



## Christ Church and Holy Trinity Risk Assessment for Return to School 4<sup>th</sup> January 2021

<b>Inadequate staffing ratios</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirements:</i></p> <ol style="list-style-type: none"> <li>1. Consider options if necessary staffing levels can't be maintained (including school leaders and key staff like designated safeguarding leads and first aid providers).</li> <li>2. Agree any flexible working arrangements needed to support changes to your usual patterns (for example, staggered start/end times).</li> <li>3. Agree staff workload expectations (including for leaders).</li> </ol> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>4. Make decisions on staffing levels dependent on numbers / needs of pupils present in school.</li> </ol> <p>Prior to opening, agree flexible working patterns to support changes to the school day/ class arrangement.</p> <p>Review staffing levels and workloads daily.</p> <ol style="list-style-type: none"> <li>5. Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)</li> </ol> <p>Options such as supply staff, splitting and alternating classes, SLT cover, partial closure may be required in event of staff shortages.</p>	<p>1. All teachers who can asked to teach full or part time in school so that all remaining classes can be split into two.</p> <p>2. Early start and end for those on public transport. Parking permits for all that can utilise them.</p> <p>3. All teachers to cover classes as necessary.</p> <p>4. Staff plan made and learning groups. All timings agreed.</p> <p>5. Daily checks on this – should be a group of 30.</p>	<p>AH/GW</p> <p>AH/GW</p> <p>AH/GW</p> <p>AH/GW</p>	<p>30.12</p> <p>30.12</p> <p>30.12</p> <p>30.12</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</b></p> <p><b>Physical arrangements</b></p>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p><i>National Framework requirement:</i></p> <ol style="list-style-type: none"> <li>1. Decide the physical structures needed to limit risks and limit movement around the building(s) (for example, classroom layouts, entry and exit points, class sizes, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</li> <li>2. Agree whether breakfast clubs, lunch clubs and after-school clubs can operate (in line with the implementing protective measures in education and childcare settings guidance), and under what terms.</li> <li>3. <b>Actions</b> (Social distancing):</li> </ol> <p>Primary aged children are not expected to stay 2m apart, but where they can be kept 2m from each other and staff, they should be. ✓</p> <p>Ensure that children, and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups. ✓</p>	<p>1. Classrooms set up for 30. Routes and timetables planned to ensure groups stay in isolation only mixing with bubble partners.</p> <p>Film showing entrances sent to children's groups. Each group has a toilet allocated and planning for cleaning of shared</p>	<p>AH/ GW Other key staff</p> <p>AH</p> <p>AH/GW</p>	<p>30.12.</p> <p>30.12</p>	<p>✓</p> <p>✓</p>

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		<p>Primary classes to work in normal 30 size. This group may share spaces with their bubble class. All adults can now cross the bubbles but must ensure they are distanced from children ✓</p> <p>Designate areas for staff breaks that maintain social distancing and hygiene. ✓</p>	<p>use hall / play is planned for.</p> <p>2. All clubs will work in bubbles..</p> <p>3. All actions laid out for staff and planned for.</p>		30.12	✓
<b>Physical arrangements (continued)</b>  <b>Close proximity of children/ adults</b>	Staff, Students / pupils / wider contacts	<p>1. Limit the number of persons in each room/area to follow social distancing guidance.</p> <p>2. Based on the size of each room, determine how many people can use it at any one time to maintain a distance of two metres. <b>Maximum of 60 pupils</b> but this group size this would only be possible in larger rooms. 2 groups of 30. (DfE advice states primary aged children cannot be expected to remain 2 m apart).</p> <p>3. Equipment to be kept in a class bubble and only shared across bubbles if "quarantined" for 72 hours.</p> <p>4. Staff are to maintain a safe distance between each other (2 metres) Children must be encouraged to do the same. Consider marking out areas to help pupils visualize and maintain 2m distancing. Rooms to be kept as well ventilated as possible (opening windows) or via ventilation units.</p> <p>5. Consider timetable adaption to utilise larger spaces (gym, hall etc.) to ensure 2m rule is enforced as far as possible. Re-plan lessons / activities to avoid shared resources.</p> <p>6. Consider opportunities for outdoor learning to assist in social distancing.</p> <p>7. 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><b>Meetings/1-2-1s/training</b> 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><b>Offices / IT suites etc</b> Workstations acceptable distance apart (2m) / alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks.</p> <p><b>8. Stairs / corridors</b> Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes / stairs)</p>	<p>1. All learning spaces set up to adhere to this.</p> <p>2. Classrooms set up with tables wide apart and ventilation planned for / outside learning.</p> <p>3. All unnecessary equipment has been removed from every learning space</p> <p>4. Staff reminder memo to be sent.</p> <p>5. All teachers planning in this way</p> <p>6. Outside space being used wherever possible.</p> <p>7. All group meetings are suspended or happening virtually.</p> <p>8. All day planning ensures groups to do use same spaces at once including corridors.</p>	<p>AH/ GW Other key staff</p> <p>AH/ GW Other key staff</p> <p>AH</p> <p>AH</p> <p>AH/GW</p> <p>AH</p> <p>AH/GW</p>	<p>30.12</p> <p>30.12</p> <p>30.12</p> <p>30.12</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

