

## RISK ASSESSMENT FOR ALL PUPILS FROM February 2021

During this evolving situation please monitor and follow government guidance given in the links provided at the end of this document. The risk assessment should be reviewed weekly throughout the pandemic.

<b>Establishment: July 2020</b>	<b>Assessment by: Alexandra Kelly/Talia Robinson</b>	<b>Date:03/02/2021</b>
<b>Risk assessment number/ref:</b>	<b>Headteacher Approval: Talia Robinson</b>	<b>Date: 03/02/2021</b>
	<b>All employers have a duty to consult employees on health and safety. Have staff been consulted in production of this risk assessment? Y/N</b>	<b>Yes</b>

'We acknowledge that social distancing for settings with very young children will be harder to maintain. Staff should implement the recommended measures as far as they are able, whilst ensuring children are kept safe and well cared for.

Staff should pay particular attention to handwashing before and after supporting children who need help with nappy changing, toileting or eating, as well as avoiding touching their own face whilst at work. Teachers and other staff may want to use age and developmentally appropriate ways to encourage children to follow social distancing, hand-washing and other guidance, including through games, songs and stories. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children.

As much as possible, settings should seek to prevent the sharing of food, drink, utensils, equipment and toys. Equipment, toys and surfaces should be cleaned and disinfected more frequently.' DfE April 2020 **Please also see COANS Covid-19 Policy**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>Current rating (low, med, high)</b>	<b>Actions to take (suggested)</b>	<b>What further action is necessary?</b>	<b>Revised rating (low, med, high)</b>
<b>INSUFFICIENT NUMBER OF STAFF FOR NUMBER OF PUPILS ATTENDING/ SAFETY MEASURES TO BE ADHERED TO</b>	Ratios not met therefore making the school less safe for all children.  SEND children without support	Medium	Audit the health status and availability of every member of staff and regularly review and update this, so that deployment can be planned.  Establish how many and which staff will be available (extremely critically vulnerable staff/those fit for work). Carry out individual Staff Risk Assessments where appropriate.  Based on available staffing and any cover secured, decide how many pupils can be supported at any one time. Organise home learning (education off site) for pupils when not on the premises and maintain online education platform as a contingency.  Make full use of all qualified teachers and take a flexible and responsive approach to the use of teaching assistants and pastoral staff in supervising classes.  Where possible use agency staff to ensure ratios can be maintained and children can attend.	Local decisions on blended learning to be made in event of insufficient available teachers or staff to supervise the groups.  Constant contact with staff not able to work	

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			<p>Ensure there are sufficient staff available for those pupils who need a high level of support, including those with SEND whilst minimising changes in contact. Some pupils, for example those with Autism will need to be supported by the same adults, where possible. Complete individual risk assessments for children with an EHCP if required.</p> <p>Make full use of test and trace to inform staff deployment i.e. ensure staff are able to attend work and should not be self-isolating due to not knowing if they have Coronavirus.</p> <p>Ensure there is adequate delegation of staff to deliver on site learning (for those attending school) and home learning (for those who are learning at home due to exceptional circumstances).</p> <p>Ensure a clear rationale is in place for which pupils will be in school and at home each day and a blended model of home learning and attendance at school is utilised until staffing levels improve.</p>	Proactive approach to deployment of staff and use of agency if required	
<b>Transmission of Coronavirus / spread of COVID-19 (GENERAL)</b>	Staff, Students / pupils / wider contacts		<p>Prevention:</p> <ol style="list-style-type: none"> <li>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</li> <li>2) clean hands thoroughly more often than usual</li> <li>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</li> <li>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</li> <li>5) minimise contact between individuals and maintain social distancing wherever possible</li> <li>6) where necessary, wear appropriate personal protective equipment (PPE)</li> <li>7) Staff to carry out regular self-testing using Lateral Flow Testing Kits supplied by the DfE</li> </ol> <p>Numbers 1 to 4 must be in place in all schools, all the time. Number 5 &amp; 7 must be properly considered, and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <ol style="list-style-type: none"> <li>7) engage with the NHS Test and Trace process</li> <li>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</li> <li>9) contain any outbreak by following local DfE advice</li> </ol> <p>Numbers 7 to 9 must be followed in every case where they are relevant (refer to Public Health FAQ document).</p> <p><b>Actions:</b></p>		

