School will maintain ample stocks of cleaning disinfectant and bleach.</li> </ul>
Touching infected objects	<ul style="list-style-type: none"> <li>• From Year 2 upwards, all 'dangly' accoutrements should be removed from backpacks.</li> <li>• Balls used for playground play are wiped with disinfectant wipes between year groups.</li> <li>• Girls in Reception and Year one will be allocated a named bag containing a supply of pencils/crayons/scissors, so they don't have to share use of these items.</li> <li>• Where possible, staff should remove unnecessary items from classrooms and store them elsewhere.</li> <li>• During library lessons, girls may not touch any books on the shelf but can read the books they have already withdrawn and which they keep with them.</li> <li>• Staff should clean their desk, phone and computer keyboard regularly throughout the day with disinfectant wipes.</li> <li>• Staff should regularly clean shared classroom and office items with disinfectant wipes.</li> <li>• Staff who need to use any staffroom or school office based equipment, eg. photocopiers, laminators, guillotines, should clean them before use with a disinfectant wipe.</li> <li>• Staff should load any crockery or cutlery they use directly into the staffroom dishwasher.</li> </ul>
Returned 'reading' books	<ul style="list-style-type: none"> <li>• Girls will be asked to place returned 'reading' books into a dated box to quarantine for 3 days. They can then be reused without the need for any further cleaning.</li> </ul>

### 3. MAIN SCHOOL SITE – CONTROLLING OVERCROWDING AT DROP OFF AND PICK UP TIMES

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Overcrowding at school entrances and exits	<ul style="list-style-type: none"> <li>• Staggered drop off times and separate school entrances are being used for different groups and parents are asked to observe these timings.</li> <li>• Staggered pick up times and different pick-up locations are being used for different groups and parents are asked to observe these timings.</li> <li>• Except for Reception Class parents, parents are not permitted to accompany their child onto the school premises.</li> <li>• Parents are asked to observe social distancing whilst waiting to drop off or pick up their child.</li> <li>• Parent entry to the playground is being managed by staff and parents are asked to wait on socially distanced spot markers whilst waiting to pick up their child.</li> <li>• Parents are asked to turn right out of the playground exit (towards Richmond Hill) so that parents entering the playground can do so from the other direction.</li> <li>• Year 5 &amp; 6 girls are permitted to go home independently provided their parents have given written permission for them to do so.</li> </ul>

<b>4. LITTLE VIC PRE SCHOOL – CONTROLLING THE SPREAD OF THE VIRUS</b>	
<i>Hazards</i>	<i>Control measures required to reduce the spread of the Covid-19 virus</i>
General environment	<ul style="list-style-type: none"> <li>• Pupils are required to wash their hands on arrival and throughout the day, roughly every hour.</li> <li>• On arrival, Little Vic girls change into their indoor shoes and place their outdoor shoes, backpacks, lunchboxes and water bottles in their own box.</li> <li>• Water bottles are kept in the individual boxes all day to avoid children accidentally drinking from another’s bottle.</li> <li>• During snack and lunch and carpet times the girls sit spaced out at tables. At carpet times, the girls sit spaced out on the carpet.</li> <li>• The outdoor space will be used extensively.</li> </ul>
Visits to the main School	<ul style="list-style-type: none"> <li>• To keep the pupil bubbles separate, Little Vic pupils are not visiting the main School site.</li> <li>• Before school care for Little Vic pupils is taking place at Little Vic.</li> </ul>
Spread of virus through touch	<ul style="list-style-type: none"> <li>• All shared equipment, indoor and outdoor is regularly cleaned by teaching staff.</li> <li>• The premises are thoroughly cleaned and sanitised before the start of each school day, including frequently touched surfaces such as photocopiers, desks, chairs, doors, sinks, toilets, light switches, banisters etc.</li> <li>• The School will maintain ample stocks of cleaning disinfectant and bleach.</li> <li>• Staff clean the main desk, phone and computer keyboard and kitchen surfaces regularly throughout the day with disinfectant wipes/solution.</li> </ul>
Toilet/handwashing areas	<ul style="list-style-type: none"> <li>• Staff are supervising the toilet/handwashing facilities to avoid overcrowding.</li> </ul>
Lunch times (staff)	<ul style="list-style-type: none"> <li>• Staff go up to the main school building every day to collect/eat their lunch.</li> </ul>
Little Vic office	<ul style="list-style-type: none"> <li>• Parents will be encouraged to contact the LV by telephone or email rather than in person.</li> </ul>
Drop off and pick up times	<ul style="list-style-type: none"> <li>• At drop off and pick up times parents line up on cones and children are dropped off and dismissed one at a time.</li> <li>• Parents will not be able to have a detailed conversation with the staff on arrival/departure. They will be asked to contact the office or communicate with staff via email/phone.</li> <li>• Two members of staff will be at the entrance at drop off and pick up times to collect the children from their parents and walk them safely into the building and vice versa.</li> <li>• Parents will be asked to observe social distancing whilst waiting outside the Little Vic entrance.</li> </ul>
Offsite educational trips	<ul style="list-style-type: none"> <li>• Schools are permitted to resume educational visits provided they keep children in their bubble and follow the COVID-secure measures in place at the destination.</li> <li>• When these trips resume (after the October half-term) the standard OVS trip risk assessment will include details of the specific COVID safety measures that will need to be followed.</li> </ul>
Social distancing outside school	<ul style="list-style-type: none"> <li>• Parents are being asked to ensure that their children still follow the social distance guidance outside school, which means no ‘play dates’ with other children not in the same class ‘bubble’.</li> <li>• Parents are being asked to remind their children about being respectful of distance from others when out and about.</li> </ul>

