

Wellington Primary School and Nursery Risk Assessment for Covid-19 and full school opening

Risk Assessment completed by Helen Rees / Helen Lynch/ Jo Keeble 1st September 2021

Job Title: Headteachers/Acting Head of School

Date of Risk Assessment Reviews: October 4th 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.

The Governments priority is for us 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.

| Area of concern | Hazard | Persons at risk | Risk management | Responsible Person | Planned completion date | Line manager check |
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| The school lapses in following national guidelines and advice, putting everyone at risk | The school’s approach is not robust and in line with recent information | Pupils, staff, parents | To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> The school to keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly. Information on the school website is updated. Pupils updated via classrooms as necessary. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. As a result, the school has the most recent information from the government, and this is distributed throughout the school community. | Headteacher JK Admin. Staff JK Class teachers HT | Ongoing | HT ongoing |
| Poor communication with parents and | Parents and other stakeholders are | Pupils Staff Parents | <ul style="list-style-type: none"> All staff/pupils aware of current actions and requirements and reminded frequently using school communication systems. | HT JK Class teachers | 1.09.21 and ongoing | HT ongoing |

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| other stakeholders | not aware of systems, processes and requirements, thereby acting unsafely | | <ul style="list-style-type: none"> Headteacher / AHoS to share risk assessment with all staff. Parents notified of risk assessment plan and shared with parents via website. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p> | HT/JK | | |
| Lack of awareness of policies and procedures | Pupils and staff are not aware of and up to date with the school's policies and procedures, thereby acting unsafely | Pupils Parents Staff | <ul style="list-style-type: none"> School leaders will ensure that all policies impacted on by coronavirus controls are updated. All staff and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy First Aid Policy Intimate care policy Behaviour policy All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 The Health Protection (Notification) Regulations 2010 Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' DfE and PHE (2020) 'COVID-19: guidance for educational settings' and 'Guidance for full opening (schools)' The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. Staff are made aware of the school's infection control procedures in relation to coronavirus via email and meetings. Staff are given government advice regarding how to put on, take off and dispose PPE. Parents are made aware of the school's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to school – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. | HT JK All staff All staff HT JK HT JK HT JK | Ongoing | HT |

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| | | | <ul style="list-style-type: none"> Pupils are made aware of the school's infection control procedures in relation to coronavirus via staff on the morning of the 6th September 2021. All are informed that they must tell a member of staff if they begin to feel unwell. Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p> | CTs HT JK | 06.09.21 Ongoing | |
| Staff who live with a person classed as "clinically extremely vulnerable" or clinically vulnerable | Persons classed as "clinically extremely vulnerable" are more at risk from Covid-19 effects | Staff Families | Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend work unless advised otherwise by the NHS or a specialist staff not to. | HT JK | | HT |
| Children who have been classed as "clinically vulnerable" | Persons classed as "clinically vulnerable" are more at risk from Covid-19 effects | Pupils | Children who have been classed as clinically vulnerable can attend school. | HT JK | | HT |
| Staff who have been classed as "clinically vulnerable" or "extremely clinically vulnerable" | Persons classed as "clinically vulnerable" or "extremely clinically vulnerable" are more at risk from Covid-19 effects | Staff | <p>Staff who are "clinically extremely vulnerable" can come in and individual risk assessments are agreed Staff who are classed as "clinically vulnerable" can come in and follow the same guidelines as all staff.</p> <ul style="list-style-type: none"> Letter to staff to self-identify re. pregnancy. Record of staff who have been fully vaccinated and staff not will be identified during a positive case and told to self-isolate. Staff who are breast feeding or pregnant (before 28 weeks) Can come into school. Staff who are 28 weeks+ or have an underlying health condition will be individually assessed and appropriately re-deployed when social distancing cannot be maintained. Where suitable adjustments can't be made and there is no alternative work, they will work from home. | HT/JK HT JK HT HT/JK | | HT |