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		<p>Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in same shared areas/ narrow corridors etc.</p> <p><b>9. Toilets</b> Restrict the number of people using toilet facilities at any one time.</p> <p><b>10. Break / Playgrounds</b> Avoid any group activities that require pupils to be in close physical contact with each other. Stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>9. Cleaned throughout day – one learning group to use.</p> <p>10. All planned for and same staff from group to oversee play.</p>	AH/ GW/ SD/ LPh	30.12	
<b>Return to school September 2020</b>	All classes	<ol style="list-style-type: none"> <li>1. All the same planning for groups of 30 will be replicated for these return to school bubbles.</li> <li>2. Different playtimes lunches etc. From other groups. Exclusive toilets for this group.</li> <li>3. Different school entrances and staggered entrance.</li> <li>4. Daily deep cleaning of the space for the next year group in.</li> </ol>	<ol style="list-style-type: none"> <li>1. Evaluate the working practice after week one.</li> </ol>	AH/GW	1.9.	✓
<b>DIRECT TRANSMISSION OF CORONAVIRUS IN THE SCHOOL ENVIRONMENT THROUGH PERSON-TO-PERSON CONTACT/ COUGHING etc</b>  <b>Organisational arrangements – too many children in a constricted area.</b>		<p><i>National Framework requirement:</i> 1. Decide the organisational structures needed to limit risks and limit movement around the building(s) (for example, staggered starts and break times, lunch queues, use of communal staff areas. Agree how safety measures and messages will be implemented and displayed around school.</p> <p>2. Agree what learning is appropriate (including the relationship between face-to-face and remote education), for example, identify curriculum priorities, agree revised expectations and required adjustments in practical lessons, and any approaches to 'catch up' support.</p> <p><i>Guidance:</i></p> <ul style="list-style-type: none"> <li>• EYFS should make reasonable endeavours to deliver the learning and development requirements as well as possible in the circumstances.</li> </ul> <p><b>Actions:</b> Identify curriculum priorities for each age group, taking into account: mental health and wellbeing, any need for extra support to learn, where students are with their learning, adjustments to the curriculum, how best to support education of high needs groups. Liaison will be necessary between primary and secondary schools for year 6/7 transition. ✓ upcoming Arrange timetables to stagger break times, mealtimes, drop-off and pick-up, and any other pinch points when crowds may gather (brief transitory passing of other children in the corridor is low risk). ✓ Schedule handwashing times for all pupils and staff to ensure this occurs on arrival, before departure, when coming in from break, before and after eating. Hands should also be washed after going to the toilet. ✓ Clearly communicate to parents/ carers the arrangements for before and after school, and request them to maintain social distancing of 2m while in public. ✓ Do not hold any event or activity where small groups will be required to mix. ✓</p>	<ol style="list-style-type: none"> <li>1. Keep your distance posters/Staff rooms.</li> <li>2. Planned by SLT for teachers</li> <li>3. One bubble to have own equipment and area in playground/ Beach</li> </ol>	<p>AH</p> <p>SLT</p> <p>EYRS Team</p> <p>AH/ LW/ SO</p>	<p>30.12</p> <p>30.12</p> <p>30.12</p>	<p>✓</p> <p></p> <p>✓</p>

