



# Risk Assessment

<b>Location / Site</b>	Uppingham C of E Primary School
<b>Activity</b>	Returning to school during Covid-19 September 1 <sup>st</sup> 2020
<b>Assessment date</b>	Start: 13/7/2020 to be updated regularly until re-opening, then reviewed weekly Reviewed 25/8/2020, weekly reviews and updated on RLT risk review <b>Reviewed 24/10/2020</b>

<b>Training and consultation with staff</b>	<p>27.8.2020 - Risk assessment shared and discussed with staff</p> <p>September - Feedback from staff included adding in section for BAME and vulnerable staff members</p> <p>Term 1 – weekly agenda item on staff meetings and TA meetings and updates and revisions made as necessary</p> <p>12. 10.2020 – SLT reviewed risk assessment</p> <p>17.10.2020 – Following second positive case in school all staff consulted for review of risk assessment</p>
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<b>Identify people at risk</b>	
<b>Employees</b>	YES
<b>Children</b>	YES
<b>Visitors</b>	YES
<b>Contractors</b>	YES

## The system of controls: protective measures

### Prevention

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

**8) Always keeping occupied spaces well ventilated.**

Numbers 1 to 5, and number 8, must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

**Response to any infection**

9) Engage with the NHS Test and Trace process.

10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

**What is meant by a 'contact'**

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on
  - having a face-to-face conversation within one metre
  - having skin-to-skin physical contact, or
  - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

<b>Hazard</b>	Children and staff bringing virus into school
<b>Control measures</b>	
<b>Prevention</b>	
<p>Our school will ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 7 days. We will ensure anyone developing those symptoms during the school day is sent home.</p> <p>If anyone in our school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they <b>must</b> be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will move to an area which is at least 2 metres away from other people.</p> <p>If a child needs to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The</p>	

bathroom **must be** cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE **must** be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do not need to go home to self-isolate unless:

- the symptomatic person subsequently tests positive
- they develop symptoms themselves (in which case, they should arrange to have a test)
- they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated)

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

Pupils will be restricted to what they can bring into school. Essential items only. **No birthday sweets to be brought in and shared.**

#### Hazard

**Lack of ventilation** – leads to an accumulation of aerosol droplets increasing likelihood of transmission.

#### Control measures

Keeping occupied spaces well ventilated

It is important to ensure rooms are well ventilated and a comfortable teaching environment is maintained.

Natural ventilation - opening 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.
- Alternate windows to be open in a room where two walls have windows. If only one wall has windows all to be open.
- Internal doors must remain open to assist with creating a throughput of air
- At playtimes and lunchtimes external opening doors (Y5/6 Pod , door by staffroom, Y3.4 pod door) used by children to be left open to purge the air in classrooms.

To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:

- opening high level windows in preference to low level to reduce draughts
- increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused)
- providing flexibility to allow additional, suitable indoor clothing.
- rearranging furniture where possible to avoid direct drafts

#### Hazard

**Singing in school** resulting in transmission of the virus.

#### Control measures

Guidance for schools clarifies that singing, at moderate volumes, can take place; singing should be regarded as no more dangerous than talking.

- All children should be positioned side by side facing the same direction.
- All windows and doors must be opened to ensure maximum ventilation and air flow and enable dilution of

aerosol transmission.

- Adults must be teaching from the back of the room, behind the children
- Background or accompanying music must be at a level which does not encourage teachers or children to raise their voices unduly. Singing should be controlled and quiet!

#### Hazard

**Phonics groups and groups of children working in different spaces outside of the classroom** could result in transmission of the virus across bubbles.

#### Control measures

1. Children must move around school in their bubble group.
2. Children from different bubbles must maintain 2m distance from other bubbles. Tables must be clearly separated.
3. Staff members must teach from the front and maintain 2m distance from all children where possible.
4. All tables and chairs to be cleaned after use.

