

Sytchampton Endowed Primary School
Coronavirus COVID 19 - Risk Procedures and Risk Assessment In The Event of An Outbreak
September 2021

Area of Concern	Risk Assessment					
	Control Measure Single Bubble Outbreak	Multiple Bubble Outbreak	Residual Risk	Notes/Action	Who	Review
Pupils attending Clinically Extremely Vulnerable Pupils Clinically Vulnerable Pupils	<ul style="list-style-type: none"> Pupils in the class who are Clinically Vulnerable or Clinically Extremely Vulnerable or have underlying health conditions to have an individual risk assessment agreed with parents which is reviewed at least every half-term (and more regularly if circumstances change) These pupils may be advised by medical professionals to remain at home and access remote learning. 	<ul style="list-style-type: none"> Pupils who are Clinically Vulnerable or Clinically Extremely Vulnerable or have underlying health conditions to have an individual risk assessment agreed with parents which is reviewed at least every half-term (and more regularly if circumstances change) These pupils may be advised by medical professionals to remain at home and access remote learning. 	M		AR	
Staff attending Clinically Extremely Vulnerable	<ul style="list-style-type: none"> Staff in the bubble who are Clinically Vulnerable or Extremely Clinically Vulnerable, who are pregnant (up to 28 weeks) or have underlying health conditions to have an individual risk assessment agreed which is reviewed at least every half-term (and more regularly if circumstances change) 	<ul style="list-style-type: none"> Staff who are Clinically Vulnerable or Extremely Clinically Vulnerable, who are pregnant (up to 28 weeks) or have underlying health conditions to have an individual risk assessment agreed which is reviewed at least every half-term (and more regularly if circumstances change) 	M	HT to review individual risk assessments with Clinically Vulnerable and Pregnant Staff	AR	

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Clinically Vulnerable	<ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Staff in the bubble to inform the HT if they are not double vaccinated and these staff to have individual risk assessments in place. • Staff in the bubble who are 28 weeks pregnant or more to be re-deployed away from the bubble and signposted to duties which ensure rigorous 2m social distancing • Staff who are not double vaccinated in the bubble to be re-deployed elsewhere in the school • To maintain social distancing of 2metres wherever possible • Staff are permitted to wear masks in communal spaces • All staff to continue Lateral Flow Testing 2 x week (Mon and Thurs) and staff in the bubble to be encouraged to test with LFDs more regularly • Staff in this bubble should not share cars with other members of staff 	<ul style="list-style-type: none"> • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Staff to inform the HT if they are not double vaccinated and these staff to have individual risk assessments in place. • Staff who are 28 weeks pregnant or more to be non-class facing and signposted to duties which ensure rigorous 2m social distancing • Staff who are not double vaccinated in the bubble to be re-deployed elsewhere in the school or to home working if necessary • To maintain social distancing of 2metres wherever possible • All staff to continue Lateral Flow Testing at least 2 x week (Mon and Thurs) • Staff should not share cars with other members of staff 				
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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 • Staff in the bubble will be encouraged to test more regularly 	<ul style="list-style-type: none"> • Staff will test using LFDs at least twice a week at home on a Monday and Thursday morning and will be encouraged to test more regularly • 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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Infection Control – Pupil Drop and Collection	<ul style="list-style-type: none"> • Pupils in the bubble to have separate entrance and exit • Parents will be asked to observe strict social distancing on drop off and pick up 	<ul style="list-style-type: none"> • Staggered Start and Finish times for different classes where Whole School outbreaks are identified • One way system of collection and drop off re-instated • Pupils in different bubbles to have separate entrance/exit to other bubbles • Pupils to be dismissed from identified classroom doors to prevent crossover between year groups • Pupils in the different year groups/classes to be dropped off at the later of the two times • Pupils in different year groups/classes to be collected at the later of the two times • Parents and carers will be encouraged to wear masks when entering the school grounds and maintain a 2m social distance from all staff • Staff to wear mask (not visors) at drop off and collection times and around school/communal areas • Visors can be worn in classes by staff 	L		Parents Staff	
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Infection Control within the classroom	<ul style="list-style-type: none"> • 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) • Pupils to be allocated their own equipment in the bubble with the outbreak • Tables to face the front of the classroom in the bubble with the outbreak • Handwashing will take priority over use of sanitisers as this gives pupils more protection • 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 • Staff to reinforce rules with pupils and refer to these regularly during learning time 	<ul style="list-style-type: none"> • 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) • All pupils to be allocated their own equipment • Tables to face the front of the classroom in KS2 • Handwashing will take priority over use of sanitisers as this gives pupils more protection • 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 	M		All Staff	