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		Determine whether interventions are essential, and ensure delivery in line with social distancing guidelines.✓ Expect all hiring activities to be in line with our current policies. Breakfast and afterschool clubs – risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing cannot be maintained.✓ Ensure all arrangements are clearly communicated to staff, parents/ carers and pupils.✓				
<b>Organisational arrangements (continued)</b> <b>Too many people entering the school environment.</b>	Staff, Students / pupils / wider contacts	1.Introduce staggered start and finish times to reduce congestion and contact at all times. Communicate changes and allocated times to parents.	1.Completed	AH/GW	1.9.	✓
	Spread of COVID 19	2.Monitor site access points to facilitate social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring.	2.Completed – films made	AH/GW	1.9.	✓
		3.Discourage parents picking up their children from gathering at the school gates. Introduce visual aids/floor markings to help parents socially distance and supervise entry and collection.	3.Letter – ongoing	AH	1.9.	✓
		4.Communicate expectations to parents (including only 1 parent to attend at drop off / collection)	4.Letter	AH	30.12	✓
		Consider one-way traffic through external doors to avoid face to face passing.	5.No parents in building	AH	30.12	✓
		<b>5.Visitors</b> Visitors are allowed onto the school site if prearranged and planned for. 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	6. Reminder to staff this and poster	AH	1.9.	✓
<b>INDIRECT TRANSMISSION OF CORONAVIRUS THROUGH SURFACE CONTAMINATION</b>  <b>Inadequate personal hygiene</b>		<i>National framework requirement:</i> <i>1.Decide the approach to enhance hygiene (for example, toilet use, hand washing) and decide on policy related to usually shared items (for example, books, toys, practical equipment).</i>  Actions (hygiene) Ensure adequate supplies of soap, paper hand towels and hand sanitiser, with stock monitoring and re-ordering procedures set up.✓ Ensure soap and hand towels are regularly topped up at all washing stations.✓ Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.✓ Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance.✓ Site staff to regularly clean the hand washing facilities.✓ Alcohol hand sanitiser provided at reception / entrance/exit and should be used by all persons when entering/leaving.✓ Tissues will be provided for classrooms. Staff to replenish as needed.✓	1. This is planned and will be shared with all staff. Guidance reminders – 30.8.	AH/GW	30.12	✓

		<p>Ensure bins are provided for tissues in every classroom.✓</p> <p>Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.✓</p>				
Insufficient cleaning	Staff, Students / pupils / wider contacts	<p><i>National Framework requirement:</i></p> <p><i>1. Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</i></p>	1. Discussed with cleaning staff	AH/GW	30.12	✓
	Spread of COVID 19	<p><b>2.Actions (cleaning)</b></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>3. For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) <b>or</b> a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).</p> <p>See PHE advice the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p><b>When cleaning a contaminated area</b></p> <p>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>	2. Cleaning sets for all learning groups and staff responsible for cleaning throughout the day.	AH/GW	30.12	✓
			3. Deep cleaning has taken place and is planned if there is a suspected case.	SO/LW /PW	30.12	✓



