



## Risk Assessment for the return to School

Betley CE Primary School

Completed by: Sam Ray 28<sup>th</sup> August 2020. Latest review date: 17/9/20

Will be reviewed when new guidance is introduced

### Brief Introduction

#### **Lunches and snacks**

Packed Lunches will be eaten in the classrooms.

Deliveries will be made to the classroom door.

Water bottles will be named and brought from home. These can be replenished in school and can go home

#### **Timetables**

See rota for staggered break and lunch.

See attached timetable for all classes to enter and exit school. Staggered times and staggered entry and exit points.

Staff to be on hand to meet pupils. One member of staff outside on the playground – one indoors.

**Strict time keeping will be essential for this to work!**

#### **Mobile phones**

If Year 6 children bring a mobile telephone with them, they should be placed in a class plastic wallet, placed in a safe place ready for collection at the end of the school day.

#### **Cloakroom**

All coats will be kept in the classroom on the back of the chair but if there is a cloakroom that is not easily accessible by to other children these are to be used.

Staffroom and the library will be available for breaks and lunches but no more than 3 people in the staff room. Following measurement all staff have timetabled time in library and staff room (in own bubbles)

#### **Equipment**

All writing equipment and exercise books will remain in the possession of the children at their desks

No PPE other than what is required normally (eg, gloves, aprons for nose bleeds etc)

#### **Cleaning**

Regular disinfectant cleaning of surfaces and contact areas (door handles, tables, chairs, hand rails, light switches, tables, chairs, taps, sinks, toilet handles, teaching resources)

Windows and doors to be open for good ventilation



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Soft furnishings and soft toys, alongside toys with intricate parts as well as outdoor play and PE equipment shall not be used to minimise cross contamination

NO assemblies, no parents' evening, no concerts, no sports days etc

Desks forward facing where possible

Exercise books – no collection of books, no books taken home to be marked etc. Work marked with child at their desk if possible or at their desk when they have gone

PE to be outside when possible and limit the amount of equipment used. Different equipment used for different groups.

What are the Hazards? Risk Level	Who might be harmed and how?	What are we already doing?	What further action/information to be considered?	Action completed						
Transmission of COVID19. Med	Pupils Staff	<p><b><u>1. Effective infection protection and control - minimising indirect transmission</u></b></p> <p><b><u>Handwashing</u></b></p> <p>Handwashing/hand sanitising for both pupils and staff upon entry to the building and at regular intervals during the day (break time, before food, after going to the toilet, before going home, after coughing and sneezing).</p> <p>Handwashing posters up to remind pupils and staff to wash with running water and soap for at least 20 seconds and drying them thoroughly and then applying hand sanitizer, ensuring that all parts of the hands are covered.</p>	<p>Use agreed areas:</p> <table border="1" data-bbox="1205 852 1834 1002"> <thead> <tr> <th data-bbox="1205 852 1518 890">Class</th> <th data-bbox="1518 852 1834 890">Toilet</th> </tr> </thead> <tbody> <tr> <td data-bbox="1205 890 1518 928">Reception</td> <td data-bbox="1518 890 1834 928">Reception toilets</td> </tr> <tr> <td data-bbox="1205 928 1518 1002">Year 1 - 6</td> <td data-bbox="1518 928 1834 1002">Junior Toilets (toilets and sinks are labelled)</td> </tr> </tbody> </table> <p>Hand wash and sanitiser will be available in all areas above.</p> <p>Toilets to be cleaned after lunch.</p> <p>Children to watch in the first week back: KS1 Horrid hands:</p>	Class	Toilet	Reception	Reception toilets	Year 1 - 6	Junior Toilets (toilets and sinks are labelled)	<p>Handwashing posters up</p> <p>Sanitiser and hand wash ordered in rooms and at stations e.g. entrance to school</p> <p>Toilet signage managed by SLT (review)</p> <p>SOAP in every toilet</p>
Class	Toilet									
Reception	Reception toilets									
Year 1 - 6	Junior Toilets (toilets and sinks are labelled)									



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		<p>Remind children and staff not to touch each other or their own faces.</p> <p>Hand sanitiser COSHH (Appendix 1)</p> <p>ALL teachers on the first day back to discuss hand hygiene with all children.</p>	<p><a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Horrid%20Hands</a></p> <p>KS1 Super sneezes: <a href="https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes">https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&amp;ss=2&amp;t=Super%20Sneezes</a></p> <p>KS2 Hand hygiene: <a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene">https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Hand%20Hygiene</a></p> <p>KS2 Respiratory hygiene: <a href="https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene">https://e-bug.eu/junior_pack.aspx?cc=eng&amp;ss=2&amp;t=Respiratory%20Hygiene</a></p>	
Transmission of COVID19. Med	Staff Pupils	<p><b><u>2. Effective infection protection and control-minimising indirect transmission</u></b></p> <p><b><u>Good respiratory hygiene</u></b></p> <p>Cough or sneeze into a tissue and dispose of it immediately into a sealed bin.</p> <p>Promote: Catch it, bin it, kill it' approach. Wash hands immediately after.</p> <p>Bins to be emptied daily by a person wearing gloves and an apron (cleaners).</p>	<p>Ensure bins are bagged and tied off when emptied.</p> <p>All rubbish MUST be taken outside immediately when bin is emptied. Cleaners and none bubble staff to check in with teachers to see if bin needs emptying.</p>	<p>Bin bags in rooms for immediate action</p> <p>Tissues in classes</p> <p>Lidded bins in classroom</p>
Transmission of	Staff Pupils	<p><b><u>3. Additional Cleaning</u></b></p>	<p>Additional cleaning supplies to be ordered and stored SAFELY in each room. This includes: cloths,</p>	<p>Ordering – office /</p>