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			<p>Identify (and record that this has been carried out for every individual) all staff and students who are either <a href="#">clinically vulnerable</a>, <a href="#">clinically extremely vulnerable/shielded</a> or have household members who are shielded, with the Head teacher prior to them entering the school.</p> <ul style="list-style-type: none"> <li>• 'Clinically vulnerable' children and staff should follow the advice of their doctor.</li> <li>• Those with a 'clinically vulnerable' household member can attend.</li> <li>• Those who are 'clinically extremely vulnerable'/shielded should not attend.</li> <li>• Those who live within someone 'clinically extremely vulnerable'/shielded should only attend if stringent social distancing can be adhered to, and the individual understands and can comply.</li> </ul> <p>Explore barriers to attendance with parents/ carers where there are concerns.</p> <p>Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">Self isolation guidance https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Ensure that all clinically vulnerable staff are enabled to work from home, or where that is not possible, to carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically vulnerable staff electing to waive this right must have discussed it with their doctor and headteacher.</p> <p>Update risk assessments as required for children on EHC plans, carried out with educational providers and parents/carers, to ensure child is at no more risk in the school setting than at home.</p> <p>Set up clear, repeated messaging to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test.</p> <p>Keep attendance registers and continue to complete the DfE online educational setting status form (if still applicable) to provide daily updates on how many children and staff are in school.</p> <p>Where possible, minimise the number of different supply teachers visiting the school through longer contracts with agencies.</p> <p>Ensure visitors are aware of, and adhere to, distancing and hygiene measures and minimise contact to only pupils who need to be taught.</p> <p>Visitors must complete the Visitor's Agreement Declaration Form.</p> <p>Wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.</p> <p>Wear PPE where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</p>		

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<p><b>Incorrect use of Lateral Flow Self-Testing Kits. Procedures followed incorrectly leading to miscommunication or misuse and potential spread of COVID-19.</b></p>	<p>Staff, Students / pupils / wider contacts</p>		<p><b>COVID-19 lateral flow self-testing:</b></p> <ul style="list-style-type: none"> <li>• Tests are provided as part of the DHSC (Department of Health and Social Care) deployment under the NHS Test &amp; trace programme and are to be used following the instructions within the 'Your step-by-step guide for COVID-19 self-testing' Guide Booklet.</li> <li>• Staff are responsible for reading the instructions carefully and following procedures correctly. A video is available online to demonstrate correct use: <a href="https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ">https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ</a></li> <li>• Testing kits will be stored in the school office. Staff are responsible for collecting their tests from the office as required. (Box of 7 tests)</li> <li>• Tests are only to be used by school staff in line with the guidance. Tests are for school staff only.</li> <li>• Lateral Flow tests cannot be used within 90 days of a COVID-19 positive test result.</li> <li>• Staff must report their test results online using the following link: <a href="http://www.gov.uk/report-covid19-result">www.gov.uk/report-covid19-result</a></li> <li>• Staff must report a positive or invalid result to the school office.</li> <li>• Testing is voluntary and staff privacy will be maintained at all times.</li> <li>• The school will maintain a register and submit any positive or invalid results as required to the DfE.</li> </ul> <p><b>Points to remember:</b></p> <ul style="list-style-type: none"> <li>• Staff should carry out self-testing every Monday and Thursday morning as soon as they wake and before leaving their home for work.</li> <li>• Do not eat or drink within the 30 minutes before testing</li> <li>• Store at room temperature</li> <li>• If the result is positive you must isolate and book a PCR test (do not test again using the Lateral Flow Testing Kit). You must then follow the procedures for positive/negative results.</li> <li>• If the result is invalid, take another test immediately. If the second test is also invalid you must isolate and book a PCR test. You must then follow the procedures for positive/negative results.</li> <li>• Tests should be carried out in a clean, hygienic area.</li> <li>• Only report a positive or invalid result to the <b>school</b>, negative results do not need reporting as the school will record them as negative unless informed otherwise. All results should be reported directly by staff using the link above.</li> <li>• Vaccinated staff should still use the testing kits</li> </ul>		
<p><b>Transmission of Coronavirus / spread of COVID-19 through person-to-person contact/coughing etc.</b></p>	<p>Staff, Students / pupils / wider contacts</p>		<p>The whole cohort is considered one group.</p> <p>Limit access of other children and adults into the school where possible and ensure those who do enter the school maintain social distancing. (This includes siblings, parents, visitors and other professionals)</p> <p>Parents must wear a face mask during drop off and collection.</p> <p>See Covid 19 policy</p> <p>Designate areas for staff breaks that maintain social distancing and hygiene.</p>	<p>If the school cannot achieve these groups at any point should discuss options with their local authority</p>	