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| | | | <ul style="list-style-type: none"> Any staff who newly become CEV must fill in a form and identify themselves to Headteachers and AHOs. Email sent to all staff. CV and CEV staff who attend must follow the system of controls in place in the school. | HT/JK | | |
| Children who have been classed as extremely clinically vulnerable | Persons classed as “extremely clinically vulnerable” are more at risk from Covid-19 effects | Pupils | Children must attend school unless GP or specialist clinician as advised otherwise. | HT/JK | | HT |
| Children who live with someone who is clinically extremely vulnerable or clinically vulnerable | Persons classed as “clinically extremely vulnerable” or clinically vulnerable are more at risk from Covid-19 effects | Families | Pupils who have family members who are CEV can attend school. | HT/JK | | HT |
| Persons entering the site with Covid-19 symptoms | Transmission to the school community | Pupils Staff | <p>Staff and pupils must not attend school if:</p> <ul style="list-style-type: none"> they have one or more coronavirus symptoms they are required to quarantine having recently visited countries outside the Common Travel Area if advised by NHS Test and Trace to do so <p>Parents and staff are aware that they must not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive test (LFD or PCR test) Letter to remind parents/carers Staff induction meeting Notice at school entrance | HT JK Admin. Staff All staff | | HT |
| Spread of covid-19 through lack of hygiene | Transmission to the school community | Pupils Staff | <ul style="list-style-type: none"> Posters are displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school). | Admin. Staff | All ongoing | HTs SBM JK ongoing |

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| | | | <ul style="list-style-type: none"> • Children and staff to clean hands regularly (including on arrival at school, after breaks, after outside activities, before and after eating, after sneezing or coughing, when changing rooms, after toilet use) for at least 20 seconds with running water and soap and dry them thoroughly or use hand sanitiser (under supervision to avoid ingestion) ensuring that all parts of the hands are covered. • Sinks available in many of the classrooms, sinks in toilets available. • Soap, sanitiser, paper towels, bins, wipes available in classrooms and toilets and replenishment checks carried out. • Alcohol based sanitiser (that contains no less than 70% alcohol) available. • Children reminded of correct hand washing techniques. • Children who have difficulty cleaning their hands are helped by staff who can demonstrate and instruct and observe. • Hand washing facilities are supervised by staff when pupils are washing their hands to avoid overcrowding in hand washing areas • Pupils do not bring resources or equipment from home apart from lunch boxes, hats, coats, books and bags. • Staff clean iPads prior to and after use. • Shared telephone handsets to be wiped before and after use. • Staff to bring in their own cups and utensils. • If bodily fluids come into contact with classroom equipment or items, ensure that PPE (gloves, apron, mask and eye protection) are used to remove the piece before it is thoroughly cleaned. • Cleaning products for staff to clean communal products such as kettles and microwaves in staff room and kitchen with instructions displayed. <p>Children and staff follow good respiratory hygiene using the “catch it, bin it, kill it” approach (use a tissue or elbow to cough or sneeze, use bin for tissue waste, avoid touching face):</p> <ul style="list-style-type: none"> • Tissues available in classrooms. • Lidded bins. • Bins cleared through the day. | <p>CTs TAs</p> <p>Cleaning staff</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> <p>Cleaning Staff</p> <p>CTs TAs Cleaning Staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
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| | | | <ul style="list-style-type: none"> • Children and staff are encouraged not to touch their faces and staff regularly discuss/ demonstrate good respiratory hygiene processes with the children. • Children are encouraged to adopt good hygiene practice through games and repetition. • Cleaning rooms daily. • Enhanced cleaning schedule formulated to ensure government guidance is adhered to. • Outside learning takes place frequently. • Parents and staff told that children should not be sent in with individual hand sanitiser as school supplies unless individual reasons given. Hand sanitisers kept on teachers' desk. • Sanitiser should not be left in common areas but taken to and from by staff carrying out duties in those areas. • Books from the library should only be taken by staff. • Hand cleaning- notices above sink detailing the times children regularly wash their hands. • Ensure staff who work with pupils who spit uncontrollably/ often have more opportunities to wash their hands than other staff. • Ensure pupils who use saliva as a sensory stimulant or who struggle with "catch it, bin it, kill it" need more opportunities to wash their hands. • Respiratory hygiene- younger pupils and those with complex needs are helped to carry out routines correctly. • Any equipment used in the delivery of therapies (e.g. sensory equipment) must be cleaned between uses by different individuals. If this is not possible, restrict use to one user or leave unused for 48 hours (72 hours for plastics) between uses by different individuals. • EYFS toys to be rotated throughout the week. A box for each day. | <p>CTs/TAs</p> <p>CTs/TAs</p> <p>Cleaning Staff</p> <p>CTs TAs</p> <p>All staff CTs TAs</p> <p>CTs TAs</p> <p>CT TAs SENCO</p> <p>CTs TAs</p> | | |
| Poor hygiene practice re. toilet/changing facilities | Transmission of infection | Staff | <ul style="list-style-type: none"> • Staff to wear additional PPE when supporting pupils when dealing with bodily fluids e.g. changing nappies– mask, gloves, apron, eye protection. • All changing surfaces to be cleaned before and after each use. • Nappies/soiled items to be disposed of in yellow bags. • Staff to follow specific intimate care procedures. • Any soiled clothes are put into a plastic bag (double bagged) and sent home. | <p>CTs TAs</p> <p>CTs TAs</p> <p>CTs TAs</p> | Ongoing | HT JK |