#### Hazard

**Lack of social distancing in the classroom** resulting in direct transmission of the virus

#### Control measures

1. Remove excess furniture to increase space in classes. KS2 desks in rows where possible, KS1 and EYFS not in rows
2. Teaching staff and children remain in consistent class bubbles. Support staff may cross bubbles but this will remain as consistent as possible. PPA to be covered within the bubbles where possible: TH Y4/5 and Y5/6, PM Y3/4, JS Y2, PH EYFS and Y1.
3. The bubble will distance themselves from other bubbles.
4. Children have an allocated desk and are seated at the same space each day and keep to their desks when in the room.
5. Class rules written with the children – (Include instructions how to line up, use of toilet, moving around the classroom etc). In Early Years and Year 1 include how to play with resources inside and out.
6. Protocols re-visited and modelled throughout the day
7. Lessons planned for individual work or paired (no group work in the first instant)
8. Feedback – using large whiteboard and visualizer and interactive whiteboard not close interaction
9. Where possible staff to be at the front or side or back of room - 2m distancing from children and other adults
10. Set seating plan so children have their desk which is the same each day. Water bottles on desk,
11. Teacher and TA are assigned to classes and remain working with these children throughout the day. ELSA and HLTA will cross bubbles following strict guidance: no shared resources between classes, handwashing when changing groups, maintaining 2m distance, planning activities that support 2m distance e.g. outdoor PE
12. Children stay in their designated space (classroom/outdoor area/hall) for majority of the day and do not mix with other groups
13. Staff will supervise across bubbles at playtime and lunchtime outside and maintain 2m distancing.
14. Coats on pegs, children sent in small groups when needed
15. Ensure good ventilation in rooms, windows and doors open. (see additional details Hazard - lack of ventilation)
16. PE to continue outside for Term 2 where possible. If the weather is very wet then the hall may be used with all windows open, Fire exit doors in library open, fire door by staff room open. Equipment used must be bubble equipment or cleaned thoroughly after use.
17. Children who attend Before and After School club with remain in class bubbles, in the hall at tables that are 2m apart with separate resources.

#### Hazard

**Lack of social distancing using toilets and poor hygiene** resulting in direct and indirect transmission of the virus

#### Control measures

1. Only one child allowed to go to toilet at a time.
2. Allocated toilets for each groups of children. Hedgehogs and Squirrels pod area split in half to prevent two groups from mixing.

3. Extra signs in toilet to provide a visual reminder about washing hands
4. Extra soap and paper towels ordered to ensure sufficient supplies
5. Soap and paper towel check during middle of day and replenish if necessary.
6. Staff toilets to be designated for each bubble to reduce possible contacts.  
EYFS and Y1, office staff – ladies toilet  
Y4/5, Y5/6 – gents toilet (now unisex!)  
Y2, Y3/4 – disabled toilet.

<b>Hazard</b>	<b>Lack of social distancing waiting to enter school in morning</b> resulting in direct transmission of the virus
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<b>Control measures</b>
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1. Markers on fences leading into school to guide children and parents to socially distance and remain 2m apart.
2. Allocated entry point for each year group (external doors to classrooms to be used where possible)
3. Communicate with parents drop off and pick up routines in advance to ensure understanding of social distancing when dropping off and picking up.
4. Signage for parents and children displayed outside entry doors and on entrance to school.
5. HT and senior school staff to be on duty to supervise and reinforce expectations at drop off and pick up.
6. Staggered drop off and pick up times for: siblings, surname A-M and Surname N -Z (see staff handbook and parent information for full details)
  - Drop off**
    - 8.45 am for families with more than one child at school.
    - 8.50 am surnames beginning with A-M
    - 8.55 am surnames beginning with N-Z
  - Pick up**
    - 3.15 pm for families with more than one child at school
    - 3.20 pm surnames beginning with A-M
    - 3.25 pm surnames beginning with N-Z

7. Parents and visitors to wear masks when on school property, including when in the entrance hall.

<b>Hazard</b>	<b>Lack of social distancing during playtimes and lunchtimes</b> resulting in direct transmission of the virus
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<b>Control measures</b>
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1. Staggered playtimes for EYFS/KS1 10.30 – 10.45am and KS2 10.50 – 11.05am
2. Each bubble to have an allocated zone to play in outside so groups do not mix. Trim trail to be in the rota to be shared between two classes each week. Children washing hands before and after use to mitigate risk of two classes using equipment.
3. Reduced playtime equipment – hard surfaces and can be easily cleaned. Each bubble to have a set of playtime equipment to be cleaned after use.
4. Games shared which encourage social distancing – football passing, catch etc
5. Staff supervision throughout – actively encouraging social distancing

<b>Hazard</b>	<b>Lack of social distancing when eating lunch</b> resulting in direct transmission of the virus
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<b>Control measures</b>
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1. Staggered lunchtime (detail in staff handbook) children to eat in bubbles, one way system in the hall so bubbles kept separate.
2. Children to wash hands before and use hand gel after eating.
3. Hall to be well ventilated with windows open, external door by staff room open to aid air flow.
4. Tables and chairs to be cleaned down between the two sittings
5. Wet lunchtime rota – children in class for playtime and eating in hall - see additional wet play Staff rota
6. Staff on duty must set high expectations, talking to and engaging with children while they are eating, managing behaviour in a positive way and enforcing clear rules.
7. Cleaning of areas must only take place when children have left the area to ensure children are away from cleaning substances and to avoid contamination of food.