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	<ul style="list-style-type: none"> • Regular cleaning of surfaces within the classroom – staff to use anti-viral products and spray onto cloths to wipe surfaces rather than spraying direct onto the surface (this can splash the virus) • 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 regularly • 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 regularly • Cleaning staff to deep clean the bubble classroom regularly and if possible steam clean the carpets • This bubble will not attend assemblies in person and assemblies will take place in the classroom • 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. 	<ul style="list-style-type: none"> • Staff to reinforce rules with pupils and refer to these regularly during learning time • Regular cleaning of surfaces within the classroom – staff to use anti-viral products and spray onto cloths to wipe surfaces rather than spraying direct onto the surface (this can splash the virus) • 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 regularly • Large gatherings such as assemblies will not take place (class assemblies and virtual assemblies via TEAMS instead) • 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) 				
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	<ul style="list-style-type: none"> • 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 • Pupils must wash their hands after removing face coverings • Minimise contact between individuals and maintain social distancing wherever possible • Each class will form bubbles (no larger than 30 pupils) with their own toilet facilities and entry/exit points • Classroom spaces and toilets allocated so that there is limited crossover between Classes particularly in narrow corridors • Social Distancing to be encouraged for pupils in KS2 where possible • Keep cohorts together throughout the day <u>wherever possible</u> including consistent members of staff • Where staff operate across more than one bubble they must, as much as they can, maintain a 2 metre distance from each other and from the children and observe strict hygiene practices in between working with different bubbles 	<ul style="list-style-type: none"> • Reusable face coverings must be stored in a plastic bag to take home with them • Pupils must wash their hands after removing face coverings • Staff to reinforce rules with pupils and refer to these regularly during learning time • Minimise contact between individuals and maintain social distancing wherever possible • Each class will form bubbles (no larger than 30 pupils) with their own toilet facilities and entry/exit points • Classroom spaces and toilets allocated so that there is limited crossover between Classes particularly in narrow corridors • Social Distancing to be encouraged for pupils in KS2 where possible • Keep cohorts together throughout the day <u>wherever possible</u> including consistent members of staff • Where staff operate across more than one bubble they must, as much as they can, maintain a 2 metre distance from each other and from the children and observe strict 				
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	<ul style="list-style-type: none"> • 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 • 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 	<p>hygiene practices in between working with different bubbles</p> <ul style="list-style-type: none"> • 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 • 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) 				
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	<ul style="list-style-type: none">• Prop doors open (not fire doors) and to reduce the number of touch points• Wherever possible, outdoor learning spaces to be utilised	<ul style="list-style-type: none">• 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• Wherever possible, outdoor learning spaces to be utilised				
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EYFS	<p>In addition to the controls above, if this is the bubble in which the outbreak has taken place:</p> <ul style="list-style-type: none"> • Where possible, limit the number of pupils in one learning area to 4 • Any shared equipment to be disinfected and thoroughly cleaned every night • Allocate individual writing resources • No blankets or soft toys/furnishings <p>New Admissions</p> <ul style="list-style-type: none"> • For new admissions, virtual tours to be offered for prospective parents/carers <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"> • A consistent group of children handle the materials and that no one else outside of that group comes into contact with it • Ideally choose materials which can either be cleaned or replaced after use by one group 	<p>In addition to the controls above:</p> <ul style="list-style-type: none"> • Where possible, limit the number of pupils in one learning area to 4 • Any shared equipment to be disinfected and thoroughly cleaned every night • Allocate individual writing resources • No blankets or soft toys/furnishings <p>New Admissions</p> <ul style="list-style-type: none"> • For new admissions, virtual tours to be offered for prospective parents/carers <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"> • A consistent group of children handle the materials and that no one else outside of that group comes into contact with it 	M			
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	<ul style="list-style-type: none"> • 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 	<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 				
Infection Control – Outdoor Areas (including lunchtimes and playtimes)	<ul style="list-style-type: none"> • Lunchtimes will be staggered • The bubble where the outbreak has taken place must be allocated a separate outdoor play space and separate play equipment • Play equipment to be cleaned on a regular basis and not shared with other bubbles • Outdoor play equipment to be used on a weekly rota (Dinner Supervisors to arrange) • Weather permitting, pupils should be encouraged to use the field areas and space out • Each bubble allocated a separate Toilet facility 	<ul style="list-style-type: none"> • Lunchtimes and playtimes to be staggered • Each bubble to be allocated an outdoor play space and separate play equipment • Play equipment to be cleaned on a regular basis and not shared with other bubbles • Outdoor play equipment to be used on a weekly rota (Dinner Supervisors to arrange) • Weather permitting, pupils should be encouraged to use the field areas and space out • Each bubble allocated a separate Toilet facility 	L			
Infection Control – Dinner Hall (Hot lunches)	<ul style="list-style-type: none"> • See separate dinner plan for table allocations/separate bubble areas • Pupils to maintain social distancing in the queue 	<ul style="list-style-type: none"> • See separate dinner plan for table allocations/separate bubble areas 	L			19 th April 2021

