

Sytchampton Endowed Primary School
Coronavirus COVID 19 - Risk Procedures and Risk Assessment
September 2021

“The government continues to manage the risk of serious illness from the spread of the virus. Step 4 marked a new phase in the government’s response to the pandemic, moving away from stringent restrictions on everyone’s day-to-day lives, towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. As COVID-19 becomes a virus that we learn to live with, there is now an imperative to reduce the disruption to children and young people’s education - particularly given that the direct clinical risks to children are extremely low, and every adult has been offered a first vaccine and the opportunity for 2 doses by mid-September.

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.”

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

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<p>Staff attending</p> <p>Clinically Extremely Vulnerable</p>	<p><i>“As restrictions have been eased following the move to Step 4 of the roadmap, we are advising clinically extremely vulnerable people, as a minimum, to follow the same guidance as everyone else.”</i></p>	<p>L</p>	<p>HT to review individual risk assessments with Clinically Vulnerable and Pregnant Staff</p>	<p>AR</p>	
<p>Clinically Vulnerable</p>	<p><i>“From 19 July, social distancing measures have ended in the workplace and it is no longer necessary for the government to instruct people to work from home.”</i></p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>M</p>			
<p>Pregnant Staff</p>	<ul style="list-style-type: none"> • All staff should attend unless they are displaying symptoms of COVID 19 or have tested positive. • Staff who feel that they are CEV, CV or pregnant should notify the Headteacher immediately so that a meeting can be arranged to agree an individual risk assessment. • All staff are encouraged to take twice weekly (Monday and Thursday) lateral flow tests to identify any other adults who may be asymptomatic. • Protective measures such as handwashing, use of face coverings in specific situations, enhanced cleaning routines and provision of cleaning materials, ventilation and managing suspected and confirmed cases. 				
<p>Staff who may otherwise be at</p>	<p>Pregnant staff less than 28 weeks pregnant with no underlying health conditions that place them at greater risk of severe illness:</p>	<p>M</p>			

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<p>increased risk from COVID 19</p>	<ul style="list-style-type: none"> • A workplace risk assessment will be agreed with the Headteacher and advice sought from Occupational Health. • If the risk assessment advises that it is safe to do so, the member of staff should continue working, • If the risk assessment advises that it is not safe to work in school, then alternative working arrangements (including working from home) will be put in place. • School must ensure that the member of staff is able to adhere to any active national guidance on social distancing. <p>Pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus:</p> <p>If a member of staff is 28 weeks pregnant and beyond, or if they are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, school should take a more precautionary approach.</p> <p>This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <ul style="list-style-type: none"> • A workplace risk assessment will be agreed with the Headteacher and advice sought from Occupational Health. 	<p>M</p>			
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	<ul style="list-style-type: none"> • School must ensure that the member of staff is able to adhere to any active national guidance on social distancing. • Alternative working arrangements (including working from home, redeployment) will be considered and put in place. • Where adjustments to the work environment and role are not possible, and alternative work cannot be founded, the member of staff will be suspended on paid leave. • Advice on suspension and pay can be found in HSE guidance. 				
System of Controls – Prevention					
Asymptomatic Testing	<ul style="list-style-type: none"> • Staff will test using LFDs twice a week at home on a Monday and Thursday morning • Staff will not come into work if they receive a positive LFD result • Staff will inform the Headteacher immediately if they receive a positive result, self-isolate and book a subsequent PCR test • All LFD tests results to be reported to the School Business Manager and reported online at https://www.gov.uk/report-covid19-result 	L		All Staff	