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<p>COVID19. Med</p>		<p>Cleaning of key areas needs to be ongoing throughout the day. This includes frequently touched surfaces; door handles; light switches; tables and taps.</p> <p>Cleaners to clean down thoroughly at the end of the day and a cleaner to clean toilets and touch points after lunch.</p> <p>All play equipment must be cleaned between uses i.e. after one child has played with it; it needs to be cleaned before the next person uses it. Therefore, it is wise to limit the number of physical resources that pupils are able to access in the day. Assault course not used.</p> <p>Outdoor play equipment may not be used by different groups.</p>	<p>sprays, bin bags, computing / screen wipes and computer cleaners.</p> <p>Each member of staff, in a particular room, needs to safely store cleaning equipment away from pupils after use (at all times) to minimise the risk of pupils ingesting.</p> <p>All staff to read the guidance on cleaning spray and sign to agree to use it. Please see Appendix (Guidance on aseptopol)</p> <p>Headteacher discussed with their cleaning and catering contractors their new arrangements for cleaning the school, how they will be managed and use work equipment and how they will carry out infection control and social distancing during their work and in work areas. The hazard exchange process should assist to record both the contractor and school arrangements.</p> <p>School have organised how cleaning and catering contractors will review their risk assessments and COSHH assessments and this has been conducted via a hazard exchange process. (Through Judith Rowe - Catering and Samantha Edwards – Cleaning)</p>	<p>kitchen / cleaners /</p> <p>.All items delivered.</p> <p>Staff to be advised on correct use of Aesoptopol</p>
<p>Contact with pupils or staff with coronavirus</p>	<p>Staff Pupils</p>	<p><b><u>4. Self –Isolation</u></b></p> <p>Children and staff must only come into work/school if they are <b>symptom free</b>.</p>	<p>Symptoms: A new continuous cough A high temperature A loss or change of taste or smell</p>	



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<p>symptoms. Med</p>		<p>Self-isolation - If you have been symptomatic, then you may end your self-isolation after 10 days. The 10-day period starts from the day when you first became ill.</p> <p>Household isolation - If you live with someone who has symptoms, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.</p>	<p>A thermometer will be on site only if required. This will be an infra red thermometer. This will be used by Julie Trickett</p> <p>In the first instance, contact the office if a child is unwell or the Headteacher asap if a staff member is unwell.</p>	
<p>Contact with pupils or staff with coronavirus symptoms. High</p>	<p>Staff Pupils</p>	<p><b><u>5. Isolation if presenting symptoms at school</u></b></p> <p>If a child or staff member develops symptoms whilst at school, they must immediately go to the library, with the door open and arrangements will be made for them to go home. The toilet to be used for this child if needed is the staffroom toilet. This toilet is then not used until it has been cleaned at the end of the day. The person needs to sit as close to the Beanstalk table as possible to ensure two metre distancing.</p> <p>If direct personal care needs to be given, a facemask should be worn by the supervising adult if a distance of 2-metres cannot be maintained. If direct contact with the child is necessary then gloves, an apron, facemask and eye protection (if necessary) should be worn.</p> <p>See Appendix 3 – PPE Information All staff to watch the donning on and off of PPE. <a href="https://m.youtube.com/watch?feature=youtu.be&amp;v=-GncQ_ed-9w">https://m.youtube.com/watch?feature=youtu.be&amp;v=-GncQ_ed-9w</a></p>	<p>Follow up deep clean of the library and the room child has been working in (if required) asap. This will be cleaned by Compass.</p> <p>If a child is sick or has a bumped head therefore is not presenting Coronavirus symptoms, they will be asked to stay in the library area away.</p> <p>A separate medical book will be kept to log any staff / children off school with symptoms therefore a recording / tracking process in place.</p>	<p>Medical book for recording</p>



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		<p>The following poster will also be shared with staff.  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PP_E_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PP_E_health_and_social_care_poster_.pdf</a></p>		
<p>Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms. Med</p>	<p>Staff and pupils</p>	<p><b>6. Minimising contact and mixing - class groupings</b></p> <p>Children and staff, only mix in their own class group and that small group stays away from other people and groups.</p> <p>Groups should be kept apart but brief, transitory contact, such as passing in a corridor is low risk.</p> <p>First aid: Will be administered by Mr Shenton (Friday), Mrs Trickett, Miss Summerfield or Mrs Jennings. All will follow relevant directives especially if personal attention is required e.g. gloves, apron, mask, eye protection.</p> <p>Each classroom has a risk assessment and can be seen in Appendix 4 These are shared with staff working in that room and signed.</p>	<p>Betley Collections and drop off – please see appendices at the end of this document. Local Authority Travel plan shared with all parents.</p> <p>Staff to park on the Betley Cricket Club to ease congestion on Church Lane.</p> <p>All classes to have time for morning, lunch and afternoon play in different areas of the school.</p> <p>Only cloakrooms will be used if they are not at chance of contamination by other bubbles. The Year ½ cloakroom will not be used.</p> <p>Lunch boxes/bags in reception to be kept on designated hooks.</p> <p>Parents will enter and leave the school playground using the one way system. Updated on 17<sup>th</sup> September 2020.</p> <p>All children to be supervised in ensuring they use hand sanitiser when needing to go out of the bubble – including using the toilet or refilling of water bottles. Water fountain handle with need wiping after each use.</p>	<p>A postbox outside school for money to be posted in to. Staff members (Head and office) to be outside on entry therefore supervising post box at all times.</p>