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| | | | As a result, safe practices are followed and the risk of infection is reduced for staff and pupils. | | | |
| Spread of covid-19 through increased numbers | Transmission to the school community | Staff Pupils | <ul style="list-style-type: none"> Frequent hand cleaning and good respiratory practice (see above) Regular cleaning (see cleaning section below) Minimising contact and mixing – Local areas may need to reintroduce bubbles to reduce mixing if the virus rate becomes high. Where possible, one-way circulation in place. Bins placed outside room for clearing. | All staff CTs TAs All staff Cleaning Staff | Ongoing | HT JK ongoing |
| Spread of covid-19 through large numbers in shared areas within the school | Transmission to the school community | Staff Pupils | <ul style="list-style-type: none"> Face coverings are no longer recommended for staff in classrooms or communal areas, however if staff wish to wear them, they can, particularly around EVC staff. The reintroduction for students or staff may be advised for a temporary period in response to particularly localised outbreaks, including variants of concern. Enter classrooms directly from outside wherever possible. To book hall when needed. Enabling one-way circulation within corridors where possible. Children can wash hands in classroom before lunchtime to avoid use of corridors and toilets. Tissues and hand sanitiser to be available in office location; sink is available in disabled toilet. Staff to wash hands on arrival at school and regularly throughout day (for example, before and after eating). School reception area to be wiped down by cleaners during the day For the first half term the school will not invite parents into school for assemblies, parental engagements to minimise adults within the school building. Whole Staff meetings will take place within the Rabbit Classroom every other week. This is to ensure that the space used in the classroom is large and well ventilated. Staffroom will be open and staff are encouraged to avoid meeting in large groups crossing classes and can wear a mask if they wish. | CT TAs CTs CTs TAs SLT Cleaning staff Admin. Staff All staff Cleaning staff SLT All staff | Ongoing October 2021 Ongoing | HT JK teacher ongoing |

