



Risk Assessment – Feb 2021

Location / Site	Uppingham C of E Primary School
Activity	Returning to school during Covid-19 September 1 st 2020
Assessment date	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 Reviewed 24/10/2020 and 2.11.2020 and 4.1.2021 and 5.1.2020 Reviewed 23.2.2021 ahead of full return to school 8.3.2021

Training and consultation with staff	<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> <p>4.1.2021 – reviewed for return to school</p> <p>5.1.2021 – reviewed following lockdown announcement, shared on website</p> <p>24.02.2021 – Meeting with teaching staff to review</p> <p>26.02.2021 – meeting with all support staff to review risk assessment and update</p> <p>26.02.2021 – shared with Chair of Governors</p> <p>1.3.2021 – final risk assessment shared with all staff</p>
---	---

Identify people at risk	
Employees	YES
Children	YES
Visitors	YES
Contractors	YES

The system of controls: protective measures

Prevention

You MUST always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You MUST always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

What is meant by a 'contact'

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A contact can be:

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

Hazard

Children and staff bringing virus into school

Control measures

Our school will ensure that pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently visited countries outside the Common Travel Area

- they have had a positive test

Our school will ensure that pupils, staff and other adults will immediately cease to attend school and not attend for at least **10 days** from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test)

Our school will follow this process and ensure everyone onsite or visiting is aware of it.

Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but they may leave home to avoid injury or illness or to escape risk of harm.

If anyone in our school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), our school will:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days.

If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.

In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. **If this is not possible, alternative arrangements will be organised by our school.**

If a pupil is awaiting collection:

- they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
- a window will be opened for fresh air ventilation if it is safe to do so
- if it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people
- if they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible - the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
- personal protective equipment (PPE) will be worn by staff caring for the pupil 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)

In an emergency, our school will 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, unless advised to.

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

When an individual has had close contact with someone with coronavirus (COVID-19) symptoms Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, 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 self-isolate immediately and arrange to have a test)
- they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)
- they have tested positive from an LFD test

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 after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings.

If a member of staff is contacted by NHS Test and Trace or our local health protection team and told to self-isolate because they have been a close contact of a positive case, they have a legal obligation to do so.

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!
- 10 minutes maximum

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. Cleaning equipment and PPE for all pod areas is available in the immediate locality.

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 bubbles and remain working with these children throughout the day. Where possible adults remain in the same bubble. Where bubbles are crossed keep 2m increase hand hygiene and no sharing of resources.No adults are to cross bubbles. Children stay in their designated spaces (classroom/outdoor area/hall) for

<p>the day and must not mix with other groups</p> <p>12. Staff will supervise across bubbles at playtime and lunchtime outside and must maintain 2m distancing.</p> <p>13. Coats on pegs, children sent in small groups when needed</p> <p>14. Ensure good ventilation in rooms, windows and doors open. (see additional details Hazard - lack of ventilation)</p> <p>15. PE to continue outside for Term 4 where possible. If needed 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.</p> <p>16. 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.</p>	
Hazard	Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus
Control measures	
<ol style="list-style-type: none"> 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. 	
Hazard	Lack of social distancing waiting to enter school in morning resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 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 start times 8.50 surname A-M, 8.55 Surname N-Z and finish time 3.20 A-M and 3.25 M-Z 7. Parents and visitors to wear masks when on school property, including when in the entrance hall. Staff to wear masks when interacting with parents e.g. standing at the door at drop off or pick up. 	
Hazard	Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. All bubbles to stay in their own zone at playtimes and lunchtimes. 2. Each bubble to have an allocated zone to play in outside so groups do not mix. 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 	
Hazard	Lack of social distancing when eating lunch resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. 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. Wet lunchtime – children in in hall to eat and then table activities in the hall.. Each bubble to have own activities and resources. They must not be shared. 	

5. 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.
6. 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.

Hazard

Catering staff preparing and serving lunches

Control measures

1. Continue good communication with Love Food in preparation of reopening to confirm operational controls.
2. Ensure all pupils food allergy information is up to date
3. See Love Food Coronavirus Contingency Plan for further details.
4. Staff to work in designated work areas in kitchen to ensure social distancing.
5. **Masks to be worn when serving food and in hall at lunchtime.**
6. Staff must maintain 2m distance from children and other staff. Serving table 2m away from children.