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			<p>Adults should maintain 2 metre distance from each other where possible.</p> <p>Staff working with younger children should avoid close face to face contact where possible and minimise time spent within 1 metre of anyone.</p> <p>For pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Consider if 'unnecessary' equipment and furniture can be removed from classrooms. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>Where possible during story and gathering times limit group sizes and enable children to sit further apart.</p> <p>Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, before and after eating. Hands should also be washed after going to the toilet.</p> <p>Determine whether interventions are essential and ensure delivery in line with social distancing guidelines.</p> <p>Breakfast clubs and after school activities are under constant review</p> <p>Utilise outside space as much as possible</p> <p>Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2m distancing cannot be maintained.</p> <p>Limit face to face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain 2m distancing; or via electronic means (Microsoft Teams etc.)</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</p> <p>Keep doors open, where possible, and clean door handles regularly throughout the day.</p> <p>Cover up water fountains and follow the Legionella management programme weekly. Encourage pupils to bring in their own water, in a named bottle.</p>		

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<b>Transmission of Coronavirus / spread of COVID-19 from access to &amp; from site</b>	Staff, Students / pupils / wider contacts		<p>Monitor site access points to facilitate social distancing – Continue to use two entrances and queuing system along separate pavements to enable social distancing of parents.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Use visual aids/floor markings to help parents socially distance and supervise entry and collection.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection, social distancing, face masks worn))</p> <p><b>Visitors</b> Only essential visitors are allowed onto the school site. Visitors must read the school's guidelines and complete the Visitor's Agreement Declaration Form Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene and social distancing</p> <p><b>Staff</b> On arrival all staff are required to wash hands using nearest available toilet or use the sanitiser provided in reception / staff room/entrance</p>		
<b>Indirect transmission of Coronavirus / spread of COVID-19 through surface contamination and ineffective personal hygiene practices</b>			<p>Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.</p> <p>Ensure soap and hand towels are regularly topped up at all washing stations.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.</p> <p>Site staff to regularly clean the hand washing facilities.</p> <p>Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.</p> <p>Tissues will be provided for classrooms. Staff to replenish as needed.</p> <p>Ensure bins are provided for tissues in the classroom.</p> <p>Ensure catch it, bin it, kill it message is displayed, discussed and with children. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</p>		

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<p><b>Transmission of Coronavirus / spread of COVID-19 due to insufficient / ineffective cleaning and hygiene practices</b></p>	<p>Staff, Students / pupils / wider contacts</p>		<p>A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day.</p> <p>Cleaning protocol is as follows: Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.</p> <p>Following a suspected case carry out deep clean/disinfection of contaminated areas and equipment. Where possible isolate the area for 72 hours.</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p><b>When cleaning a contaminated area</b> Cleaning staff to:</p> <ul style="list-style-type: none"> <li>• Wear disposable gloves and apron</li> <li>• Wash their hands with soap and water once they remove their gloves and apron</li> <li>• Fluid resistant surgical mask if splashing likely</li> <li>• Hands should be washed with soap and water for 20 seconds and dried thoroughly, after all PPE has been removed.</li> </ul> <p>PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p>		
<p><b>Transmission of Coronavirus / spread of COVID-19 from contact points and equipment use; printers, workstations,</b></p>	<p>Staff, Students / pupils / wider contacts</p>		<p>Parents to ensure children have their own, named, water bottles in school.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Classroom-based resources, such as books and games, can be used and shared within the group and cleaned regularly, along with all frequently touched surfaces.</p> <p>Limit the amount of equipment pupils bring into school each day. See Covid-19 Policy</p>		