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	<ul style="list-style-type: none"> • Only one bubble to be served at a time • Staff to ensure that the hall is well ventilated at all times (doors and windows) • 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 to avoid cross over • Dinner Staff to wipe down/clean tables and chairs before and after use by each bubble with anti-viral spray (spray onto cloth not surface to avoid splashing the virus) • 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 maintain a 2 metre distance from pupils and if they need to speak to pupils do so from behind or from the side 	<ul style="list-style-type: none"> • Pupils to maintain social distancing in the queue • Only one bubble to be served at a time • Staff to ensure that the hall is well ventilated at all times (doors and windows) • 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 to avoid cross over • Dinner Staff to wipe down/clean tables and chairs before and after use by each bubble with anti-viral spray (spray onto cloth not surface to avoid splashing the virus) • 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 maintain a 2 metre distance from pupils and if they need to 				
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	<ul style="list-style-type: none"> • Staff to maintain a 2m distance from each other • Serving staff to wear visor and abide by Shire Catering Risk Assessments at all times 	<p>Speak to pupils do so from behind or from the side</p> <ul style="list-style-type: none"> • Staff to maintain a 2m distance from each other • Serving staff to wear visor and abide by Shire Catering Risk Assessments at all times 				
Infection Control Staff Communal Areas	<ul style="list-style-type: none"> • Only two members of staff in the Staff Kitchen at any one time • Fridge doors, microwaves and handles to be wiped down with anti-viral spray and blue roll (or wipes) after touching and before next person uses it • Each bubble to be allocated a separate table area in the staffroom (2m apart with chairs facing away from other bubbles, labelled) in the staff room • 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 • 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 with anti-viral spray and blue roll (spray onto the cloth not the surface) 	<ul style="list-style-type: none"> • Each hub (two class bubbles) to be allocated their own kitchen/food storage and preparation areas with separate kettles, fridges and microwaves for tea breaks and food preparation • Each bubble to be allocated a separate table area in the staffroom (2m apart with chairs facing away from other bubbles, labelled) in the staff room • 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) • Office and SLT to share preparation area with EYFS • If staff need to use equipment in a different hub, then all equipment used must be wiped 	M			

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	<ul style="list-style-type: none"> Wipes, blue roll and sanitiser to be provided in the staff kitchen and staff room 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 	<ul style="list-style-type: none"> down before and after use (kettles, door handles etc) 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 with anti-viral spray and blue roll (spray onto the cloth not the surface) Wipes, blue roll and sanitiser to be provided in the staff kitchen and staff room 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) and must be thoroughly ventilated (doors and windows open) Any equipment used will be allocated to that bubble for the week and should be kept within the 	<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) and must be thoroughly ventilated (doors and windows open) Any equipment used will be allocated to that bubble for the week and should be kept within the bubble classroom during 	L		All Staff External Coaches	

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	<p>bubble classroom during that week or within a marked box</p> <ul style="list-style-type: none"> Equipment can be used Monday to Thursday Any equipment should be thoroughly cleaned on the Thursday then returned to the PE shed immediately ready for use on the following Monday allowing 72 hours before use by another bubble Where external coaches are on site, they will be advised of any positive cases, equipment will be cleaned thoroughly in between each bubble and wherever possible, separate equipment allocated to each bubble and encouraged to wear masks, particularly in communal areas Where possible, the bubble with the outbreak will take part in the last session of the day This bubble will not attend swimming lessons until all pupils who were tested positive have completed isolation 	<p>that week or within a marked box</p> <ul style="list-style-type: none"> Equipment can be used Monday to Thursday Any equipment should be thoroughly cleaned on the Thursday then returned to the PE shed immediately ready for use on the following Monday allowing 72 hours before use by another bubble Where external coaches are on site, they will be advised of any positive cases, equipment will be cleaned thoroughly in between each bubble and wherever possible, separate equipment allocated to each bubble and encouraged to wear masks, particularly in communal areas External Swimming Lessons will not take place until the outbreak is contained 				
First Aid/Intimate care	<ul style="list-style-type: none"> First aiders will be on site at all times If First Aid is required by a pupil from the bubble with the outbreak by a member of staff outside of this 	<ul style="list-style-type: none"> First aiders will be on site at all times If First Aid is required by a pupil from the bubble with the outbreak by a member of staff outside of this bubble, they 	L			

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	<p>bubble, they should wear a mask whilst dealing with the pupil</p> <ul style="list-style-type: none"> • 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 emergency contact contacted by the office or headteacher • 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 	<p>should wear a mask whilst dealing with the pupil</p> <ul style="list-style-type: none"> • 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 emergency contact contacted by the office or headteacher • 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 				