Hazard

Lack of social distancing in the corridors resulting in direct transmission of the virus

Control measures

1. Children staying in their classroom and accessing outside from classroom door where possible
2. One child going to toilet at one time
3. One way system around the school using walkway and outside
4. Agree instructions with children concerning going and returning to toilet

Hazard

Contact of shared resources resulting in indirect transmission of the virus

Control measures

1. Resources and equipment remain within the class bubbles.
2. Resources and furniture not needed are removed from the setting where possible.
3. Soft toys and furnishings that are difficult to clean are removed from the classroom.
4. Children to have own stationery provided by the school.
5. Tubs of resources for pairs if needed – maths cubes etc
6. Resources cleaned following enhanced cleaning schedule
7. Tables, door handles and other frequently touched surfaces cleaned at lunchtimes
8. Lessons planned so resources are paired and not group – or on white board
9. Resources on tables ready for lesson and not distributed within the lesson
10. Children encouraged to wash hands / use hand gel before lessons and after each lesson
11. All surfaces left clear at the end of the day

Hazard

Emotional distress of the children

Control measures

1. Regular communication with parents and children who are at home from teachers, SLT and Head as appropriate – see remote learning offer.
2. Clear communication with parents, being aware of not overloading with information.
3. Clear signposting for children in need of additional support via ELSA and Safeguarding lead.

Hazard

Emotional distress of the staff – including anxiety

Control measures

1. Inclusion in risk assessment process – input into hazard identification and control measures
2. Regular meetings – to discuss concerns and share control measures
3. 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.
4. Headteacher available for staff to discuss any concerns
5. Sharing of support helpline – SAS Insurance, posters in staffroom, email
6. Risk assessments regularly reviewed
7. PPA time within the school week

8. Flexibility where possible to accommodate family logistics	
Hazard	Risk of spreading virus due to close contact with children – 1:1 and restraint resulting in direct transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Individual risk assessments for children if close 1-1 personal contact may be required. (1 child in school) 2. PPE equipment in school available for staff, visors, masks, gloves, aprons 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 	
Hazard	Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. All soaps and paper towel dispensers to be checked regularly through the day and replenished 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. 3. Washing hands posters on display in all handwashing areas 4. Reminders how to wash hands properly – in class as part of return to school protocol sharing 5. Procedure agreed for children to wash hands so thorough hand washing 6. Time within timetables for handwashing 	
Hazard	Risk of infection due to lack of cleaning resulting in indirect transmission of the virus
Control measures	
<ol style="list-style-type: none"> 1. Enhanced cleaning schedule to be adhered to. All areas in school 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. 2. Only cleaning products used by the school to be used. 3. Refer to COSHH risk assessments for further control measures in relation to cleaning chemicals used. 4. Pupils and staff will have limited spaces and access so reducing surfaces to clean 5. PPE will be available. 6. Shared resources cleaned at the end of each day. 7. Whole school has been deep cleaned during summer holidays. 8. See cleaning schedule below. 	
<p>Cleaning Schedule BASICS</p> <ol style="list-style-type: none"> 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 & mops for each area. No unauthorised cleaning products will be used, and cloths & mops must not be used between areas or with other cleaning products. 2. Disposable gloves should be worn throughout all cleaning activities. Other protective equipment is available - aprons, masks & 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. 3. All products must be returned to a cleaning store and secured after use, together with cloths, mops & buckets. Any cloths & mops used should be left in the cleaning store to be machine washed at 60 degrees+. 4. No products should be transferred to any other container, and no products should ever be mixed in use or used from unmarked containers. 5. Cloths & contents of mop buckets should be changed regularly, and cloths & mops must always be changed when moving to another area or bubble to minimise risk of cross-contamination. 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. 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.

Hazard

Risk of illness of vulnerable staff and family members; and children with vulnerable family members through direct and indirect transmission of the virus

Control measures

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.
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.

Hazard

First Aid - requires the 2m social distancing rules to be broken

Control measures

A FIRST AIDER WILL NOT BE TREATING A PERSON WHO HAS THE SYMPTOMS OF COVID-19 AS SPECIFIED BY THE NHS AND GOVERNMENT UNLESS LIFE THREATENING CONDITION.

Any first aid will be provided by staff in strict accordance with guidance. If time permits then pause and consider best approach.