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apparatus, machinery etc.					
Transmission of Coronavirus / spread of COVID-19 during lunchtimes	Staff, Students / pupils / wider contacts		<p>Reinforce handwashing prior to eating food.</p> <p>Hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p><b>Lunchtime</b></p> <p>Lunchtime staff should continue to follow Food Standard Agency's (FSA) <u>guidance on good hygiene practices</u> in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Pupils to sit at their allocated table. Children should be sat further apart whilst eating. All tables cleaned thoroughly after lunch. Floor swept/hovered to ensure no traces of food left.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>All rubbish and waste should be put straight in the bin by the user, children should scrape their own plates where possible.</p> <p>All areas used for eating must be thoroughly cleaned at the end of lunchtime including chairs and floors.</p>		
Transmission of Coronavirus / spread of COVID-19 due to travel off site	Staff, Students / pupils / wider contacts		<p>Ensure protective measures and the COVID-secure measures in place at the destination, when taking pupils on expeditions.</p> <p>Carry out thorough risk assessments in relation to all educational visits and use of outdoor spaces in the local area to support delivery of the curriculum.</p> <p>Consult the health and safety guidance on educational visits (<a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>) when considering visits.</p> <p>Implement social distancing where possible (2m clearance from persons).</p> <p>All persons urged to consider all other forms of transport before public transport. If public transport cannot be avoided, in addition to social distancing and hygiene practices, individuals must wear a non-medical face covering. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission.</p>	Autumn Term no expeditions planned	



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<b>Transmission of Coronavirus / spread of COVID-19 from contractors</b>	Contractors, Staff, Students / pupils / wider contacts		<p>All contractors must complete the Visitor's Agreement Declaration Form.</p> <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding social distancing and good hygiene.</p> <p>Any contractors who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, will not to be on site.</p> <p>All contractors to visit out of school hours where possible. Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering and leaving the site.</p> <p>Agree approach to scheduled / ongoing building works.</p> <p>Schools to seek confirmation of the contractors method statement / risk assessment.</p>		
<b>Transmission of Coronavirus / spread of COVID-19 due to lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts		<p>Posters will be displayed in the reception, toilets and in suitable places around site.</p> <p>Clear briefing for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Ensure good, clear and regular communications with parents/carers and wider school community...their support is valued and needed</p>		
<b>Transmission of Coronavirus / spread of COVID-19 via provision of first aid</b>	Staff, Students / pupils / wider contacts		<p>It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion.</p>		

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<b>Transmission of Coronavirus / spread of COVID-19 via provision of personal care</b>	Staff, Students / pupils / wider contacts		<p>Establish procurement route, stock monitoring and ordering system.</p> <p>Ensure staff know the whereabouts of PPE, and are trained to use it safely.</p> <p>PPE is only needed in a very small number of cases:</p> <ul style="list-style-type: none"> <li>· children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>· PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner displaying coronavirus symptoms</li> </ul> <p>Guidance: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>PPE is required if a child or staff falls ill and requires direct personal care on site:</p> <ul style="list-style-type: none"> <li>• Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>• Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>• Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> <p>Review PPE protocols for routine provision of intimate care and ensure adequate supply.</p>		
<b>Transmission of Coronavirus / spread of COVID-19 through emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts		<p>Where there are pre-planned fire drills, social distancing can be maintained, with the focus on social distancing rather than the time it takes to get out of the building.</p> <p>Where emergency evacuations are necessary, the focus should be on evacuating the building quickly and in an orderly manner without the focus on social distancing. Social distancing can be maintained once everyone is out of the building, and out of danger, safely.</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p>		
<b>Transmission of Coronavirus / spread of COVID-19 from deliveries &amp; waste collection</b>	Staff, Students / pupils / wider contacts		<p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Where possible (due to space) store delivery items for 72 hours prior to unpacking/use.</p> <p>Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>		