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		Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.  Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.				
<b>Contact points Equipment use printers, workstations, apparatus, machinery etc.</b>	Staff, Students / pupils / wider contacts	<b>Actions (cleaning – continued)</b>  1. Parents to ensure children have their own water bottles in school to reduce contact with water fountains  2. Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks). <b>Activities and resources</b> Re-plan lessons / activities to avoid shared resources.✓ Limit practical work in DT, science.✓ Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned after use.✓ All shared resources to be cleaned after use (including computers, PE equipment etc). Build into end of lesson activity routines.✓ Schools to ensure anti-bacterial wipes are available in all IT rooms and teacher to ensure students wipe down after use. If student is too young then arrangements for IT support staff etc. to clean.✓  Reading books to be taken home Monday – Friday to allow for 72 hour weekend quarantine.	1. Water fountains deactivated/ water bottles for individuals/ extras bought.  2. As above	AS  AH	1.9  1.9	✓  ✓
	Spread of COVID 19		Not using pcs Just I pads that will be cleaned.  Homework submitted electronically.	SLT	1.9  1.9.	✓
<b>ADHERENCE TO RULES WITHIN SCHOOL</b>		<i>National framework requirements:</i> <i>1. Update behaviour policies to reflect the new rules and routines necessary to reduce risk in your setting and agree how to communicate this to school staff, students and parents and review uniform expectations.</i>  <b>Actions:</b> Update behaviour policies Communicate the new rules to staff, students and parents Reinforce the new rules through daily teacher reminders Display the new rules prominently through the school and at the gate	New behaviour expectations shared	GW	1.9.	✓
<b>Possible covid spread over lunch Canteen use / lunchtimes</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<i>National Framework requirements:</i> <i>1. Work with your catering supplier to ensure meals are available for all children in school. Also, consider your arrangements for those year groups still out of school and eligible for benefits related free school meals.</i> <i>Guidance:</i>	Met and discussed all of this with Head	KD/AH	1.9.	✓

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		<p><i>Schools need to provide meals including Free School Meals, to reopen their kitchens and ensure food preparation and serving meets protective measures standards. Continue to offer meals/ food parcels for benefits-related FSM pupils who are not in school. ✓</i></p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc. ✓</p> <p>Break times should be staggered to reduce congestion and contact at all times. ✓</p> <p>Reinforce handwashing prior to eating food. 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>All persons should be kept as far apart as possible (2 metres) whilst eating</p> <p><b>Canteen use</b> Food operators 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 enter canteens in their allocated groups. Introduce controlled queuing to aid social distancing (2m markers on the ground) Meals to be eaten as far apart as possible (2 metres) and tables cleaned between each group.</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 and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc.</p>	<p>Chef to be disseminated</p> <p>Learning groups eating only in one area.</p> <p>Discussed.</p> <p>Use only their own water bottles.</p>			
<b>Risk of travel off site</b>	<p>Staff, Students / pupils / wider contacts</p> <p>Spread of COVID 19</p>	<p>1.Travel is only required for essential purposes. Off site visits only local</p> <p>Implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family).</p> <p>2.All persons 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 may consider wearing a non-medical face covering, if it can be done safely. Children should only do this under informed adult supervision as unsafe handling of face masks can increase the risk of transmission.</p>	<p>1.Local trips only</p> <p>2.PPE provided for all staff and offered to children using public transport.</p>			



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<b>Risk from visitors contractors</b>	Contractors, Staff, Students / pupils / wider contacts,  Spread of COVID 19	<p>1. 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>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>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p>	1. Contractors to follow school covid aware policies.			
<b>Lack of awareness of PHE / school controls</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>1. Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>2. 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>3. Ensure good, clear and regular communications with parents/carers and wider school community...their support is valued and needed</p>				
<b>Insufficient provision of first aid</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>1. 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> <p><b>See also 'provision of personal care' and 'Suspected case whilst working on site'.</b></p>				
<b>Lack of provision of personal care</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p><i>National Framework requirement:</i></p> <p><i>Make arrangements for the very small number of cases where personal protective equipment (PPE) supplies will be needed: if your staff provide intimate care for any children or young people and for cases where a child becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home.</i></p> <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>	PPE Equipment available			