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	<p>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.</p> <ul style="list-style-type: none"> • 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 • Any person who has assisted a person who was unwell with the COVID symptoms must ensure that they wash their hands thoroughly immediately afterwards. • Where a child needs intimate care, parents will be contacted in the first instance to provide assistance • This will be carried out in the staff room with the same safeguards as a first aid incident • Parents will be admitted via the front door and asked to wear a face mask 	<ul style="list-style-type: none"> • 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 • Any person who has assisted a person who was unwell with the COVID symptoms must ensure that they wash their hands thoroughly immediately afterwards. 				
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	<ul style="list-style-type: none"> If parents are unable to attend, then staff supporting a child with intimate care must wear PPE 	<ul style="list-style-type: none"> Where a child needs intimate care, parents will be contacted in the first instance to provide assistance This will be carried out in the staff room with the same safeguards as a first aid incident Parents will be admitted via the front door and asked to wear a face mask 				
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 Pupils from the bubble with the outbreak will be allocated a separate area of the hall for the duration of the WAC session until the outbreak is contained and no pupils are isolating The bubble with the outbreak will be allocated their own play equipment and this must not be shared with pupils in other bubbles If play equipment is to be swapped, it must either be thoroughly cleaned, or left in isolation for a minimum of 72 hours to decontaminate. Ideally both should take place. 	<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 The hall will be divided into 4 sections (one for each bubble) and pupils will be kept in these groups during their time in WAC Each bubble will be allocated their own play equipment and this must not be shared with pupils in other bubbles If play equipment is to be swapped, it must either be thoroughly cleaned, or left in isolation for a minimum of 72 hours to decontaminate. Ideally both should take place. Wherever possible (weather permitting) pupils are to be 	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, however, the bubble with the outbreak must be allocated their own zone and remain within these zone. They should not use the outdoor play equipment. • Wherever possible, ensure adequate ventilation (open doors and windows) whilst maintaining a comfortable environment. 	<p>encouraged to use the outdoor areas, however, each bubble must be allocated their own zone and remain within these zones</p> <ul style="list-style-type: none"> • Wherever possible, ensure adequate ventilation (open doors and windows) whilst maintaining a comfortable environment. 				
Clubs	<ul style="list-style-type: none"> • Where possible, pupils in the bubble with the outbreak will be allocated their own area and equipment for any clubs and should not be permitted to mix with pupils from other bubbles • For any outbreaks beyond the thresholds, the school will consider suspending attendance to clubs by the identified bubble • Clubs will be suspended completely where reducing attendance to only one bubble is not viable financially 	<ul style="list-style-type: none"> • School clubs to be suspended until the outbreak is contained and all pupils have completed isolation 	L			
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 absolutely necessary 	<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 absolutely necessary 	L		JB/JL	

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	<ul style="list-style-type: none"> • Visits for the following reasons will be suspended or carried out remotely for the affected bubble: New admissions Settling in new children to the setting Attending organise performances or parent consultations/meetings Governor link visits (these will be conducted remotely) • 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 an absolute minimum • Where contractors/visitors do need to come into school they will be asked to work outside of normal school hours wherever possible • If visitors cannot come into school outside of school hours they will not be permitted to have any contact with pupils and will 	<ul style="list-style-type: none"> •Visits for the following reasons will be suspended or carried out remotely (TEAMS): New admissions Settling in new children to the setting Attending organise performances or parent consultations/meetings Governor link visits (these will be conducted remotely) •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 •Parents to use email and telephone calls to communicate with staff and not to come into the school office •Visitors to the school are recorded by office staff and will be kept to an absolute minimum •Where contractors/visitors do need to come into school they will be asked to work outside of normal school hours wherever possible •If visitors cannot come into school outside of school hours they will not be permitted to have any contact with 				
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	<p>maintain 2metres social distancing at all times</p> <ul style="list-style-type: none"> • Signs are displayed in the front office regarding protective measures and hygiene • All visitors to be instructed to use sanitiser and wear a mask prior to entering the building • For specialists working with pupils (e.g. SALT) visitors are to maintain a 2m distance from the child and wear a visor • Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child. 	<p>pupils and will maintain 2metres social distancing at all times</p> <ul style="list-style-type: none"> • Signs are displayed in the front office regarding protective measures and hygiene • All visitors to be instructed to use sanitiser and wear a mask prior to entering the building • For specialists working with pupils (e.g. SALT) visitors are to maintain a 2m distance from the child and wear a visor • Ensure that where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child. 				