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| Spread of covid-19 through large numbers | Transmission to the school community | Staff Pupils | <p>Start and end of day (see below)-</p> <ul style="list-style-type: none"> Pupils are using different entrances to enter and exit the school to ensure large clusters of pupils/parents are reduced. We are encouraging a drop off / pick up and go system. Parents line up behind a class cone and pupils are sent out to them and parents are encouraged to leave as soon as they have collected their child/children. We are still adopting a one-way system as much as possible around the school site. | SLT CTs TAs | Ongoing | HT JK teacher Ongoing |
| Pupil or staff or any other adult displays covid-19 symptoms while at school | Transmission to the school community | Pupils Staff | <ul style="list-style-type: none"> Staff are informed that if anyone demonstrates a new persistent cough, high temperature or change in or loss of taste and smell in school, they must go home and be advised to follow “guidance for households with possible or confirmed coronavirus (COVID-19)infection” and should arrange a test. Other members of the household do not need to isolate. If the PCR test is negative the staff member / pupil can return to school. If the PCR test is positive the pupil or staff member would need to isolate for 10 days and inform track and trace. No one else in their household needs to isolate if : <ul style="list-style-type: none"> they are fully vaccinated they are below the age of 18 years and 6 months they have taken part in or are currently part of an approved COVID-19 vaccine trial they are not able to get vaccinated for medical reasons <p>Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a PCR test. We would encourage all individuals to take a PCR test if advised to do so. If a member of the household does not fall into a category above e.g. isn’t double vaccinated and over 18 1/2, they will need to isolate. We would also encourage adults in school who do not need to isolate to complete regular lateral flow tests over the next 10 days.</p> <p>If a member in their household develops symptoms, they would need to have a PCR test and isolate.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. Staff will be extra vigilant around pupils who have been identified as a close contact of a positive case.</p> | HT JK | 1.09 | HT/JK Ongoing |

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| | | | <ul style="list-style-type: none"> • Staff are kept up to date with any national guidance about the signs, symptoms and transmission of covid-19 • If a pupil develops symptoms whilst in school and is sent home, but their siblings can remain in school. • Staff member who stays with pupil for collection needs to wear appropriate PPE • Appropriate PPE is sourced and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell. • All staff are informed of the procedure in school relating a pupil becoming unwell in school, displaying COVID 19 symptoms. • Any pupil who displays signs of being unwell is immediately reported to SLT member. • Any staff member who displays signs of being unwell must immediately refer themselves to the SLT and is sent home • If a child is awaiting collection, they must be removed from class and moved to a room with a window for ventilation where they can be isolated behind a closed door. Depending on the child's age, they can be supervised through the viewing window at all times. If the child has to be supervised from within the room and a distance of 2 metres cannot be maintained, PPE (gloves, apron, mask and eye protection) must be worn by the supervising staff member. If not possible to isolate them, move them to an area at least 2 metres away from other people. • If the child needs to use the bathroom while waiting to be collected, they should use a separate bathroom and that bathroom should be cleaned as per the guidance before being used by anyone else; class teacher to inform HR, HL, JK and SB-P immediately of any bathroom used and TA to place a No Entry sign on door immediately (No Entry signs to be blu-tacked to back of toilet entrance door and to be taken by supervising TA and placed on front of door). • The children in the room with the child showing symptoms should be moved to another room until the classroom has been cleaned; all areas used by the child should be identified and cleaned before use. • In an emergency call 999 if they are seriously ill or injured or if their life is at risk. | <p>HT JK</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SLT</p> <p>All staff</p> <p>SLT CTs TAs</p> <p>HT/JK CTs TAs</p> <p>All staff</p> <p>HT/JK</p> | <p>Ongoing</p> <p>1.09.21</p> <p>Ongoing</p> | |
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| | | | <ul style="list-style-type: none"> • If a member of staff has helped/ been in contact with someone who has been symptomatic, they do not need to go home themselves unless they develop symptoms or have been contacted by NHS Track and Trace. • Pupils, staff must self- isolate and not come into school if they have symptoms, if they are required to do so having recently travelled from certain other countries or if they have been advised to isolate by NHS track and trace. • Parents, staff must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace; Parents and staff should inform the school of results of tests. • If the test result is positive, they should inform the school immediately and should isolate from the day of onset of their symptoms and at least the following full 10 days (which could mean the self-isolation ends before or after the original 10 day isolation period). • If a child states they have a temperature, a hand-held non-contact thermometer is available to check. • If a child is off due to self-isolation, absence is monitored by school and register pre-populated to show staff who should be off, days off and return date. If child arrives when marked as absent with X code, staff to enquire from office if parent has provided test result. If no result provided by parent, child to be isolated as per protocols and then either returns to class or goes home after parent is contacted for result. • If a child is isolating for 10 days, staff will set work on Seesaw which is relevant to what the learning is taking place in school at that time. | <p>All staff</p> <p>SLT</p> <p>HT JK CT TAs</p> <p>HT JK Admin</p> <p>CTs</p> | | |
| Transmission to staff when administering first aid | Transmission to the school community | Staff | <ul style="list-style-type: none"> • PPE to be provided at first aid stations- plastic gloves, aprons, mask, eye protection. • Children to be encouraged to apply first aid routines themselves under supervision and if appropriate (e.g. application of ice pack). • First Aid stations to be closed off and cleaned after use. • First Aiders to check supply of first aid resources weekly and expiry dates. • Asthma pumps and epipens to be available in classrooms. | <p>SBP JK MF First aiders Cleaning staff</p> <p>First Aiders MF</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>HT JK</p> |