<b>Hazard</b>	<b>Catering staff preparing and serving lunches</b>
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Continue good communication with Love Food in preparation of reopening to confirm operational controls.</li> <li>2. Ensure all pupils food allergy information is up to date</li> <li>3. See Love Food Coronavirus Contingency Plan for further details.</li> <li>4. Staff to work in designated work areas in kitchen to ensure social distancing.</li> <li>5. <b>Visors to be worn when serving food and in hall at lunchtime.</b></li> <li>6. <b>Staff must maintain 2m distance from children and other staff. Serving table 2m away from children.</b></li> </ol>	
<b>Hazard</b>	<b>Lack of social distancing in the corridors</b> resulting in direct transmission of the virus
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Children staying in their classroom and accessing outside from classroom door where possible</li> <li>2. One child going to toilet at one time</li> <li>3. One way system around the school using walkway and outside</li> <li>4. Agree instructions with children concerning going and returning to toilet</li> </ol>	
<b>Hazard</b>	<b>Contact of shared resources</b> resulting in indirect transmission of the virus
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Resources and equipment remain within the class bubbles.</li> <li>2. Resources and furniture not needed are removed from the setting where possible.</li> <li>3. Soft toys and furnishings that are difficult to clean are removed from the classroom.</li> <li>4. Children to have own stationery provided by the school.</li> <li>5. Tubs of resources for pairs if needed – maths cubes etc</li> <li>6. Resources cleaned following enhanced cleaning schedule</li> <li>7. <b>Tables, door handles and other frequently touched surfaces cleaned at lunchtimes</b></li> <li>8. Lessons planned so resources are paired and not group – or on white board</li> <li>9. Resources on tables ready for lesson and not distributed within the lesson</li> <li>10. Children encouraged to wash hands / use hand gel before lessons and after each lesson</li> <li>11. All surfaces left clear at the end of the day</li> </ol>	
<b>Hazard</b>	<b>Emotional distress of the children</b>
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Transition work sent home as part of home learning pack end of summer term.</li> <li>2. Clear communication with parents, being aware of not overloading with information.</li> <li>3. Induction week and Recovery Curriculum upon return to school to support children’s mental health and build relationships whilst slowly increasing cognitive load.</li> <li>4. Clear signposting for children in need of additional support via ELSA and Safeguarding lead.</li> <li>5. Individualised return plan for EHCP/vulnerable children which may include: phased return, ELSA support sessions additional</li> </ol>	
<b>Hazard</b>	<b>Emotional distress of the staff – including anxiety</b>
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Inclusion in risk assessment process – input into hazard identification and control measures</li> <li>2. Staff meeting – to discuss concerns and share control measures</li> <li>3. <b>Ongoing agenda item so that staff have an opportunity to discuss and review current practise, allowing for changes to be made in an open forum.</b></li> <li>4. Headteacher available for staff to discuss any concerns</li> <li>5. Sharing of support helpline – SAS Insurance, posters in staffroom, email</li> <li>6. Risk assessments regularly reviewed</li> <li>7. Planned time for planning and preparation within the week</li> <li>8. Flexibility where possible to accommodate family logistics</li> <li>9. Training for all staff to supporting a safe and successful return to school</li> </ol>	