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<p>Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms. Med</p>	<p>Staff and pupils</p>	<p><b><u>7. Classroom layout and resources</u></b></p> <ul style="list-style-type: none"> <li>- Any unnecessary equipment removed from rooms and stored out of reach of pupils within the classroom or in already allocated storage spaces such as own cupboard, resource room or boiler house (ensure clear labelled!).</li> <li>-All surfaces must be book, paper, resource free to ensure all areas are easily cleaned otherwise germs will harbour.</li> <li>-Individual resources will be provided , ensuring that they do not mix up their resources. Staff ask for additional resources if required.</li> <li>- Ensure all staff have their own stationery too (including TAs)</li> <li>-Remove soft furnishings and soft toys (where possible) and anything that is more difficult to clean.</li> <li>- Open windows and doors for ventilation when required.</li> <li>- Y1 – 6 Organise classrooms in rows facing the main teaching area.</li> <li>- Where possible, utilise the outdoor spaces as frequently as you can but not in conjunction with other groups - they should remain separate (teachers check in with each other daily).</li> <li>-Stagger break times and lunchtimes</li> <li>- Lunchtime to supervise eating of dinner in classes take children outside for a 30 minute break. If wet play all children will remain in their classrooms with their lunchtime supervisor.</li> </ul> <p>Reading books – children to bring in books that need collecting on Monday and Thursday. These will be stored for 72 hours.</p>	<p>Betley Playtimes See the table in the Appendix.</p> <p>Playground to have key places for children to go. These will be labelled clearly with the class logo. Organised on the INSET Day</p>	<p>All information shared with parents</p> <p>Fire Risk Assessment shared.</p>
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		<p>Sandwich children to bring sandwiches in a small bag          -Water bottles to be used (named)          -Tuck – Provided by school or children bring in own snack.          -Dinner - Payment must be made by sealing money in an envelope and posting it into an assigned post box outside school. Parents cannot visit the office for payments. Meal payments for the week must be paid for asap. <b>GLOVES TO BE WORN FOR ANY HANDLING OF MONEY</b></p> <p><b><u>In case of emergency</u></b></p> <p>Fire Risk Assessment reviewed and all children shown what to do incase of a fire. All children will make their way to the Main Playground. All children to take part in a practice/drills but this will not include the whole school at the same time. IT WILL BE GROUP BY GROUP. This will avoid unnecessary lack of social distancing.          Fire Evacuation procedures are updated and shared with all staff and pupils that might be affected.</p>		
Contact with other pupils or staff who may be carrying Coronavirus but are not displaying	Pupils Staff Parents	<p><b><u>9. Minimising adult: adult contact</u></b></p> <p>- Parent protocol in place for drop off and pickups to minimise adult contact.          - No congregating parents - need to drop and go. - Main gate to be locked after the leaving process.          – No parents to come into school without prior appointments only for meetings deemed essential.          All contact with teachers should be initiated via email or telephone call. Parents to understand that</p>	<p>Signs to be put up to remind parents about entrance and exit signs – These MUST be adhered to for your own safety.</p> <p>Clear one way system that has been shared with all parents before returning. Updated on 17/9/20</p> <p>Clear label on the staff room door to show when it is occupied. Lunchtimes staggered to ensure that all staff have chance to visit the staff room for a drink. If</p>	



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<p>symptoms. Med</p>		<p>teachers will contact as soon as possible but will be after school. No discussion before school          –Office member to ensure messages are passed on. -          To avoid groups coming together, only one parent/carer to come to school to drop child off. -          Stagger drop off and collection times. Mrs Ray to co-ordinate outside and in her absence Mrs Foy will supervise. Minimal staff outside to ensure children are distancing inside building.          -If brothers and sisters are being dropped off from the same family, they should drop off and pick up at the same time of their youngest child – <b>THIS IS ESSENTIAL.</b>          - Staff must maintain social distancing from each other and should aim not to mix with staff from other groups other than at a distance.          -If any children are distraught or upset on entry or during the day, we must not make contact but calm them down; give them time out or ask parent to return later once child has calmed (if this occurs on entry to school).          -Staff members to use normal toilets (staffroom) not disabled toilet.          Executive Headteacher will be at both sites from September 2020. This is due to update in guidance allowing staff to visit from one school to another. Headteacher will mainly work in the office at the back of the school. Mrs Ray will visit classrooms on a daily basis BUT will not enter them and keep by the door. Assemblies will be completed on a Thursday.</p>	<p>hot drinks removed from the staff room they should be contained within a lidded cup.          Added information regarding the staff room – all teatowels to be replaced by Paper towels and staff should try and avoid the microwave. If it is used then it must be cleaned after use.          Staff to bring individual plates and cutlery to avoid cross contamination.</p>	
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<p>Lack of sufficient staffing High</p>	<p>Staff Pupils</p>	<p><b>9. Reduced Staffing implications</b></p> <p>Groups of staff allocated to specific bubbles.</p> <p>If any safeguarding concerns, please follow safeguarding protocol and contact Rebecca Johnson / DDSL: Mrs. Ray as soon as possible.</p> <p>If unavailable, staff can make referrals directly to First Response 0800 1313 126. Out of hours- 0345 604 2886</p>	<p>If school based staff become ill or self-isolate, alternative staffing will be required. This will be the headteacher in the first instance. Timetables will then be reviewed to increase staff numbers on site where required.</p> <p>If staffing continues to drop and the school can no longer safely continue provision, the school will seek support from the LA.</p> <p>IF INSUFFICIENT STAFF IN SCHOOL – BUBBLE WILL HAVE TO CLOSE UNTIL FURTHER NOTICE.</p>	<p>Update Safeguarding policy in line with return to school</p>
<p>Risk of Spread of infection during close contact Med</p>	<p>Staff Pupils</p>	<p><b>10. Wash/sanitise hands before and after treating a casualty.</b> Wear disposable gloves, disposable apron, fluid resistant surgical mask and eye protection where there is a risk of respiratory droplets splashing into the eyes due to repeated coughing or vomit. When performing CPR phone an ambulance and use compression only CPR until the ambulance arrives. If a decision is made to perform mouth-to-mouth ventilation, use a resuscitation face shield where available</p> <p><b>Resuscitation Council UK Statement:</b> It is likely that a child having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.</p>	<p>ACTIVITIES COMPLETED WITHING THE SCHOOL DAY TO MINIMISE RISK</p> <p>Staff providing personal or intimate care instructed on the safe “donning and doffing” of PPE. Review Assessment of First Aid Needs. First aiders instructed on the safe “donning and doffing” of PPE. See video: Posters shared with all staff:</p> <p>Maintain stocks of PPE. PPE Exchange can be used to help with finding a supplier.</p> <p><a href="https://www.ppeexchange.co.uk/">https://www.ppeexchange.co.uk/</a></p> <p>All staff to watch the donning on and off of PPE. <a href="https://m.youtube.com/watch?feature=youtu.be&amp;v=-GncQ_ed-9w">https://m.youtube.com/watch?feature=youtu.be&amp;v=-GncQ_ed-9w</a></p>	<p>First Aid Policy reviewed and shared with staff PPE Information shared in the policy First Aiders (Frankie Shenton inform Mechele Carpenter if more stock is needed) Fire Station contacted for free</p>