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| | | | <ul style="list-style-type: none"> • Medical lists compiled and available to provide medical details for every child in school, including allergies. • Staff have received emergency first aid training. • PFA on site. • First Aid at Work L 3 staff on site. • First Aid waste is disposed of in hazard bin, double bagged by staff wearing PPE, held in an undisturbed location for 72 hours before disposal. • First Aiders to clean hands prior to attending if possible and to wash hands after attending. • Bump head phone calls to be made to parent / carers any other note to be sent home with child at home time. | <p>First Aiders</p> <p>MF First Aiders MF Cleaning staff</p> <p>MF SLT First Aider</p> <p>JK Admin Staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | |
| Vulnerable pupils and pupils with SEND do not receive appropriate support | Vulnerable pupils and SEND pupils are not well supported with mental health | Vulnerable pupils SEND pupils | <ul style="list-style-type: none"> • Appropriate planning is in place to support the mental health of pupils returning to school. • Agree what returning support is available to pupils with SEND in conjunction with families and other agencies (e.g. social stories). • Mental health well-being support through PE intervention. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p> | <p>JK SENCOs</p> <p>JE</p> | <p>Ongoing</p> <p>06.06.21</p> | HT |
| Transmission to staff and pupils through inappropriate/ insufficient cleaning | Transmission to school community | Cleaners Pupils Staff | <ul style="list-style-type: none"> • Ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to full opening • Government guidance on cleaning procedures and materials to be shared with all staff and followed • PPE for staff to be provided when needed through contact of bodily fluids • A nominated member of staff monitors the standards of cleaning in school and identifies any additional cleaning measures. • Where possible, cleaning staff given additional hours to increase the regularity of cleaning. • 1 cleaner on site during the day. • Cleaners to clean tables/door handles etc. with a disinfectant spray (sprayed onto disposable cloth)/wipes. Gloves and aprons to be worn during this and hands washed afterwards (masks and eye protection too if spray used). | <p>HT SBP JK</p> <p>HT SBP JK</p> <p>SBP Cleaning staff</p> | <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> | <p>HT</p> <p>Ongoing</p> |