<b>5. PROVISION OF PERSONAL CARE TO PUPILS</b>	
<i>Hazards</i>	<i>Control measures required to reduce the spread of the Covid-19 virus</i>
First Aid	<ul style="list-style-type: none"> <li>• Where possible/appropriate, the teacher in charge of any group of children will provide first aid during playtime – a first aid bag will be available by the entrance to the playground at the main school and in the garden at Little Vic.</li> <li>• If First Aid is required for a child during a classroom lesson - this will be provided by appropriately trained office/admin staff.</li> <li>• If First Aid is required during a sports lesson, this will be provided by the trained sports staff.</li> </ul>
Toilet Accidents / Sickness	<ul style="list-style-type: none"> <li>• If there is a toilet problem with a younger child, staff in the child’s ‘bubble’ will assist.</li> <li>• If there is a sickness problem with a child, staff will clean and disinfect the area immediately.</li> </ul>

PPE for staff use	<ul style="list-style-type: none"> <li>Masks, visors, gloves and aprons are available in the school office for use in these circumstances.</li> </ul>
<b>6. SPORTS &amp; OFFSITE ACTIVITIES</b>	
<i>Hazards</i>	<i>Control measures required to reduce the spread of the Covid-19 virus</i>
Sports lessons	<ul style="list-style-type: none"> <li>Girls are transported to the sports field, by coach and/or School minibus.</li> <li>The School has obtained confirmation from its external coach provider that appropriate precautionary measures are being taken in relation to the cleaning of their vehicles.</li> <li>The drivers will keep the minibus as well ventilated as weather and safety concerns will allow.</li> <li>The girls on the minibus/coach do not need to wear face masks as they are in their bubble.</li> <li>Staff on the coaches/buses will be required to wear face masks.</li> <li>Masks, gloves, hand sanitiser and wipes will be carried in the Sports first aid bag.</li> <li>All passengers will be required to sanitise their hands after they get off the minibus/coach and again before the return journey.</li> <li>When the sports lesson is the first timetabled lesson, parents will be asked to take their children directly to the sports field and deliver them into the care of the sports staff. For those parents who cannot do this, a coach will take girls from the School to the sports grounds.</li> <li>When the sports lesson is the last timetabled lesson, parents will be asked to collect their children from the sports fields. Girls who cannot be collected from the sports field will return to the School with the staff, by coach or minibus.</li> <li>The toilet facilities at King George's Fields are cleaned by the OVS cleaning staff.</li> </ul>
Activities	<ul style="list-style-type: none"> <li>All sports activities take place in the open air at the sports field.</li> <li>Children remain in their bubble for the lesson.</li> <li>All equipment is disinfected after each session. (National Sports body safety guidelines are followed)</li> <li>For tennis, each pupil is given their own sanitised tennis racket and OVS ball.</li> </ul>
School lunches at the sports field	<ul style="list-style-type: none"> <li>Girls wash their hands before lunch.</li> <li>Packed lunches are pre-packed into individual paper bags – no sharing is permitted. Girls bring their own water bottles.</li> <li>Girls remain in their bubble for lunch and any free play time.</li> </ul>
Swimming Lessons	<ul style="list-style-type: none"> <li>There will be no swimming initially this term.</li> <li>This situation will be kept under review and Government guidance will be followed.</li> </ul>
Sports fixtures between schools	<ul style="list-style-type: none"> <li>Pupils are not participating in Inter-School sports fixtures at present.</li> <li>This situation will be kept under review and Government guidance will be followed.</li> </ul>
Offsite educational trips	<ul style="list-style-type: none"> <li>Schools are permitted to resume educational day trips provided they keep children in their bubble and follow the COVID-secure measures in place at the destination.</li> <li>When these trips resume at OVS (after the October half-term), the standard OVS trip risk assessment will include details of the specific COVID safety measures to be followed.</li> </ul>