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		Schools should continue to administer medication as required and follow their usual procedures, maintaining social distancing where possible. Assess PPE requirements (if any) for staff administering medication	The following poster will also be shared with staff. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a>	additional PPE
Risk of Spread of infection during close contact Med	Staff Pupils	<p><b><u>11. Where close contact is unavoidable Intimate Care</u></b></p> <p>Wherever possible, staff to encourage children to undertake self-care and staff to direct from a minimum distance of 2m. Where this is not possible, staff should wear disposable gloves, a disposable apron and if possible, cover their mouths with a mask to support the intimate care. Once completed, all disposable protective equipment should be disposed of by double bagging and hands should be thoroughly washed by the staff member and child.</p> <p><b><u>Supporting pupils with physical needs</u></b></p> <p>Wherever possible, physical contact should be kept to a minimum with gloves being worn (where available). If 1-1 required, ensure this is at distance. Regular handwashing should be an action following all physical contact and room thoroughly cleaned between children.</p>	All protective equipment purchased in preparation for opening.	Provide staff with relevant PPE.  Highly stocked school of PPE.  10 Litres of hand sanitiser to keep stocked up.
Loss of Education Low	pupils	<p><b><u>12. Continuation of learning for those bubbles that have been sent home</u></b></p> <p>All teachers will complete a format and this will be displayed on the school website. All teachers will complete a minimum of three lessons per day on google meet. This will include maths, English and one other.</p>	Additional website links and online learning opportunities can be added to class pages.  Monitor use of Purple Mash, TT Rockstars and My Maths.  Teachers will also prepare learning packs to send out.	



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		Teachers will be post a daily update on the Class Dojo and will be available for further discussions with parents via phone call.		
Online Safeguarding concerns Low	Pupils	<p><b>13. Online learning concerns for pupils at home.</b></p> <ul style="list-style-type: none"> <li>- Remind pupils of Internet safety and being safe online via emails and texts to parents.</li> <li>- Only parents of pupils are to email or message staff members.</li> <li>- Only secure virtual conferencing platforms such as 'Teams' to be used to keep in contact with pupils working from home.</li> <li>- Online Safety hub: <a href="https://Nationalonlinesafety.com">https://Nationalonlinesafety.com</a></li> </ul>	Information to be given to parents on the School Website	Posters shared on Class Dojo.
Loss of food provision Low	Pupils	<p><b>14. Pupils eligible for free school meals</b></p> <p>Pupils who are eligible for Free School Meals and are not attending will be given the option of hampers if their class is not in school due to self isolation.</p>	Who will receive? FSM, Universal FSM, any children who request. All packed lunches to be paid for except Free school meals children and those in KS1 who are universal free school meals.	
Risk of transferring the virus from or to Contractors Low	Staff Pupils Contractor	<p><b>15. Managing contractors and visitors</b></p> <p>If visitors are essential, they must abide by all of the control measures set out in this risk assessment and they must remain at least 2-metres away from staff and children at all times.</p> <p>Visitors including parents will only be allowed into the school building by prior appointment and only for essential needs. Telephone communication will be the method of choice.</p>	All visitors must have agreement by Mrs Ray before entering school. All Contractors will have signed the Risk Assessment and will also have this in place for their own and must ensure that your contractor arrangements are updated and ensure that a hazard exchange process takes place and contractors highlight to you how they will manage the risk of Covid-19 for themselves and for your school community. The following must be agreed: the use of site facilities such as toilet and how you will maintain both social distancing and hygiene arrangements.	Track and Trace forms completed



