



COVID-19 STEP 4 AUTUMN TERM 2021

Hazard/Activity	Persons at Risk	Risk	Control Measures in Use	Residual Risk Rating H/M/L	Further Action required	
					Yes	No
Awareness of policies and procedures	Staff, pupils, others	Inadequate information	<ul style="list-style-type: none"> All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures. All staff have access to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> The Reporting of Injuries, Disease 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” Relevant staff receive necessary training that helps minimise the spread of infection e.g. infection control The school keeps up to date with advice issued by, but not limited to the following: <ul style="list-style-type: none"> DfE NHS Department for Health and Social Care PHE Staff are made aware of the school’s infection control procedure in relation to Coronavirus via email, staff meetings and they are aware that they must contact the Head teacher as soon as possible if they believe they have been exposed to Coronavirus. Parents are made aware of the school’s infection control procedures in relation to Coronavirus via letter, emails and social media - they are informed that they must contact the school as soon as possible if they believe that their child or a member of their household has been exposed to Coronavirus. Pupils are aware that if they feel unwell they must tell a member of staff 	M	Reminders in Staff meeting 2nd September 2021	
					Email to LSA regarding update.	
					Policies and Procedures available in both staff rooms 01/09/2021	

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Disruption to the running of the school in cases of local outbreak	Staff, pupils, others	Infection control	<ul style="list-style-type: none"> The school has an up to date Disaster Recovery Plan in place and it is review as necessary. The school keeps up to date and adheres to the latest local and nation advice about school closures. Advice is sort from local PH or DfE if required. Follow Government advice and instructions 	M		√
Use of Transport	Staff, pupils, others	Infection control	<ul style="list-style-type: none"> It is recommended that face masks are worn in enclosed/crowded spaces where contact you don't normally meet occurs. This includes public transport and dedicated transport to school. School will follow Public Health advice in cases of local outbreak. School will put into place any actions or reactions advised by the local PHE. 	M		√
Cleaning of School	Staff, pupils, others	Infection Control	<ul style="list-style-type: none"> All hard surfaces to be cleaned on a regular basis this will include door handles, tables and chairs Toilets flushes and a lunchtime cleaning of the toilets All classroom to have spray disinfectant and cloths. Cloth box to be located by main entrance and cloths washed at the end of the week. If there is a case then all cloths washed asap. Regular cleaning of surfaces will reduce the risk of spreading the virus. 	M	Continue current practise - ask HC to cover Newbold	
Ventilation classrooms and office spaces	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> Identify any poorly ventilated spaces and take steps to improve the fresh air flow. Where appropriate open external windows, internal doors, external doors to improve natural ventilation. If external doors are open ensure that they are not fire doors and it is safe to do so. 	M	Consider toilet door as unable to open with building work. Ensure photocopier window open and hall space.	

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Poor hygiene practice	Staff, pupils, others	Ill health	<ul style="list-style-type: none"> • Continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser. • Continue to operate toilet passes at Tredington so that children only go when they need. • Ensure lunchtime hand washing isn't over crowded and use classroom facilities when possible. • Sapphire and Emerald can use fresh clean water outside their classrooms for those children not needing the toilet . • Sapphire Class can use the side hall door for entry at lunchtime. • Staff and visitors encouraged to wash their hands on arrival with soap or alcohol based sanitiser and follow infection control procedure in accordance with DfE and PHE's guidance. • Sufficient amounts of soap and paper towels are supplied in all toilets and kitchen areas. • Pupil are supervised by staff when washing their hands to ensure it is done correctly, where necessary. • Pupil are discouraged from sharing cutlery, cups or food. • All cups and cutlery are cleaned before and after use in the dishwasher. • Cleaners to carry out daily, thorough cleaning that follows National Guidance and is compliant with the COSHH and the Health and Safety Policy. • A senior member of staff arranges enhanced cleaning to be undertaken where required. 	M	Maintain practice	√

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Spread of Infection	Staff, pupils, others	Lack of infection control	<ul style="list-style-type: none"> Spillage of bodily fluid e.g. respiratory and nasal discharges are cleaned up immediately in line with guidance from PHE using PPE at all times Parents are informed not to bring their children to school or on the school premises, if they show signs of being unwell and believe they have been exposed to Coronavirus. Staff and pupils do not return to school before the minimum recommended exclusion period (or self isolation period) has passed, in line with National Guidelines. Parents must inform school if their child has a medical condition that means they are vulnerable to infections. The school, in liaison with medical professionals where necessary, review the needs of the pupils who are vulnerable. Any additional provisions for pupils who are vulnerable will be put in place by the Headteacher, in liaison with the pupil's parents. 	M	Monitor at lunch	
Classroom Management	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> It is no longer required for forward facing tables - care should still be taken on table management in a classroom setting. Outbreak management plans cover the possibility of reintroducing restrictions on mixing for a temporary period in case of local outbreak. In event of local outbreak we have the option to stagger starts and have play times in bubbles. Continue with a cautious approach with the current arrangements. 	M	Table groups allowing for staff movement around the classroom and interaction Contingency plan - resumption of March 2021 Risk Assessment	
Collective Worship and Singing	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> There are no restrictions in place for holding Collective Worship and singing in the school hall. 	M	Whole School Collective Worship to resume	