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| | | | <ul style="list-style-type: none"> Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures (i.e. a focus on door handles, toilets, changing room, toys in the Early Years). Suitable cleaning materials as per guidelines provided. Waste is removed during and at end of the day. Cleaning schedule and check list in place. Toilets cleaned throughout the day. <p>As a result, high standards of cleanliness are maintained in school.</p> | Cleaning staff | Ongoing | |
| Contractors, deliveries and visitors increase the risk of infection | Transmission to school community | Pupils Staff | <ul style="list-style-type: none"> All contractors/ visitors to be checked to ensure that they are essential visitors prior to entry to the school. All contractors/ visitors asked infection control questions prior to entry (see above). Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils (if possible, contractors should work outside school hours). Agree arrival and departure times with visitors. All contractors/visitors to wash hands on entry to the school site. Contractors and visitors are directed to specific/designated handwashing facilities. All areas in which contractors/ visitors work are cleaned in line with government guidance. Contractors/ visitors to bring own food, drink and utensils onto site. | Admin. Staff SBP JK Admin JK Admin. Staff JK Admin staff JK | Ongoing Ongoing Ongoing | HT |
| Stress upon staff members | Mental health | Staff | <ul style="list-style-type: none"> Induction prior to Regular feedback and updates for staff on site. Staff aware of need to report concerns to managers at induction meeting. Counselling service available through sickness insurance scheme. Systems and processes for control of risk are in place and regularly reviewed in light of experience. Identified staff have a separate Risk Assessment agreed by HT's/AHoS and identified staff member. | HT JK HT JK SBP | 1.09.21 Ongoing | HT JK SBP Ongoing |

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| | | | <ul style="list-style-type: none"> • Staff helpline: Education Support charity 0800 562 561 | | | |
| Standard Health and Safety practices are not carried out | Safety standards in the school may drop because of focus on COVID-19 safety measures | Staff Children | <ul style="list-style-type: none"> • Documents including H&S Policy, Fire Risk Assessment and Legionella Risk Assessment reviewed as usual and actions carried out. • Systems are subject to routine flushing. | HT(Responsible Person) NoS(Competent Person) Premises staff All staff | Ongoing | HT |
| Educational visits | Risk of COVID-19 transmission | Staff Children | <ul style="list-style-type: none"> • Trips to take place outside as much as possible. Try to avoid mixing with other settings and they are individually risk assessed. No international / overseas trips. | HT EVC All staff | Ongoing | HT |
| Breakfast Club | Transmission to the school community | Staff Pupils | <ul style="list-style-type: none"> • Resource are- plenty of space and ventilation. • Tables cleaned by Breakfast Club prior to use and after use. • Children use hand sanitiser/wash hands on entry, before and after eating food. • Staff to practice hand hygiene regularly. • Staff to wear gloves for food distribution and follow food hygiene requirements. • Children sit at tables and food taken to them. • Staff are first aid trained and advised to use PPE when administering first aid. Masks, aprons, gloves, wipes are regularly stocked in the room. • PFA onsite. • Resource area cleaned after use. • Windows/doors open for ventilation. | Breakfast Club/ After School staff JK | Ongoing | HT Ongoing |
| After School Club | Transmission to the school community | Staff Pupils | <ul style="list-style-type: none"> • Hall-large open space. • Tables cleaned by After School Club prior to use and after use. • Children use hand sanitiser/wash hands on entry, before and after eating food. • Staff to practice hand hygiene regularly. • Staff to wear gloves for food distribution and follow food hygiene requirements. • Children sit at tables and food taken to them. | Breakfast Club/ After School staff JK | Ongoing | HT Ongoing |

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| | | | <ul style="list-style-type: none"> • Staff are first aid trained and advised to use PPE when administering first aid. Masks, aprons, gloves, wipes are regularly stocked in the room. • PFA onsite. • Hall cleaned after use. • Windows/doors open for ventilation. | | | |
| Ventilation PLEASE NOTE THAT THIS IS AN ESSENTIAL COMPONENT OF INFECTION CONTROL | Transmission to the school community | Staff Pupils | <ul style="list-style-type: none"> • Classrooms are ventilated where possible at a comfortable temperature. • 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). • Open internal doors (but not fire doors). • If necessary external opening doors may also be used (If they are fire doors they must be closed when you vacate the classroom and only open when you are in the classroom). • However, during cold weather, windows only may stay open. External doors can be kept shut. • Increase ventilation while spaces are unoccupied. | All staff | Ongoing | HT Ongoing |