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<p>Protecting vulnerable groups of children who are not in school. Low</p>	<p>Pupils</p>	<p><b><u>16. Children who show signs of anxiety</u></b></p> <p>Children to have class teacher and TA (if possible under vulnerable staff guidance) in the first instance          Small numbers of children to support their emotional need          Step Up curriculum to be delivered for the first weeks to support children’s well-being – slowly increasing the cognitive load          Comfort given from a distance – at adult height and hand gel used after if needed          Transition item / activity for children to bring to school and share and discuss</p>	<p>Recovery Curriculum in place to support children,          Focus on Social and Emotional Aspects of Learning on return</p> <p>Questionnaire completed in the 3<sup>rd</sup> week on children’s feelings about being back in school. organised by Beki Johnson. Results will be shared on the newsletter – week beginning 21/9/20</p>	<p>Contact social workers for children in specific groups Staff must ensure they check One Note regularly. See SR if unsure</p>
<p>Risk management for a confirmed case of COVID-19 in school. Med</p>		<p><b><u>17. Suspected or confirmed cases in school</u></b></p> <p><u>Step 1-Isolating</u>          If a child or staff member presents with COVID-19 symptoms (fever / new continuous cough), the person should be sent home as soon as possible. In the case of a child awaiting collection, they will be isolated in the Headteacher’s office with the window left open. If the child is young and needs an adult to care for them, the adult should wear a mask, gloves, apron and eye protection (if required). If the child has to go to the toilet, nobody should then use this toilet until it has been cleaned. Staff who have looked after the child do not need to go home unless they are displaying symptoms. They should wash their hands thoroughly and dispose of the PPE they have worn. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised</p>	<p>Flow chart produced and displayed at all entrances and in each classroom. ‘How to arrange a test’ guidance for staff to be circulated and displayed in the staffroom.</p> <p>Deep clean of Library and area child has worked in following isolation period. As stated before this will be cleaned by Compass.</p> <p>All suspected cases/children that are going for tests are reports to the LA using the following email address:  <a href="mailto:c19loc.education@staffordshire.gov.uk">c19loc.education@staffordshire.gov.uk</a></p>	



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		<p>to self-isolate for 10 days. Their fellow household members should self-isolate for 14-days.</p> <p><u>Step 2- Testing</u> Tests should be carried out in the first 4 days of symptoms. For pupils and their families, they should call 111 to arrange testing.</p> <p><u>Step 3- Outcome of testing</u> a) If a child or staff member tests positive, the staff member working with the group and the group need to be sent home and to self-isolate for 14 days. Other family members do not need to isolate unless the person or staff member they live with develops symptoms. b) For staff or pupils who test negative. The test is negative but that does not mean that they do not have coronavirus. They should continue to look after themselves at home with regular fluids and painkillers as required and contact NHS111 if their condition deteriorates. They can return to work/school following the 10-day self-isolation period and when 2 days free of fever.</p> <p>As part of the national test and trace programme (once in place), if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to</p>		
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		take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.		
--	--	--	--	--

. Tick (✓) if any of the identified hazards relate to any of the following specific themes:

Hazardous Substance	Manual Handling	Display Screen Equip	Fire	Work Equip / Machinery	Stress	Individual Person such as Young Person New/ Expectant Mother or Service User
✓			✓		✓	✓

If any are ticked a specific risk assessment form must be completed separately. For example a COSHH form must be completed if a hazardous substance is used.

### 5. Risk Rating

The risk rating is used to prioritise the action required. Deal with those hazards that are high risk first.

Risk Rating	Description	Action Priority
High	Where harm is certain or near certain to occur and/or major injury or ill-health could result	Urgent action
Medium	Where harm is possible to occur and/or serious injury could result e.g. off work for over 3 days	Medium priority



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Low	Where harm is unlikely or seldom to occur and/or minor injury could result e.g. cuts, bruises, strain	No action or low priority action
-----	---	----------------------------------

### 6. Assessment

**Signature of Assessor(s):** S.Ray

**Print Name:** Sam Ray

**Date Assessed:** 28/8/20

**Review Date:** 17/9/20

### 7. Communication and Review

This risk assessment should be communicated to all employees and relevant persons who may come into contact with the hazards being assessed. The assessment must be reviewed annually or following a significant change, accident or violent incident.

**Appendix One - Hazardous Substances Assessment – Sanitiser**



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1. Activity / role to be assessed	Hand Sanitizing	2. Date of risk assessment	24/05/2020
3. Person undertaking assessment	Sam Ray	4. Location of assessment	School office

Use the Material Safety Data Sheet for the substance to help complete the assessment. Substances which are similar and do not present different hazards maybe grouped together for assessment.

(Frequency of use = Daily-**D**, Weekly-**W**, Rarely-**R**.) (Entry Route – Inhalation = **I**, Direct contact = **DC**, Ingestion =**ING**)

Substance	Used for:	Usag e D, W, R	Hazard	Entry route I, DC, ING	What is the potential harm & to whom?	W.E.L? Y/N (note 6)	Current controls	Risk rating note 5	Further action to reduce risk
1  Hand Sanitizer 70-80% Alcohol	Health Services/ Disinfectant  Hand sanitizer is used  • after any activity or contact that contaminates the hands including using the toilet, coughing, sneezing, handling waste etc. even if	D	Flammable  Caution - Irritant	I,DC, ING	<b>All Staff, Visitors/public, pupils.</b>  • Flammable will cause burns if it encounters a flame. • Slipping on spillages • Can cause Skin / eye Irritation. • Risk of inhalation of fumes.		<ul style="list-style-type: none"> <li>Always follow manufacture instructions prior to use.</li> <li>Avoid contact with clothing</li> <li>Keep away from heat &amp; ignition sources.</li> <li>Store in an appropriate container &amp; caps are on tightly.</li> <li>Store in an appropriate location</li> </ul>	<b>LOW</b>	<ul style="list-style-type: none"> <li>Use older stock first.</li> <li>Regularly check storage area ensuring that containers are still viable.</li> <li>If skin irritation occurs, wash with soap and plenty of water.</li> <li>If large amounts ingested give large amount of water, seek medical help.</li> <li>Flush eyes with water if irritation</li> </ul>