<b>Hazard</b>	<b>Risk of spreading virus due to close contact with children – 1:1 and restraint</b> resulting in direct transmission of the virus
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Individual risk assessments for children if close 1-1 personal contact may be required. (1 child in school)</li> <li>2. PPE equipment in school available for staff, visors, masks, gloves, aprons</li> <li>3. June 2020 Behaviour Policy Addendum written and shared with staff before school starts, shared with children as part of settling into school, expectations of policy shared with parents via Home School Agreement</li> </ol> <p>The Government guidance states “Wearing face coverings or face masks is not recommended”</p>	
<b>Hazard</b>	<b>Risk of spreading virus due to poor hygiene</b> resulting in indirect transmission of the virus
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. All soaps and paper towel dispensers to be checked regularly through the day and replenished</li> <li>2. Children handwash on entry to school, after break, before eating, leaving school, using the toilet and any time they cough or sneeze. Hand sanitiser used before break and after lunch.</li> <li>3. Washing hands posters on display in all handwashing areas</li> <li>4. Reminders how to wash hands properly – in class as part of return to school protocol sharing</li> <li>5. Procedure agreed for children to wash hands so thorough hand washing</li> <li>6. Time within timetables for handwashing</li> </ol>	
<b>Hazard</b>	<b>Risk of infection due to lack of cleaning</b> resulting in indirect transmission of the virus
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Enhanced cleaning schedule to be adhered to. All areas in school to have cleaning kits including appropriate spray, cloths, aprons and gloves. All areas in high use will be cleaned during the day and in-depth in the evening. Extra attention to be given to frequently touched areas e.g. doors, toilets, door handles.</li> <li>2. Only cleaning products used by the school to be used.</li> <li>3. Refer to COSHH risk assessments for further control measures in relation to cleaning chemicals used.</li> <li>4. Pupils and staff will have limited spaces and access so reducing surfaces to clean</li> <li>5. PPE will be available.</li> <li>6. Shared resources cleaned at the end of each day.</li> <li>7. Whole school has been deep cleaned during summer holidays.</li> <li>8. See cleaning schedule below.</li> </ol>	
<b>Cleaning Schedule</b> <b>BASICS</b> <ol style="list-style-type: none"> <li>1. Cleaning materials referred to in this schedule have been assessed under COSHH procedures for use in the school. On display in the cleaning cupboards is a list of all authorised products we use, and this should be read before use. It lists, by product, any hazards and areas for usage, together with the colour-coding system for cloths &amp; mops for each area. No unauthorised cleaning products will be used, and cloths &amp; mops must not be used between areas or with other cleaning products.</li> <li>2. Disposable gloves should be worn throughout all cleaning activities. Other protective equipment is available - aprons, masks &amp; goggles - and should also be used where there is risk of spray back, splash or inhalation. Any disposable protective equipment should be safely disposed of after use.</li> <li>3. All products must be returned to a cleaning store and secured after use, together with cloths, mops &amp; buckets. Any cloths &amp; mops used should be left in the cleaning store to be machine washed at 60 degrees+.</li> <li>4. No products should be transferred to any other container, and no products should ever be mixed in use or used from unmarked containers.</li> <li>5. Cloths &amp; contents of mop buckets should be changed regularly, and cloths &amp; mops must always be changed when moving to another area or bubble to minimise risk of cross-contamination.</li> <li>6. All waste from toilet areas, isolation room, or classrooms where tissues are or may be included must be removed to the black bins in the bin storage area, near the car park entrance.</li> </ol>	

- 7. Bleach is not to be used by staff members and can only be used under strict procedures by trained members of cleaning staff (Tim, Shirley and Sophie)
- 8. Any queries on cleaning procedures should be referred to the school office in the first instance.

**REGULAR CLEANING - lunch time**

**a) Classrooms & pod areas**

- Wipe all door handles, light switches, pupils' tables, horizontal surfaces, etc. - CLEANER/DISINFECTANT
- Check stocks of toilet rolls, paper towels, soap, hand gel, replenishing as necessary – spare paper towels in staff room if needed
- Check all bins & empty and replace bin liners as necessary
- Wipe taps, sinks, toilet flush handles as necessary - GERMICIDAL CLEANER

**b) Communal areas – staffroom, entrance hall, offices**

- Wipe all door handles, light switches, tables, chairs, banisters, cupboards, equipment (e.g. photocopier/printer, PA system), etc. - CLEANER/DISINFECTANT
- Check stocks of toilet rolls, paper towels, soap, hand gel, replenishing as necessary
- Check all bins & empty and replace bin liners as necessary
- Wipe bins, taps, sinks, toilet flush handles as necessary - GERMICIDAL CLEANER

When areas have been cleaned please sign off on cleaning log sheet. A4 laminated sheet days of the week plus column to tick and date, cleaning staff to complete at end of the day too.