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Playtime and Using Equipment	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> • Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing 			
Lunchtimes	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> • Lunchtime arrangements can reverse back to previous arrangements. • Children to remain sitting in their class groups at lunch time • Tables and chairs must still be cleaned thoroughly at the end of lunchtime. 	M	Children to remain sitting in their class groups at lunch time	
Personal Protective Equipment Face Coverings	Pupils, Staff, Visitors, Parents	Infection Control	<ul style="list-style-type: none"> • Face coverings are no longer required for staff and visitors in the classroom/communal areas, it is at the discretion of individual staff. • It is recommended that face masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet - This includes dedicated transport to school. Staff must wear a mask when supervising the loading of bus children. • School will follow PHE advice in the event of a local outbreak. • https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/the-use-of-personal-protective-equipment-ppe-in-education-childcare-and-childrens-social-care-settings-including-for-aerosol-generating-procedure 	M		√
Ill Health	Pupils, Staff, Visitors, Parents	Coronavirus symptoms	<ul style="list-style-type: none"> • Staff are aware of the symptoms of possible coronavirus infection e.g. a new cough, loss or change to smell and taste, and high temperature and are kept up to date with national Guidance about the signs and symptoms and transmission of coronavirus. • Any pupil or member of staff who displays signs of being unwell with Covid symptoms and/or believes that they have been exposed to coronavirus is immediately taken out of class and placed in an area where they will not come into contact with others and are supervised at all times. For pupils, the relevant member of staff supervising must put on PPE and parents called to collect immediately. Parents will be asked to book an appointment for a PCR test and child must remain at home until results are received from NHS Test and Trace. • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance 	M	09/21	

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Autumn term Asymptomatic testing	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> No testing required of Primary age children Staff should re start twice weekly home testing from Wednesday 1st September 2021 until the end of September when this will be reviewed. Only positive results to be reported to the Head teacher. 	M		√
Positive Cases	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> School no longer required to undertake contact tracing as close contacts will be identified via NHS Test and Trace. School will support NHS Test and Trace if required to help identify close contacts <p><u>From 16th August 2021</u></p> <ul style="list-style-type: none"> Children under the age of 18 years old will no longer be required to self isolate if contacted by NHS Test and Trace as a close contact of a positive CoVID-19 case. Instead children will be contacted by NHS test and Trace, informed that they are a close contact and advised to take a PCR test. All individuals are encourage to take a PCR test if advised so. Staff/Pupils With a positive lateral flow result, individuals should self isolate in line with “Stay at home” guidance and take a PCR test to check if they have Covid-19 and continue to self isolate. If the PCR test is taken <u>within 2 days</u> of a positive lateral flow test, and is negative, it overrides the self test and pupils/staff can return to school as long as there are no Covid -19 symptoms. 	M		√

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Poor Management of infectious Diseased	Staff, pupils, others	Lack of Infection Control	<ul style="list-style-type: none"> • Staff are instructed to monitor themselves and others and look for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Staff are vigilant and report concerns about their own and a colleague's or pupil's symptoms to the Head teacher as soon as possible. • The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus • The school is informed by pupil's parents when pupils return to school after having coronavirus - school informs relevant staff. • Staff inform the Head teacher when they plan to return to work after having coronavirus. • Head monitors the cleaning standards of school cleaning and discusses additional measures required with regards to managing the spread of coronavirus. 	M		√
Lack of Communication	Staff, pupils, others	Unsafe Practices	<ul style="list-style-type: none"> • Staff report immediately to the Head teacher about cases of suspected coronavirus, even if they are unsure - do not act independently. • The Head teacher contacts Warwickshire PHE and follows advice given from them and any further action that ends to be taken. • School put into place any actions or precautions advised by Warwickshire PHE • School keeps staff and parents updated about changes to infection control procedures if necessary. 	M		√
Admitting Children to school	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> • In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending school, the school can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect pupils and staff from possible infection with Covid-19. (Taken from School's Operational Guidance 27th August 2021 update.) 	M		√
CEV children	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> • All CEV children should attend their education setting unless they are one of the very small number of children under paediatric/specialist care who have been advised not to attend 	M		√

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Admitting Adults into School	Pupils, Staff	Infection Control	<ul style="list-style-type: none"> Pupils, staff and other adults should not come into school if they have symptoms, have had a positive test result or have been instructed to quarantine. 	M		√
Staff CEV	Staff	Infection Control	<ul style="list-style-type: none"> CEV people are no longer advised to shield but may wish to take extra precautions to protect themselves and follow practical steps set out in the guidance to minimise the risk of exposure to the virus. The school will follow DHSC updated guidance 	M		√
Educational Visits	Staff, pupils, others	Financial Risk	<ul style="list-style-type: none"> If booking new visits ensure that the school have adequate financial protection in place The school should have a contingency plan in place to account for any changes in the Government guidance. Full risk assessment (EVOLVE) must be completed 	M	Trips booked in consultation with HT	
Out of school setting Parental Attendance	Pupils, Parents, Staff, Other	Infection Control	<ul style="list-style-type: none"> Parents are no longer limited to specific number in attendance Ensure up to date contact information is available in the event of an emergency 	M	Office to ensure there are 3 contacts	