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	<p>gloves have been worn.</p> <ul style="list-style-type: none"> <li>• Before and after personal contact with another person</li> <li>• Following cleaning activities</li> <li>• Before handling food</li> <li>• Before eating, drinking or smoking</li> <li>• Before taking medication</li> <li>• Before inserting contact lenses</li> <li>• After contact with body fluids</li> <li>• After removing gloves</li> </ul> <p>Alcohol/antibacterial hand gels and rubs are a practical alternative to soap and water where staff do not have immediate</p>						<ul style="list-style-type: none"> <li>• Only use on visibly clean hands.</li> <li>• Do not use on hands with cuts and grazes.</li> <li>• Hand sanitizer should be used in the same way as washing with soap and water.</li> <li>• Follow the effective hand washing regime.</li> </ul>		<p>persists then seek medical attention.</p> <ul style="list-style-type: none"> <li>• Follow first aid protocols</li> <li>• If used frequently, application of hand cream will help keep skin moisturised.</li> </ul>
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access to suitable washing facilities.									
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### 5. Risk rating

Identify the level of toxicity of the substance across the top of the table, then identify the exposure level (side of table) and work across the table to meet the level of toxicity identified. This is the risk rating. Exposure is the level of the substance to which people are exposed. Frequency of use and entry routes must be considered to determine the level of exposure.

		Risk of process/substance		
		Toxicity →	Low – Corrosive, irritant, harmful, Category 1 pathogen	Toxic – toxic, assigned WEL, category 3 pathogen
Exposure →	High	Medium	High	High
	Significant	Low	Medium	High
	Limited	Low	Low	Medium

Risk rating	Description	Action Priority
High	Exposure is likely or very likely resulting in serious health effects.	Urgent action required to reduce the risk
Medium	Exposure is possible and could result in harm to health	Medium
Low	Exposure is limited and potential risk to health low where control measures are in place.	Low priority.



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## Aseptopol EL75 – Enveloped Virus Surface Disinfectant (2 stage)

HS/TC/105/01 – April 2020

### READ BEFORE STARTING



Wear PPE where advised  
in each step

**GLOVES & GOGGLES**

You MUST refer to the CPAs &  
Task Cards for your PPE  
Requirements



USE BIOCIDES SAFELY. ALWAYS READ THE LABEL  
AND PRODUCT INFORMATION BEFORE USE

**ECOLAB®**

1

Remove any loose  
food debris



2

Fill correctly labelled spray bottle with  
600ml of clean water and add via  
pelican pump 10ml of Aseptopol EL75  
and re-fit trigger. - 1 pump per  
600ml bottle



3

Spray all surfaces to be  
**cleaned** with Aseptopol  
EL75 solution. Remove  
all loosened soils.



4

Clean with paper  
towel. Pay special  
attention to corners



5

Spray all surfaces to be  
**sanitised** with Aseptopol EL75  
solution. 10ml / 1 pump per  
600ml trigger via dispenser



6

Allow 5 minutes  
contact time



**5 Min**

7

Rinse surfaces with  
clean water



8

Wipe dry with  
paper towel



9

Dispose of cloth into sealed  
bag for disposal or  
laundering (microfibre only)



If in any doubt about the PPE  
required, please refer to the  
separate COSHH Product  
Assessment or your HSE  
Manager

**SAFETY  
FIRST**  
in everything we do



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### **Appendix 3 – correct use of PPE**

#### **COVID-19: Supply of Emergency Personal Protective Equipment (PPE) to Staffordshire Schools and Childcare Settings 18.05.2020**

Due to the high demand of PPE, Staffordshire County Council is providing Staffordshire schools and childcare settings with an emergency pack of PPE containing disposable gloves, fluid resistant surgical masks, disposable aprons and eye protection.

This PPE is for use:

- When providing intimate care
- When carrying out first aid
- When supervising pupils taken ill with symptoms of COVID-19 and need direct personal care until they return home.

#### **Putting on, wearing and removal of PPE**

All staff wearing PPE must be aware of the correct type of PPE to wear and the protocols around the putting on and removing (donning and doffing) of this PPE to prevent the risk of contamination during this activity.

Videos and posters are available for training:

Video Putting on and removing PPE - Aimed at care homes however, provides clear information on “donning and doffing” of PPE.

<https://www.gov.uk/government/publications/covid-19-how-to-work-safely-in-care-homes/covid-19-putting-on-and-removing-ppe-a-guide-for-care-homes-video>

Putting on PPE Poster



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[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/878677/PHE\\_11606\\_Putting\\_on\\_PPE\\_06\\_2\\_revised\\_8\\_April.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_06_2_revised_8_April.pdf)

Taking off PPE Poster

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/878678/PHE\\_11606\\_Taking\\_off\\_PPE\\_06\\_4\\_revised\\_8\\_April.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_06_4_revised_8_April.pdf)

### **Routine decontamination of reusable equipment**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/877533/Routine\\_decontamination\\_of\\_reusable\\_noninvasive\\_equipment.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877533/Routine_decontamination_of_reusable_noninvasive_equipment.pdf)

### **Disposal of PPE**

- Double bag and tie used PPE.
- Bags should be kept in a secure location for 72 hours before disposal as normal rubbish.

**Remember** - PPE is only effective when combined with hand hygiene, respiratory hygiene and avoiding touching your face with your hands and following standard infection prevention and control precautions.