<b>Hazard</b>	<b>Risk of illness of vulnerable staff and family members; and children with vulnerable family members</b> through direct and indirect transmission of the virus
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Those staff who are clinically extremely vulnerable or living with someone who is clinically extremely vulnerable to complete personal risk assessment in partnership with Headteacher – strict social distancing from adults and children.</li> <li>2. Children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable to discuss any concerns with Head and individual risk assessment completed if necessary.</li> </ol>	
<b>Hazard</b>	<b>First Aid - requires the 2m social distancing rules to be broken</b>
<b>Control measures</b>	
<p>A FIRST AIDER WILL <u>NOT</u> BE TREATING A PERSON WHO HAS THE SYMPTOMS OF COVID-19 AS SPECIFIED BY THE NHS AND GOVERNMENT <u>UNLESS LIFE THREATENING CONDITION.</u></p> <p>Any first aid will be provided by staff in strict accordance with guidance. If time permits then pause and consider best approach.</p> <ol style="list-style-type: none"> <li>1. The first aider will wash their hands for at least 20 seconds with soap and water.</li> <li>2. Gloves will be worn to deliver first aid (in all first aid boxes)</li> <li>3. The first aider will cover any cuts on their hands with waterproof plasters.</li> <li>4. The first aider will avoid putting their fingers in their mouth and touching their face.</li> <li>5. The first aider will avoid touching any part of a dressing that will come into contact with a wound.</li> <li>6. The first aider will wear PPE that is deemed appropriate (mask, gloves, apron and visor)</li> <li>7. After each treatment equipment and surfaces including PPE visors will be cleaned down after use using appropriate cleaning products.</li> <li>8. After using face masks, aprons and gloves they will be correctly disposed of – they will only be used for 1 treatment of first aid.</li> <li>9. Training has been given on how to use PPE and additional guidance is in first aid kits.</li> <li>10. After first aid treatment has been given and cleaning has been completed the first aider will wash their hands with soap and water for at least 20 seconds before commencing any further work.</li> </ol>	

<b>Hazard</b>	<b>Staff social distancing around school</b>
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Consider the number of staff that can be accommodated in each area to achieve social distancing: only 4 people will be allowed in the staffroom at any time, 3 people in the office area, staff meeting in hall</li> <li>2. Soft furnishing removed and furniture rearranged to allow for social distancing: desks moved in office so that 2m distance can be maintained, chairs moved in Heads office.</li> <li>3. Use of signs to inform of hand washing on entry/exit to rooms</li> <li>4. Visual reminders to staff of what 2m distance looks like by chairs/furniture being distanced.</li> <li>5. Staff room and Garden room - Staff to clean areas after use.</li> <li>6. All cloths removed and washed at the end of each day.</li> <li>7. Cleaning of room daily.</li> <li>8. All dirty plates, cutlery etc to be placed in dishwasher once finished with and washed at the end of every day.</li> <li>9.</li> </ol>	
<b>Hazard</b>	<b>Visitors to site</b>
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. Only visitors with prearranged appointments are allowed on site. Visitor protocol to be shared with visitors before arrival where possible. (See below)</li> <li>2. Visitors are asked if they have any symptoms of COVID 19 or have had contact with anyone who has symptoms of COVID 19 before they arrive on site.</li> <li>3. Wash/sterilise hands on entry to school.</li> <li>4. Visitors must complete track and track paper work upon arrival at school. Regular visitors to complete add on sheet.</li> <li>5. Visible poster on display at entrance explaining 2 m social distancing and strict handwashing is expected.</li> <li>6. Visitors arrival during office hours, office staff to remind of expectations.</li> <li>7. When out of hours premises officer to remind expectations.</li> <li>8. If a visiting professional (e.g. EP, social worker) needs to meet with a child or adult they must meet in well ventilated area, with space to social distance e.g. Badgers classroom</li> <li>9. Sports coaches to adhere to school risk assessment, maintain 2m from children, clean equipment between groups, work outside</li> <li>10. Contractors arranged out of school hours where possible. Any documentation required is sent/received prior to contractor arriving on site. Safe systems of work/risk assessment which include COVID controls measure are received and agreed by the school before work commences.</li> <li>11. Log to be kept of who visitors work with. This register will be kept securely to ensure GDPR compliance is maintained and only contains names. In the event of an infection the office team will manage contact to ensure all persons are aware of potential infection risk.</li> </ol>	
<b>Hazard</b>	<b>Emergency procedures</b>
<b>Control measures</b>	
<ol style="list-style-type: none"> <li>1. No changes to evacuation routes.</li> <li>2. Walk through fire practise during week 1 to familiarise children with routine.</li> <li>3. Emergency evacuation to take place following social distancing principles as far as is reasonably possible. <b><u>In an emergency risk to life takes precedence.</u></b></li> </ol>	
<b>Hazard</b>	<b>Disposal of waste</b>
<b>Control measures</b>	
<p>When cleaning the isolation room after a child with possible symptoms has used it. The following waste removal steps must be followed.</p> <ol style="list-style-type: none"> <li>1. All disposable cloths and tissues should be put in a plastic rubbish bag and tied closed.</li> <li>2. The plastic bag should then be placed in a second bin bag and tied.</li> <li>3. It will then be stored in a lidded bin in the boiler house and marked for storage until the individual's test results are known.</li> </ol> <p>Waste will be stored safely and kept away from children. It will not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <ul style="list-style-type: none"> <li>• if the individual tests negative, this can be put in with the normal waste</li> </ul>	