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<p>Infection Control – Pupil Drop and Collection</p>	<ul style="list-style-type: none"> •10-minute window for drop-off and collection of all children (no longer organised by bubbles). •Parents and carers are no longer required to wear face masks, however, we would ask that if they need to speak to a member of staff they must maintain a distance of at least 1 metre. •AM: Doors open from 8.40 am, drop-off at classroom door 8.40am – 8.50am. •PM: Gates open from 2.50pm, collection from classroom door 3.00 pm – 3.10pm. •Drop off and Collection Points: Brambles – Outdoor Classroom Gate Oak – Red Side Door Willow – Fire Door of Portacabin Elm – Main Portacabin entrance •The one-way system will be removed and parents/carers will be able to enter and leave via the main gate to the car park. •Those leaving the school site, please give way to those leaving the playground. •Parents and carers to maintain social distancing wherever possible and avoid congregating/lingering on the playground or in the car park 	L			
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<p>Infection Control within the classroom</p>	<ul style="list-style-type: none"> • Staff to discuss hygiene rules and arrangements with pupils at the start of term/upon return to school and refer to these regularly during learning time • Where possible, keep cohorts together throughout the day, including consistent members of staff • Staff working across more than one bubble should be minimised wherever possible • Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone • Where possible staff to provide feedback to pupils side by side rather than face to face and use airplay to show PowerPoints (teaching from the back of the class where possible) • Classrooms to be kept well ventilated using natural ventilation (open windows, in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used. When weather is cold open high level windows in preference to lower and school to offer flexibility to allow additional, suitable indoor clothing. Heating to be used as necessary to ensure comfort levels are maintained.) • Parents to be advised that pupils may bring additional layers to keep warm within the classrooms/school will offer school branded equipment but this is not obligatory • Prop doors open (not fire doors) and to reduce the number of touch points 	<p style="text-align: center;">M</p>	<p>Class Teachers to monitor soap availability and paper towels in all toilets and classrooms, ensure adequate stocks and ensure that these are kept topped up regularly</p> <p>JB to check signs and replace with new ones if needed</p> <p>JB to brief cleaning team regarding cleaning requirements (touch points etc)</p>	<p>All Staff</p>	
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	<ul style="list-style-type: none"> • Wherever possible, outdoor learning spaces to be utilised • Pupils to wash hands thoroughly and/or sanitise within classroom spaces upon entry to school, after every visit to the toilets, before snacks and lunchtime and prior to leaving school (to be closely monitored by staff, particularly in EYFS and for those pupils with additional needs) • Encourage pupils not to touch mouth, eyes or nose • Pupils to be instructed to wash hands after sneezing or coughing and to cough or sneeze into elbows • Posters and staff to promote 'catch it, bin it, kill it' approach • Pupils to put all used tissues into allocated non touch/lidded bins • Provide hand sanitiser in all classrooms • Reminder posters and lamppost wraps to be printed and displayed around the school • Regular cleaning of surfaces within the classroom • Class Teachers to wipe all tables and touch points down at lunchtimes • Cleaning staff to focus on priority areas (classrooms, toilets) and clean all touch points daily • Should pupils come to school wearing masks (the advice is that they should not), they must be instructed not to touch the front of their face covering during use or whilst removing it. • Temporary face coverings must be disposed of in black waste bags (not recycling bins) • Reusable face coverings must be stored in a plastic bag to take home with them 				
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	<ul style="list-style-type: none">• Pupils must wash their hands after removing face coverings				
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EYFS	<ul style="list-style-type: none"> • Where possible, limit the number of pupils in one learning area to 4 • Allocate individual writing resources <p>Malleable Materials</p> <p>Activities that involve malleable materials for messy play such as sand, mud and water should ensure that:</p> <ul style="list-style-type: none"> • Ideally choose materials which can either be cleaned or replaced after use by one group • Ensure that children wash their hands thoroughly before and after messy play • Frequently touched surfaces, equipment, tools and resources for messy play are thoroughly cleaned and dried before they are used by a different group 	M			
Infection Control – Outdoor Areas (including lunchtimes and playtimes)	<ul style="list-style-type: none"> • Lunchtimes to be staggered for EYFS/KS1 and KS2 • Each hub (EYFS/KS1 Hub and KS2 Hub) to be allocated an outdoor play space where possible • Weather permitting, pupils should be encouraged to use the field areas and space out • Break times for all classes will return to 10.30 – 10.45am • EYFS and KS1 to continue to use the field by the play equipment and KS2 the field by the portacabin during fine weather • If the fields are too wet, KS1 and KS2 pupils to use the playground and EYFS pupils to use the outdoor classroom area 	L			

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<p>Infection Control – Dinner Hall (Hot lunches)</p>	<ul style="list-style-type: none"> • Staff to ensure that the hall is well ventilated at all times • Dinner staff to distribute cutlery • Pupils to be allocated a consistent seat in the hall • Each bubble allocated their own zone within the hall • Separate identified entrances and exits for different bubbles • Dinner Staff to wipe down/clean tables and chairs before and after use by each bubble • If pupils require help with cutting food, dinner supervisors to sanitise hands before and after handling cutlery • Dinner Supervisors and Serving staff to observe strict hygiene procedures, washing hands before and after service • Where possible staff to speak to pupils do so from behind or from the side • Serving staff to abide by Shire Catering Risk Assessments at all times 	L			
<p>Infection Control Staff Communal Areas</p>	<ul style="list-style-type: none"> • Each bubble to be allocated a separate table area in the staffroom • When more than one bubble is in the staff room windows and doors to be opened to ventilate • All staff to wipe down tables after use • One hub in the staff room at a time (staggered lunches) where possible • Only 2 members of staff in the Staff Kitchen at any one time 	M			

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	<ul style="list-style-type: none"> • All cutlery and crockery to be cleaned in the dishwasher • Microwaves to be wiped down between use • Staff room may be used for PPA but must use their allocated areas • Any areas within the staff room used must be wiped down after use • Wipes and sanitiser to be provided • If a member of staff or a pupil becomes ill with COVID symptoms in school and need to be isolated in the staff room, all staff to immediately clear the area prior to the person entering 				
PE Lessons	<ul style="list-style-type: none"> • Outdoor sports should be prioritised wherever possible • Large indoor spaces used where it is not possible to use the outdoors (Main Hall) • KS1 and KS2 pupils to attend school in PE Kit on PE Days • Class Staff to ensure parents are provided with Half-Termly timetables and notifications of PE days on Seesaw 	L			
First Aid/Intimate care	<ul style="list-style-type: none"> • First aiders will be on site at all times • If a pupil becomes unwell with symptoms of COVID-19 the child should be moved to an unused area of the school (Staff Room) with adult supervision (2 metre distancing) and windows opened • Parents to be contacted immediately • If 2m social distancing cannot be maintained with this pupil, then staff to wear full PPE • If a member of staff becomes unwell with symptoms of COVID-19, they should be moved to an unused area of the school (Staff Room), windows opened and their 	L			