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<b>Unsafe premises (general)</b>	Staff, Students / pupils		<p>Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc.</p> <p>Ensure all key services are operational</p> <p>Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>		
<b>Transmission of Coronavirus / spread of COVID-19 due to SUSPECTED CASE ON-SITE</b>	Staff, Students / pupils / wider contacts		<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>), which sets out that they must self isolate for at least 10 days and should arrange to have a test (<a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>Designate room/s for symptomatic child/children waiting to be collected.</p> <p>E.g. Considerations for protocol: <a href="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#additional-questions">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#additional-questions</a></p> <ul style="list-style-type: none"> <li>• Ensure all children are reminded daily to speak to an adult if they feel poorly (if possible)</li> <li>• Establish clear communication protocol in school, for quickly notifying key staff and parent/carer- Emergency contact numbers for parents/carers cross checked to ensure they are up to date</li> <li>• Set up COVID-19 risk/ incident log, for oversight by the safeguarding governor and further debrief/ training</li> <li>• Child/ staff member with symptoms should go home as soon as possible.</li> <li>• While waiting for collection, the child should wait in a well-ventilated room with a closed door, or if they cannot be isolated then move them to an area which is at least 2m away from others</li> <li>• PPE is required if a child or staff falls ill with coronavirus symptoms (young child or with complex needs) and requires direct personal care on site: <ul style="list-style-type: none"> <li>○ Fluid resistant surgical mask worn by supervising adult if 2m distance cannot be maintained</li> <li>○ Disposable gloves, disposable apron, fluid-resistant surgical mask worn if contact is necessary</li> <li>○ Eye protection if there is a risk of splashing (e.g. coughing, spitting, vomiting)</li> </ul> </li> <li>• Parents/ carers/ symptomatic staff provided with self-isolation advice, and information about seeking help</li> <li>• Tests can be booked online through the NHS testing and tracing for coronavirus website (<a href="https://www.nhs.uk/conditions/coronaviruscovid-19/testing-for-coronavirus/">https://www.nhs.uk/conditions/coronaviruscovid-19/testing-for-coronavirus/</a>), or ordered by telephone via NHS 119 for those without access to the internet.</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Safe disposal of PPE and areas occupied and equipment used by the affected person cleaned and disinfected, as per guidance <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>• Clean the affected area with normal household disinfectant</li> <li>• Supervising staff member and cohort wash hands thoroughly, do not need to go home unless they develop symptoms or the child subsequently tests positive.</li> <li>• Headteacher follow up if test result is not received.</li> <li>• Log completed</li> </ul> <p>Always call 999 in an emergency.</p> <p>If someone who has attended has tested positive for COVID-19:</p> <p><b>The DfE helpline is the main point of call for all COVID-19 queries and for officially reporting any confirmed cases in a child, student or staff member at your school.</b></p> <p><b>DfE helpline:</b> Telephone: 0800 046 8687 Email: <a href="mailto:dfc.coronavirushelpline@education.gov.uk">dfc.coronavirushelpline@education.gov.uk</a> Monday to Friday, 8am to 6pm; Sat-Sun 10am to 6pm;</p> <p><b>Please also complete the <a href="#">local coronavirus reporting tool</a> for confirmed positive cases of COVID-19 in your school.</b> It will only take a few minutes to complete and helps us to help support you and your school community. Please do note that this reporting tool needs to be completed each time a positive case has been confirmed. In addition, please refer to LCRC School Resource Pack.</p> <p>Public Health and Children’s Services are here to support you and have set up a team which meets daily to discuss what is happening in schools and how we can best support you. If you have any concerns around increasing numbers of symptomatic students or staff – do get in contact with us at <a href="mailto:CHSCovid19Coordination@rbkc.gov.uk">CHSCovid19Coordination@rbkc.gov.uk</a>.</p> <p><b>Local Coronavirus Reporting Tool: <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=FcHYUH-3IU0jujtAfK8NiKrPYgIrbLRImVYQKNBxh25URDRYN1Y3WIIYyUk9RRVICVVFSDVaME5IQiQICN0PWcu">https://forms.office.com/Pages/ResponsePage.aspx?id=FcHYUH-3IU0jujtAfK8NiKrPYgIrbLRImVYQKNBxh25URDRYN1Y3WIIYyUk9RRVICVVFSDVaME5IQiQICN0PWcu</a></b></p> <ul style="list-style-type: none"> <li>• Schools should contact the DFE. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</li> <li>• The DFE will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</li> <li>• The DFE will work with schools in this situation to guide them through the actions they need to take.</li> </ul>		

What are the hazards?	Who might be harmed and how?	Current rating (low, med, high)	Actions to take (suggested)	What further action is necessary?	Revised rating (low, med, high)
			<ul style="list-style-type: none"> <li>• Based on the advice from the DFE, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious.</li> <li>• The DFE will provide definitive advice on who must be sent home. To support them in doing so, it is recommended that schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.</li> <li>• A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</li> <li>• Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</li> </ul> <p>If someone in the School who has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>). They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>)</li> </ul> <p>If schools have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local authority and the DFE who will be able to advise if additional action is required.</p>		

### Relevant links

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

<https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>

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**Key Local Authority Contacts:**

Health and Safety – Phil Pringle – [phil.pringle@rbkc.gov.uk](mailto:phil.pringle@rbkc.gov.uk)

Public Health: [CHSCovid19Coordination@rbkc.gov.uk](mailto:CHSCovid19Coordination@rbkc.gov.uk)