<b>7. TRAVELLING TO AND FROM SCHOOL</b>	
<i>Hazards</i>	<i>Control measures required to reduce the spread of the Covid-19 virus</i>
Public transport	<ul style="list-style-type: none"> <li>Teaching staff who are required to come in to work and need to use public transport, are required to wear masks on those journeys.</li> <li>To assist as an alternative to public transport, the School offers the 'Cycle to Work' employee benefit scheme to all staff.</li> </ul>
Car Shares	<ul style="list-style-type: none"> <li>Staff who need to share cars to travel to school, should keep this arrangement consistent.</li> <li>Parents are asked to avoid car sharing with pupils outside their child's 'bubble'.</li> <li>Drivers will be encouraged to wipe interior car surfaces with disinfectant wipes after shared journeys.</li> </ul>

School minibus (school run service)	<ul style="list-style-type: none"> <li>Girls on the morning and afternoon school bus runs are required to wear a face covering during the journey. This is because the minibuses are a confined enclosed space and the girls are in different year group bubbles. The School has emergency supplies of child sized masks in the bus if a child forgets.</li> <li>Girls who use the School minibus service should wash their hands before they leave home/school.</li> <li>Hand sanitiser, tissues and disinfectant wipes are carried on the minibuses.</li> <li>The minibus drivers will ensure that seats, seatbelts and surfaces are thoroughly cleaned and disinfected between journeys.</li> <li>The drivers will keep as much distance between themselves and the pupils as possible, bearing in mind that the safety of children whilst using the service is their priority.</li> <li>The drivers will keep the minibus as well ventilated as weather and safety concerns will allow.</li> <li>Drivers may wear masks and gloves if they wish to do so.</li> </ul>
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#### 8. VISITING TEACHERS, PERIPATETIC STAFF AND SUPPLY STAFF

Hazards?	Control measures required to reduce the spread of the Covid-19 virus
Visiting teachers and peripatetic staff	<ul style="list-style-type: none"> <li>Visiting French and Mandarin teachers will not visit the School this term. Teaching will be done remotely but with supervision by a member of staff.</li> <li>Visiting peripatetic staff will not be permitted onsite for the time being. When they return, they will be expected to take particular care to maintain distance from other staff and pupils.</li> <li>Peripatetic music teachers must ensure that shared instruments are cleaned with disinfectant wipes between lessons.</li> <li>This situation will be kept under review.</li> </ul>
Supply teachers and other supply staff	<ul style="list-style-type: none"> <li>Schools are permitted to engage supply teachers and other supply staff during this period.</li> <li>To reduce the number of contacts, the school will try to keep supply arrangements to a minimum and request the same members of supply staff from the agency where it is possible and appropriate to do so.</li> <li>Supply staff will be required to follow School's hygiene and social distancing arrangements.</li> </ul>