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Appendix 4

<p align="center"><b>Re-opening Classroom Risk Assessment: Coronavirus</b></p> <p align="center"><b>At all times this RA should be used in conjunction and cross referenced with the School COVID-19 risk Assessment August 2020</b></p> <p align="center"><b>Betley CE Primary School</b></p>				
<p align="center"><b>Class Maximum number of pupils for classroom Risk Assessment: X</b></p>				
<b>Location</b>	<b>Hazard/Risk</b>	<b>Action Required</b>	<b>By Whom</b>	<b>Timescale/ Date completed</b>
Class base	Risk of coronavirus infection spreading to children and staff at the setting	<p>Teacher to regularly check the latest government advice for school settings and to ensure the advice is shared and followed.</p> <p>Staff share key information daily.</p> <p>Children to be encouraged to wash their hands regularly – before leaving home, on arrival at school, after using the toilet, when they come in from outside play, before eating, before leaving school</p> <p>Child friendly posters displayed – ‘Catch it, bin it, Kill it’</p> <p>Use of e-bug</p> <p>Children will have their lunch in their room.</p>	Class teacher	Undertake every day



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Social Distancing	Managing a social distance	<p>Adults to maintain a 2m social distance.</p> <p>Timetables are in place to ensure movement are managed effectively to reduce the risk of transitory contact.</p> <p>Staggered start and finish times with only one parent allowed to bring the child to school.</p> <p>All children will be supervised whilst filling up water bottles. Water bottle container will need to be wiped after each use.</p> <p>There will be a clear one in and one out of the staff room to ensure social distancing.</p>	Class teacher	At all times
Books and Equipment	Risk of coronavirus spreading to children and staff at the setting	<p>Children are not allowed to bring items from home. Water bottle to stay in school.</p> <p>Any soft items e.g. cushions will be removed from the classroom.</p> <p>Children will have their own set of resources for only their use</p> <p>Classroom units to be cleared to ensure easier clean</p>	Class Teacher	Before opening
First Aid	Safety of staff and children	<p>Every 'bubble' will have their own first aid kit. First aider will be provided with their own PPE.</p> <p>All Staff will have watched the PPE Video.</p>	Julie Trickett /Frankie Shenton /Charlotte Jennings /	Before opening



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			Denise Thirlwall	
Ventilation	Safety of children and staff	All windows will be opened All Classroom doors (inside) will have a wedge. Member of staff last out of the room will ensure door is closed.	Class Teacher	Before opening



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## Appendix 5

### A Message from Public Health England

Dear Headteacher,

I'm sure you are busy reviewing the guidance to help you prepare for extending opening to include all pupils in reception, year 1 and year 6 from the week commencing 1 June, alongside priority groups (vulnerable children and the children of critical workers) or welcoming back year 10 and year 12 pupils for some face-to-face support from 15 June, and we do not want to add to your workload.

Below are links to guidance:

- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools> (updated 25 May)
- <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-secondary-schools> (updated 25 May)
- <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings> (updated 12 May)

#### 1. Notifying PHE of COVID-19 situations

We are working very closely with colleagues in local authorities to ensure we can support all schools during this pandemic.

We would also like to remind you to report cases of COVID-19 (coronavirus) to the Health Protection Team in Public Health England using the online reporting system available here: <https://surveys.phe.org.uk/TakeSurvey.aspx?SurveyID=n4KL97m2I>



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Or by telephone to **0344 225 3560 (opt 0 opt 2)**

As soon as it is available we will share information on responding to cases in schools during the contact tracing phase of the response.

## 2. Resources

In the meantime, attached is a checklist, which you may find useful for assessing your infection prevention and control practices.

More information on teaching resources are available at the PHE website <https://campaignresources.phe.gov.uk/schools>

You may also find this resource <https://e-bug.eu/> useful.

e-Bug is a free educational resource for classroom and home use and makes learning about the spread, prevention and treatment of infections fun and accessible for teachers and students. All activities and lesson plans have been designed to compliment the National Curriculum. As well as lesson plans there are also assembly packs.

## 3. Symptomatic staff

Finally, we would like to remind you that if any teaching and support staff develop symptoms of COVID-19 they are eligible for testing via the essential worker scheme, which can be a home test kit or drive-through test appointment. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)



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- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Anyone with symptoms should remain away from school for at least 7 days from when symptoms started. After 7 days, if the individual is well and has not had a temperature for 48 hours they do not need to self-isolate any longer. (Please note the cough and loss of sense of smell may persist for some weeks)

Best wishes,

PHE West Midlands Centre



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Appendix 6 - Revised Health and Safety Policy Addendum

# **Betley CE Primary School**

## **Health and Safety Policy Addendum: Covid-19 Pandemic 2020**

Policy Addendum created: May 2020 (reviewed 20<sup>th</sup> July 2020)

Reviewed by: Mrs S Ray



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**Ratified by Governing body: May 2020**

**Updated: August 2020**

<b>1. Statement of Policy Addendum</b>	<b>33</b>
<b>2. Organisation</b>	<b>34</b>
Responsibilities of the Federation Head Teacher/ Head of School	34
Responsibilities of the Governing Body	34
Responsibilities of all staff	35
Responsibilities of pupils	35
Accident and incident reporting	35
Behaviour management and bullying	36
Cleaning	37
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Educational Visits and Journeys (EVJs)	37
Fire evacuation and other emergency arrangements	38
First aid	38
Hazardous substances	39
Personal Protective Equipment (PPE)	39
Risk assessment	40



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<b>Safeguarding</b>	<b>40</b>
<b>Visitor management</b>	<b>40</b>
<b>Policy approval and review</b>	<b>40</b>



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## 1. Statement of Policy Addendum

This policy addendum is created to support the safe re-opening of Betley CE Primary School. This addendum was created alongside a review of the main policy and includes temporary changes to the main school policy which will be reviewed in light of current circumstances.

The Governing Body, Head Teacher of Betley CE Primary School will strive to achieve the highest standards of health, safety and welfare which are consistent with their responsibilities under the Health and Safety at Work Act 1974 and other statutory and common law duties.

This policy sets out how these duties will be conducted during the school closure and phased re-opening during the COVID-19 Pandemic. It includes a description of the school's organisation and arrangements for dealing with different areas of risk.