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	<p>emergency contact contacted by the office or headteacher</p> <ul style="list-style-type: none"> • Any space used to accommodate a person displaying symptoms must be cleaned thoroughly at the soonest opportunity using normal detergents and anti-bacterial spray • In any emergency contact 999 prior to contacting parents or emergency contacts • If a person, who is displaying symptoms needs to use the toilet before leaving the site, they must use one of the staff toilets and this should be cleaned and disinfected immediately using standard cleaning products and paying particular attention to touch points. No other person to use the toilet until this has been completed. • First Aiders should wear face masks and if the pupil is coughing, sneezing, spitting or vomiting they should also wear a visor • Office staff or the Headteacher will inform Parents immediately for the pupil to be collected (from the front office) • Any pupil or member of staff who has displayed symptoms must be tested and receive negative results before being permitted back on site (see above guidance) • Any person who has assisted a person who was unwell with the COVID symptoms must ensure that they wash their hands thoroughly immediately afterwards. 				
Wrap Around Care and	<ul style="list-style-type: none"> • Wrap Around Care will take place in the school hall (8.00am – 8.50am and 3.15pm – 5.30pm) • Parents will book in advance 	L		WAC Staff	

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	<ul style="list-style-type: none"> • Wherever possible (weather permitting) pupils are to be encouraged to use the outdoor areas. • Wherever possible, ensure adequate ventilation (open doors and windows) whilst maintaining a comfortable environment. 				
Visitors and Contractors	<ul style="list-style-type: none"> • All visits to the site by anyone other than regular staff, are to be restricted to those visits that are necessary wherever possible • Outside professionals who are supporting pupils with additional needs will be permitted to work on site but must adhere to the school's risk assessment • Ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. • Where visits can happen outside of school hours, they should • Visitors to the school are recorded by office staff and will be kept to a minimum • Where contractors/visitors do need to come into school they will be asked to work outside of normal school hours wherever possible • Signs are displayed in the front office regarding protective measures and hygiene • All visitors to be instructed to use sanitizer prior to entering the building 	L		JB/JL	

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Supply Staff and Peripatetic Teachers	<ul style="list-style-type: none"> • Any supply staff or peripatetic music teachers who work across different schools should be fully appraised of the school risk assessment arrangements prior to arriving • Any supply staff and peripatetic teachers will be encourage to use LFDs twice a week in line with arrangements for all other staff • These staff should not attend if they are unwell or are having any symptoms associated with coronavirus. • 	L		AM	
Whole Class Music Tuition	<ul style="list-style-type: none"> • A consistent, long term arrangement will be agreed by our peripatetic music teacher and she will visit school every Friday, taking lessons with one class at time in the mornings and individual music lessons in the afternoon • Take particular care in music lessons to observe social distancing where possible • Wherever possible, (weather permitting) playing instruments and singing should take place outdoors • If these activities need to take place indoors, they should do so in the Hall where there is additional space and high ceilings and only with one bubble at a time • All music equipment should be cleaned in between each bubble • Indoor spaces should be thoroughly ventilated (doors and windows open) • Pupils should wash their hands/sanitise their hands before and after using instruments • Wherever possible instruments should be allocated to specific pupils and labelled • Where equipment does have to be shared, it should be disinfected regularly (including any packing cases, 	L		AM	

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	<p>handles, props, chairs, microphones and music stands) and always between users</p> <ul style="list-style-type: none">• Where possible instruments should be cleaned by the pupils playing them• Limit handling of music scores, parts and scripts to the individual using them (provide their own copies or use the large screen)				
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<p>Small Group Music Tuition</p>	<ul style="list-style-type: none"> • A consistent, long term arrangement will be agreed by our peripatetic music teacher and she will visit school every Thursday afternoon, taking lessons with no more than 2 pupils in the Music Room • Room to be ventilated at all times • Wherever possible, (weather permitting) playing instruments and singing should take place outdoors • All equipment should be cleaned in between each group • Pupils should wash their hands/sanitise their hands before and after using instruments • Wherever possible instruments should be allocated to specific pupils and labelled • Where equipment does have to be shared, it should be disinfected regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users • Where possible instruments should be cleaned by the pupils playing them • Limit handling of music scores, parts and scripts to the individual using them (provide their own copies or use the large screen) 	<p>L</p>		<p>AM'</p>	
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Curriculum Monitoring Activities (e.g. Learning Walks/	<ul style="list-style-type: none">• To wash hands thoroughly between each bubble• When carrying out book/work scrutinies, staff should wash their hands prior to touching any books, then in between each book should sanitise their hands• Where possible, take photographs of pupils' work rather than handling books	L		AR	
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