1. The first aider will wash their hands for at least 20 seconds with soap and water.
2. Gloves will be worn to deliver first aid (in all first aid boxes)
3. The first aider will cover any cuts on their hands with waterproof plasters.
4. The first aider will avoid putting their fingers in their mouth and touching their face.
5. The first aider will avoid touching any part of a dressing that will come into contact with a wound.
6. The first aider will wear PPE that is deemed appropriate (mask, gloves, apron and visor)
7. After each treatment equipment and surfaces including PPE visors will be cleaned down after use using appropriate cleaning products.
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.
9. Training has been given on how to use PPE and additional guidance is in first aid kits.
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.

Hazard

Risk of virus spreading due to staff not able to maintain social distancing around school

Control measures

1. Staff to wear face masks around school where social distancing is not always possible e.g. when moving around corridors, using the photocopier, popping into the office, staff room, all staff whilst in the lunch hall, during drop off

and pick up times when dismissing children.

Access to face coverings

School has a small contingency supply available for people who:

- are struggling to access a face covering
- are unable to use their face covering as it has become damp, soiled or unsafe
- have forgotten their face covering

These are available from the office.

Safe wearing and removal of face coverings

Safe wearing of face coverings requires the:

- cleaning of hands before and after touching – including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Where a face covering becomes damp, it will not be worn, and the face covering should be replaced carefully. Staff and pupils may consider bringing a spare face covering to wear if their face covering becomes damp during the day.

2. 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, staff meetings will be held in the hall where 2m distance must be maintained, office only to be used by JD, EK, PH and JE plus any teacher using desk space for PPA. No other members of staff to enter office.
3. 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.
4. Use of signs to inform of hand washing on entry/exit to rooms
5. Visual reminders to staff of what 2m distance looks like by chairs/furniture being distanced.
6. Staff room and Garden room - Staff to clean areas after use. Staff using Garden room for lunch time limit time spent in room to no more than 15 minutes.
7. All cloths removed and washed at the end of each day.
8. Cleaning of room daily.
9. All dirty plates, cutlery etc to be placed in dishwasher once finished with and washed at the end of every day.

Hazard	Visitors to site
Control measures	
<ol style="list-style-type: none"> 1. Only visitors with prearranged appointments are allowed on site. Visitor protocol to be shared with visitors before arrival where possible. (See below) 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. 3. Wash/sterilise hands on entry to school. 4. Visitors must complete track and track paper work upon arrival at school. Regular visitors to complete add on sheet. 5. Visible poster on display at entrance explaining 2 m social distancing and strict handwashing is expected. 6. Visitors arrival during office hours, office staff to remind of expectations. 7. When out of hours premises officer to remind expectations. 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 9. Sports coaches to adhere to school risk assessment, maintain 2m from children, clean equipment between groups, work outside 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. 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. 	
Hazard	Emergency procedures
Control measures	
<ol style="list-style-type: none"> 1. No changes to evacuation routes. 2. Walk through fire practise during week 1 to familiarise children with routine. 3. Emergency evacuation to take place following social distancing principles as far as is reasonably possible. <u>In an emergency risk to life takes precedence.</u> 	
Hazard	Disposal of waste

Control measures

When cleaning the isolation room after a child with possible symptoms has used it. The following waste removal steps must be followed.

1. All disposable cloths and tissues should be put in a plastic rubbish bag and tied closed.
2. The plastic bag should then be placed in a second bin bag and tied.
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.

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.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

Hazard

There is a higher risk for Black, Asian and Minority Ethnic (BAME) people due to Covid-19

Control measures

- BAME staff will not administer any first aid to children in school.
- If a child develops symptoms then BAME staff will not be responsible for or take part in the process of sending the child home.
- 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.
- This aspect of the risk assessment will be reviewed regularly with BAME members of staff to ensure an ongoing conversation.
- 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.

- **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
Leicester County: enquirylinequality&contracts@leics.gov.uk
Rutland: PPE@rutland.gov.uk



Belgrave Road
Uppingham
Rutland
LE15 9RT

01572 823245
uppinghamoffice@rltschools.com
www.uppinghamprimary.co.uk

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.
- Staff in school are wearing masks in shared areas.
- 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 Track and Trace or if you develop symptoms of COVID19 or test positive in the next 10 days.