#### 9. PARENT VISITS, MEETINGS AND ACTIVITIES

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Parent meetings	<ul style="list-style-type: none"> <li>Physical meetings with groups of parents will not be held at present.</li> <li>Form teachers will email parents with detailed notes on the curriculum as well as other organisational information.</li> <li>'Zoom' discussions will be set up for the parents of children in Reception Classes (setting in) and parents of Year 6 girls (senior school guidance).</li> <li>Individual meetings or discussions with parents will take place via email, telephone or 'Zoom'.</li> <li>Individual socially distanced physical meetings can be arranged with parents as appropriate.</li> </ul>
Parent volunteer activities	<ul style="list-style-type: none"> <li>Parent volunteers will not be permitted on site or on School trips for the time being.</li> <li>This situation will be kept under review.</li> </ul>
Potential new parents	<ul style="list-style-type: none"> <li>Individual appointments are being made to show parents around the School at times when the children are in their classrooms, or after-hours. Parents will not be permitted to enter the classrooms.</li> <li>Individual appointments are being made to show parents around the Little Vic pre-school at a time when the children are scheduled to be playing outside in the garden. Parents will not be permitted to enter the garden play area.</li> <li>Parents will be required to sanitise their hands on arrival, and they will be asked to wear face coverings.</li> <li>Social distancing requirements will be maintained during the visit.</li> <li>Open mornings are not taking place at present.</li> </ul>

10. CONTRACTORS AND DELIVERIES	
Hazards	Control measures required to reduce the spread of the Covid-19 virus
Contractors needing to come on site during school hours	<ul style="list-style-type: none"> <li>The School will ensure that necessary compliance H&amp;S checks take place during holiday periods or at weekends.</li> <li>Non-emergency work will, wherever possible, be undertaken at weekends or outside of operating hours.</li> <li>Any contractors that do come on site during the day will be required to wash their hands/use hand sanitiser on arrival and wear a mask.</li> <li>Contractors will be expected to observe social distancing requirements and will be accompanied by a member of OVS staff when on site.</li> </ul>
Deliveries to the School	<ul style="list-style-type: none"> <li>Deliveries to the main school entrance will be left on the front doorstep or just inside the front door where they can be immediately picked up by office staff (CCTV monitors show delivery).</li> <li>Catering suppliers deliver orders to the kitchen entrance (not used by pupils).</li> </ul>

11. MINIMISING CONTACT WITH THOSE WITH CORONAVIRUS SYMPTOMS	
<p><u>General notes:</u></p> <ul style="list-style-type: none"> <li>Any individual (pupils, staff, other adults) must not come into the school if they have coronavirus symptoms.</li> <li>Possible symptoms of coronavirus are a high temperature, a new continuous cough or a loss of sense of smell or taste.</li> <li>Tests for anyone <u>with symptoms</u> can be booked online through the NHS testing and tracing website or ordered by telephone via NHS 119. Anyone involved in education has priority access to testing.</li> <li>All children can be tested, including those under 5 years of age.</li> <li>Parents and staff should immediately inform the school of the results of a test.</li> </ul>	
Hazards	Control measures required to reduce the spread of the Covid-19 virus
Anyone developing symptoms during the school day	<ul style="list-style-type: none"> <li>Anyone developing symptoms during the day must be sent home and self-isolate for at least 10 days. They should arrange to have a test to see if they have coronavirus. Other members of their household (including siblings) should self-isolate whilst awaiting the results of the symptomatic person's test (<i>see test results below</i>).</li> <li>Everyone who has had any contact with someone who is unwell must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser.</li> <li>The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</li> <li>Any member of staff who helped someone with symptoms and any pupils who were in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves, or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace.</li> </ul>
Child with symptoms awaiting collection	<ul style="list-style-type: none"> <li>If a child is awaiting collection, they should ideally be moved to a well ventilated room where they can be isolated with appropriate adult supervision.</li> <li>If this is not possible, the child should wait at least 2m away from other people.</li> <li>If the child needs to go to the toilet, they should use a staff toilet which should then be cleaned and disinfected before being used by anyone else.</li> <li>If a 2m distance cannot be maintained (such as for very young child) appropriate PPE must be worn by staff caring for the child whilst they await collection (disposable gloves, disposable apron, a fluid resistant face mask and visor).</li> </ul>
Testing positive for Covid-19 WITH SYMPTOMS	<ul style="list-style-type: none"> <li>If someone tests positive, they should self-isolate for at least 10 days from the day they first became ill with the symptoms.</li> <li>After this period, they may return only if they do not have symptoms other than a cough or loss of sense of smell/taste which can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.</li> <li>Other members of their household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> </ul>