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		<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>				
		Review PPE protocols for routine provision of intimate care and ensure adequate supply.				
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>1. Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable (this will be impacted during evacuation, but will be for short period).</p> <p>Try to maintain 2m separation at assembly areas (where space permits). Increased supervision and reiteration of messages to occupants</p> <p>Review any Personal Evacuation Emergency Plans (PEEPS) to ensure that arrangements are still adequate and relevant.</p>	1. Planned for			
<b>Deliveries &amp; Waste collection.</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>1. Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>2. Hands are to be thoroughly washed after handling all deliveries or waste materials.</p> <p>3. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).</p>	<p>1. Actioned</p> <p>2. Actioned</p> <p>3. Actioned</p>			
<b>Premises safety. issues</b>	Staff, Students / pupils  Wider safeguarding / safety risks	<p>1. 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>2. Ensure all key services are operational</p> <p>3. Flush all water outlets thorough in areas of the school which have been closed for period of time.</p> <p>4. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)</p>	<p>1. Actioned</p> <p>2. Actioned</p> <p>3. Actioned</p> <p>4. Actioned</p>			
<b>SUSPECTED CASE ON-SITE</b>	Staff, Students / pupils / wider contacts  Spread of COVID 19	<p>National Framework requirement:</p> <p>1. Plan the school level response should someone fall ill on site (in line with relevant government guidance).</p> <p>Main symptoms of COVID-19 are a temperature (37.5°C or chest/back feeling hot to the touch) and/ or new, continuous cough</p> <p>Actions:</p> <p>Establish protocol and train all staff on swift and safe response to suspected cases on site. ✓</p> <p>Communicate protocol clearly to parents and carers. ✓</p> <p>Designate waiting room/s for symptomatic child/children waiting to be collected. ✓</p>	1.			

		<p>Acquire PPE<sup>1</sup> for staff to use if supervising a child waiting to be collected, train staff on whereabouts and safe use of PPE. Set up PPE stock record/ ordering system. ✓</p> <p>Consider information leaflet for parents on isolation, testing and notification procedure</p> <p>Set up log of symptomatic individuals, tests taken, test results. Reference to School, Nursing here to notify them ?</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 inform their teacher if they feel poorly</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>• Advise that testing is available for symptomatic staff <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a> and children (aged 5 or over, via <a href="#">111 online service</a>; aged under 5 by calling 111) to ensure that cases of coronavirus are identified promptly</li> <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.- assistance from School Nursing ?</li> <li>• If one student or teacher tests positive for coronavirus, the whole class / group should be sent home and advised to self-isolate for 14 days (the other household members</li> </ul>				
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<sup>1</sup> Obtain through local PPE chains, or if difficult to obtain, approach local resilience forum.

		<p>of the wider class or group do not need to self-isolate unless the child or staff member they with in that group subsequently develops symptoms).</p> <ul style="list-style-type: none"> <li>Log completed</li> </ul> <p>Always call 999 in an emergency.</p> <p>Isolation rules <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>:</p> <ul style="list-style-type: none"> <li>Symptomatic individuals should self-isolate for 7 days, or longer if still unwell or feverish (contact NHS 111 or 111 online if symptoms persist).</li> <li>Household members should self-isolate for 14 days.</li> <li>If household members develop symptoms, they should isolate for 7 days (or longer if still unwell) from the start of their symptoms.</li> <li>There is no need for households to start their isolation again if a second member falls ill.</li> <li>On receipt of a negative test result, a pupil or staff member may return.</li> </ul> <p>Testing is available for all staff, pupils who are eligible to return to school, and their households.</p>				
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## Relevant links

Guidance for educational settings- updated 30<sup>th</sup> December 2020

<https://www.gov.uk/coronavirus/education-and-childcare>

Coronavirus contingency framework for education and childcare- updated 1<sup>st</sup> January 2021

<https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings>

Guidance for full opening: schools- updated 30<sup>th</sup> December 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Actions for schools during the coronavirus outbreak- updated 30<sup>th</sup> December 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Guidance for households with possible coronavirus infections- updated 18<sup>th</sup> December 2020

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Managing premises – updated 7<sup>th</sup> July 2020 <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)



## Christ Church and Holy Trinity Risk Assessment for Return to School 4<sup>th</sup> January 2021



Guidance on infection prevention and control for COVID-19- updated 20<sup>th</sup> October 2020

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

First aid guidance- updated 22<sup>nd</sup> September 2020 <https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>