	<ul style="list-style-type: none"> <li>if the individual tests positive, then store it for at least 72 hours and put in with the normal waste</li> </ul>
<b>Hazard</b>	There is a higher risk for Black, Asian and Minority Ethnic (BAME) people due to Covid-19
<b>Control measures</b>	
<ul style="list-style-type: none"> <li>BAME staff will not administer any first aid to children in school.</li> <li>If a child develops symptoms then BAME staff will not be responsible for or take part in the process of sending the child home.</li> <li>If a child goes home with COVID-19 symptoms BAME members of staff from that group are to go home and isolate until child's test results come back. If negative staff member may return to work. If positive follow government guidance.</li> <li>This aspect of the risk assessment will be reviewed regularly with BAME members of staff to ensure an ongoing conversation.</li> <li>Where BAME children develop symptoms within the school day we will follow guidance and speak to parents to ensure they organise a test as a priority.</li> </ul>	

- **September opening of schools:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- **Hand wash video** <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- **Guidance for education and childcare settings on how to implement social distancing** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- **Guidance on infection prevention and control for COVID-19** <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>
- **Managing premises** <https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> **THIS WILL BE REFERENCED IN EVENT OF A LOCAL LOCKDOWN**
- **Source NHS:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
- **Coronavirus (COVID-19): implementing protective measures in education and childcare settings:** <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>
- **COVID-19: cleaning in non-healthcare settings:** <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- **St. John Ambulance Covid-19: advice for first aiders:** <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>
- **Conducting a SEND risk assessment during the coronavirus outbreak:** <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- **HSE. Talking with your workers about preventing coronavirus:** <https://www.hse.gov.uk/news/assets/docs/talking-with-your-workers.pdf>
- **Contact for PPE orders if you have difficulties with your own suppliers:**

Leicester City : [icrs.service@leicester.gov.uk](mailto:icrs.service@leicester.gov.uk)

Leicester County: [enquirylinequality&contracts@leics.gov.uk](mailto:enquirylinequality&contracts@leics.gov.uk)

Rutland: [PPE@rutland.gov.uk](mailto:PPE@rutland.gov.uk)



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Headteacher: Mrs J Exton

## Visiting school to work with children

- Please plan work with children carefully so time in classrooms is limited. We have a large designated space where 1 – 1 work can be carried out at a distance.
- Currently staff are not wearing masks, however if you cannot maintain a 2m distance we ask that you do wear a mask.
- There will be a “Visitor Record” to fill in on arrival for Track and Trace
- The following information must be read by all visitors to school.

### Visitor Protocol for Uppingham C of E Primary School

All visits must be pre-booked with a member of school staff and contact details including a telephone number. Please do not arrive more than 5 minutes early for your appointment. All visits will be booked from 9.15am, once the children have arrived and registration is complete.

Please do not come into school if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms.

- **A new, continuous cough,**
- **A high temperature or**
- **A loss or change to your sense of smell or taste**

When you come into our school please follow these instructions to keep both you and our children safe:

- Use hand sanitizer provided in the front reception area
- Sign in with the office staff, Mrs Dumford or Mrs Kilby will give you a Visitor sticker and ask you to complete a Visitor Record for Track and Trace.
- Limit the number of personal belongings you bring with you to a minimum
- Bring no accompanying students or visitors unless previously agreed with the school and/or child’s parents
- You must maintain social distancing whilst in the waiting area
- When using the toilet please ensure that you leave the facilities as you would expect to find them and wash your hands thoroughly
- If you are seeing a series of children on your visit, please ensure that there is time to clean the desks/chairs between seeing the children.
- A member of school staff will collect the child that you are visiting.
- Please ensure adequate ventilation in the room when you are working with the children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.

Upon leaving the school, please let a member of the office staff know so that they can sign you out and also sanitise your hands.

You must let us know if you are contacted by NHS Trak and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days.