Testing positive for Covid-19 WITHOUT SYMPTOMS	<ul style="list-style-type: none"> <li>• If someone tests positive whilst not experiencing symptoms, they need to self-isolate for 10 days from the date of the positive test.</li> <li>• If they subsequently develop symptoms during their isolation period, they should restart the 10 day isolation period from the date they develop symptoms.</li> <li>• Other members of their household (including siblings) should self-isolate for 14 days from the date of the individual's positive test. If they themselves develop symptoms they need to restart the 10 day isolation period from the day they develop symptoms.</li> </ul>
Testing negative for Covid-19 WITH SYMPTOMS	<ul style="list-style-type: none"> <li>• If someone who had experienced coronavirus-like symptoms tests negative, and they now feel well and no longer have coronavirus-like symptoms, they, and other members of their household, can stop self-isolating.</li> </ul>
'Close contact' with someone OUTSIDE THE SCHOOL who has tested positive for Covid-19	<ul style="list-style-type: none"> <li>• If someone is made aware that they have been in close contact with someone outside the school who has tested positive for coronavirus, they should self-isolate for 14 days from the date of that contact even if they themselves have had not experienced any symptoms and had a negative test result. This is because symptoms may develop during the period of isolation and a test result is only accurate at the time of the test.</li> </ul>

## 12. MANAGING CONFIRMED CASES OF THE CORONAVIRUS (COVID 19) IN THE SCHOOL

### Note:

#### 'Close contact' with an infected individual means:

- Face to face contact (within 1 metre) for any length of time, including being coughed on, a face to face conversation or unprotected physical contact (skin-to-skin).
- Sustained face to face contact (within 1 to 2 metres) for more than 15 minutes.
- Travelling in a small vehicle, like a car, with an infected person.

Hazards	Control measures required to reduce the spread of the Covid-19 virus
If someone who has attended the school premises tests positive for coronavirus	<ul style="list-style-type: none"> <li>• The School should contact the <b>DfE Helpline: 0800 046 8687</b> - select '<b>Option 1</b>' for advice on the action to take in response to a positive case. <ul style="list-style-type: none"> <li>○ The call will be directed to a dedicated NHS team of advisors who will give advice on the action to take based on the latest public health advice.</li> <li>○ The helpline is open on weekdays (8am – 6pm) and weekends (10am to 4pm).</li> </ul> </li> <li>• If further expert advice is required, the NHS adviser will escalate the call to the local Health Protection Team (HPT) who will: <ul style="list-style-type: none"> <li>○ Work through a rapid risk assessment with the School and identify next steps.</li> <li>○ Liaise with the School to identify close contacts.</li> <li>○ Confirm which individuals must be sent home to self-isolate for 14 days (a template letter will be provided by the HPT). Household members of those contacts who are sent home do not need to self-isolate themselves unless the individual who is self-isolating subsequently develops symptoms.</li> </ul> <p><u>Schools must not share the names or details of people with coronavirus unless essential to protect others.</u></p> </li> <li>• To assist the NHS/HPT, the School should maintain central records of pupil groups and staff in each group – there is no need to ask pupils who they have spent time with each day or ask staff to keep definitive records.</li> </ul>
If someone in the school who has been asked to self-isolate develops symptoms themselves within their 14-day isolation period	<ul style="list-style-type: none"> <li>• If someone who is self-isolating develop symptoms, they should get a test and: <ul style="list-style-type: none"> <li>○ If the test is negative, they must remain in isolation for the remainder of the 14 days because they could still develop the coronavirus within the remaining days.</li> <li>○ If the test is positive, they should inform the School immediately (who will inform the DfE/NHS advice team) and isolate for at least 10 days from the onset of their symptoms. This could mean the self-isolation ends before or after the original 14 day period. Members of their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.</li> </ul> </li> <li>• Schools should not request evidence of negative test results or other medical evidence before admitting children after a period of self-isolation.</li> </ul>