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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 Whilst in the building, supply teachers and peripatetic staff should maintain a 2m distance as much as possible and should not use communal staff areas These staff will have the option to wear full face visors. These staff should not attend if they are unwell or are having any symptoms associated with coronavirus. If staff need to move between classes or year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults 	<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 Whilst in the building, supply teachers and peripatetic staff should maintain a 2m distance as much as possible and should not use communal staff areas These staff will have the option to wear full face visors. These staff should not attend if they are unwell or are having any symptoms associated with coronavirus. If staff need to move between classes or year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults 	L		AM	
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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 Thursday and Friday, taking lessons with one hub at time on Friday mornings and individual music lessons on Thursday and Friday afternoons • Only one bubble be taught at a time each week on a Friday morning with cleaning in between bubbles in the main hall or Elm Classroom • 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 equipment and chairs should be cleaned in between each bubble including any touch points • Ensure no crossover between bubbles when entering and leaving the hall 	<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 and Friday, taking lessons with one hub at time on Friday mornings and individual music lessons on Thursday and Friday afternoons • Only one bubble be taught at a time each week on a Friday morning with cleaning in between bubbles in the main hall or Elm Classroom • 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 equipment and chairs should be cleaned in between each bubble including any touch points 	L		AM	19 th April 2021
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	<ul style="list-style-type: none"> Indoor spaces should be thoroughly ventilated (doors and windows open) Each singer or player should be spaced 2 metres apart Pupils should be seated either back to back or side to side, and facing forward Music teacher to maintain a minimum of 2 metres distance from players and should not use physical correction whilst teaching 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) 	<ul style="list-style-type: none"> Ensure no crossover between bubbles when entering and leaving the hall Indoor spaces should be thoroughly ventilated (doors and windows open) Each singer or player should be spaced 2 metres apart Pupils should be seated either back to back or side to side, and facing forward Music teacher to maintain a minimum of 2 metres distance from players and should not use physical correction whilst teaching 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 				
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		<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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Small Group 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 Thursday and Friday afternoon, taking lessons with no more than 2 pupils in the Music Room • Room to be ventilated at all times • Take particular care in music lessons to observe social distancing where possible • Wherever possible, (weather permitting) playing instruments and singing should take place outdoors • All equipment and chairs should be cleaned in between each group including any touch points • Ensure no crossover between pupils when entering and leaving the music room • Each player should be spaced 2 metres apart • Pupils should be seated either back to back or side to side • Music teacher to maintain a minimum of 2 metres distance from players and should not use physical correction whilst teaching • Music teacher to wear a visor whilst instructing pupils in the Music Room 	<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 and Friday afternoon, taking lessons with no more than 2 pupils in the Music Room • Room to be ventilated at all times • Take particular care in music lessons to observe social distancing where possible • Wherever possible, (weather permitting) playing instruments and singing should take place outdoors • All equipment and chairs should be cleaned in between each group including any touch points • Ensure no crossover between pupils when entering and leaving the music room • Each player should be spaced 2 metres apart • Pupils should be seated either back to back or side to side • Music teacher to maintain a minimum of 2 metres distance from players and should not use physical correction whilst teaching 	L		AM`	19 th April 2021
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	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Music teacher to wear a visor whilst instructing pupils in the Music Room • 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) 				
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Curriculum Monitoring Activities (e.g. Learning Walks/	<ul style="list-style-type: none"> • During learning walks, observing staff to maintain strict 2 metre distancing from other staff and pupils and avoid touching any equipment/door handles • 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 	<ul style="list-style-type: none"> • During learning walks, observing staff to maintain strict 2 metre distancing from other staff and pupils and avoid touching any equipment/door handles • 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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