Potential outbreak: Two or more confirmed cases within 14 days, or an overall rise in sickness where coronavirus is suspected	<ul style="list-style-type: none"> <li>The School must work with the HPT team who will advise if additional action is required such as recommending that a larger number of other pupils isolate at home as a precautionary measure.</li> <li>The School should not consider whole school closure except on the advice of the NHS team.</li> <li>If an outbreak in a school is confirmed, a mobile testing unit may be sent 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.</li> </ul>
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### 13. INDIVIDUALS WHO ARE SHIELDING, CLINICALLY VULNERABLE OR CLINICALLY EXTREMELY VULNERABLE

#### Notes:

- Shielding advice for all adults and children was paused on 1 August 2020.
- Shielding advice remains subject to local conditions and if rates of coronavirus rise in local areas, individuals may be advised to shield for a temporary period where infection rates remain high.
- Schools are currently not considered to be high risk settings.
- The risk of transmission between adults and young children is likely to be low but adults should take care to social distance from other adults.

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Pupils	<ul style="list-style-type: none"> <li>Pupils who were on the shielded patient list can return to school, as can those who have family members who are shielding.</li> <li>If pupils are under the care of a specialist health professional, their parents should discuss their care with the health professional before they return to school.</li> <li>If a pupil is unable to attend school because they are complying with clinical and/or public health advice, they should be offered access to remote education and their absence should not be penalised.</li> </ul>
Staff	<ul style="list-style-type: none"> <li>All members of staff are expected to return to the workplace. Where roles are conducive to home working, the Head should consider what is feasible and appropriate.</li> <li>Members of staff who live with those who are clinically vulnerable or clinically extremely vulnerable can return to the School.</li> <li>Masks and visors are available from the office for those members of staff who need them.</li> <li>Clinically vulnerable/clinically extremely vulnerable staff can return to school and should take particular care to observe good hand and respiratory hygiene, clean frequently touched areas or objects, and minimise contact and maintain social distancing, especially from other adults.</li> <li>Members of staff who are pregnant fall into the 'clinically vulnerable' category and should follow the above advice. The School will conduct an individual workplace risk assessment with them and follow the latest guidance from the Royal College of Obstetrics and Gynaecology (RCOG) for those women from 28 weeks gestation or with underlying health conditions.</li> </ul>

### 14. SUPPORTING STAFF

Hazards	Control measures required to reduce the spread of the Covid-19 virus
Staff mental health and wellbeing	<ul style="list-style-type: none"> <li>The Head will explain to staff, the measures that have been put in place to mitigate the risks and protect them from harm and should encourage their involvement in this process.</li> <li>Staff should continue to observe good hand and respiratory hygiene and maintain social distancing, ideally 2 metres, but this is not always possible. Time spent within 1 metre of anyone should be minimised.</li> <li>Members of staff who are 'vulnerable' or who are worried about their personal circumstances or characteristics which may place them at comparatively increased risk should discuss their concerns with the Head.</li> <li>The Education Support Partnership (<a href="http://educationsupport.org.uk">educationsupport.org.uk</a>) provides a free 24/7 helpline for school staff and targeted support for mental health and wellbeing. Contact: 08000 562 561.</li> </ul>
Staff deployment	<ul style="list-style-type: none"> <li>The School may need use staff more flexibly during this period. Any changes to staff roles will be discussed with individuals.</li> </ul>