Betley CE Primary School will, so far as is reasonably practicable, take steps to meet its responsibilities through a robust Risk assessment process which highlights the risk of transmission and infection of the COVID-19 virus as well as all steps taken to reduce the potential spread of the virus.

This policy:

- will be brought to the attention of, and / or issued to, all members of staff
- will be reviewed regularly and updated if and when changes to the school risk assessment take place.



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## 2. Organisation

At a school level, **Mrs Sam Ray**, as Executive Headteacher, is responsible for operational delivery of health and safety policies and procedures, ensuring that risk assessments are conducted, followed and reviewed and that employees, governors and pupils are aware of their responsibilities and duties in respect of health, safety and welfare.

### Responsibilities of the Federation Executive Headteacher

Responsibilities of the Federation Head Teacher, **Mrs Ray**, remain the same as in the main school Health and Safety Policy.

In addition, during the COVID-19 Pandemic:

- co-operating with the Governing Body to enable this health and safety policy and procedures to be implemented and complied with;
- communicating the policy and other appropriate health and safety information to all relevant people;
- ensuring effective arrangements are in place to proactively manage health and safety, by conducting risk assessments and implementing required actions;
- reporting to the Governing body on health and safety performance and any safety concerns / issues which may need to be addressed by the allocation of funds;
- reporting to LA any significant risks which cannot be rectified within the school's budget;
- ensuring that all staff are competent to carry out their roles and are provided with adequate information, instruction, training and supervision;
- following all the Department for Education guidelines, as specified in the: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- and; <https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>
- to follow this guidance, where reasonable and safe measures can be effectively implemented at Betley CE Primary School without causing increased risk of infection to pupils, staff or the wider community.

### Responsibilities of the Governing Body

The Governing Body remains responsible for ensuring that health and safety management systems are in place and effective. They fulfil a strategic role in health and safety and are not expected to be involved in day to day management of the school.



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Where the designated Health and Safety Governor is unavailable to support in their usual role, the Chair of Governors may take on the health and safety governor responsibilities.

Where required, the Governing Body will seek advice and support on health and safety matters.

### **Responsibilities of all staff**

As is always the case, staff are responsible for complying with and supporting the safe implementation of the Health and Safety Policy as well as those measures outlined in the COVID-19 risk assessment.

Staff must always remain vigilant, ensuring their own safety and that of their colleagues and pupils.

### **Responsibilities of pupils**

- Pupils will return to school in 'bubble groups'. This will be clearly communicated to pupils.
- Pupils will be expected to support the safe implementation of risk reducing measures as described in the Behaviour Policy Addendum (May 2020).

Where pupils are unable to maintain safety precautions or the risk to individuals or groups of pupils, staff or community members is increased due to not being able to meet the safety procedures outline in the COVID-19 Risk Assessment then parents/carers of pupils will be called to collect their child until support for this pupil's safe return can be implemented.

## **3. Arrangements**

For a full overview of arrangements, please refer to the full Health and Safety Policy

### **Accident and incident reporting**

In addition to usual Accident and Incident reporting, all confirmed cases of COVID-19 within our school will be recorded using the usual RIDDOR procedures, as well as reporting to Public Health England (PHE)



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Parents and staff will also be informed of all confirmed cases of COVID-19 in the setting. All pupils and staff within the 'bubble group' will be sent home from the setting as soon as symptoms become apparent and should not return until a negative test result is received or a 14 day isolation period has ended and all symptoms are no longer present.

For up to date guidance on symptoms please refer to:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

All members of the school community will be able to request a COVID-19 testing kit.

All members of the school community who complete a COVID-19 test will be requested to submit their result, either positive or negative, to the Head of School as soon as possible.

**Mrs Julie Trickett** as the school's First Aider is responsible for:

- Maintaining First aid resources, equipment and logs to ensure effective prevention of future incidents can be avoided and that minor injuries can be effectively treated.

**All staff** are responsible for:

- ensuring that they report all incidents or symptoms without delay to the Headteacher, where emergency isolation procedures will be implemented
- providing to **Mrs Sam Ray** as soon as possible a copy of any written confirmation by a medical professional of an occupational (work-related) disease or illness with which they have been diagnosed which prevents them from safely returning to work at this time.

### **Behaviour management and bullying**

**Mrs Sam Ray** is the lead for behaviour management.

The arrangements for behaviour management and bullying are outlined within the Betley CE Primary:

- Behaviour Policy; and



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- Anti-Bullying Policy.

A Behaviour Policy Addendum has been produced for use during the COVID-19 Pandemic

### **Cleaning**

During the school closure the school has been cleaned thoroughly by the site team.

New cleaning procedures have been included in the COVID-19 Risk Assessment and include daily checklists for each room being used.

- Limited resources will be available each day. All used resources will be cleaned by the bubble team each day;
- Each 'bubble group' has been allocated general anti-bacterial and disinfectant cleaning supplies and PPE to ensure the safe cleaning of materials each day;
- High risk areas, such as door handles, hard surfaces and light switches will be cleaned throughout the day with a thorough clean at the end of each day;

If we reach a situation where our site team are unavailable, due to illness or other reasons, to clean the building and no alternative can be sourced we will need to consider the closure of the premises until a clean can take place.

If a positive test for COVID-19 in a pupil, member of staff or family member of any of the aforementioned is reported then this bubble group will be closed and the bubble group spaces will be cleaned thoroughly before any reopening can take place.

### **Dress code**

Our usual school dress-code does not apply during this time.

- During the re-opening phase pupils (in September) will be required to wear school uniform;
- Pupils and staff will need to ensure they are wearing clean clothes, daily and are comfortable for both indoor and outdoor based activity.

### **Educational Visits and Journeys (EVJs)**



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No visits or journeys will be scheduled for this period.

### Fire evacuation and other emergency arrangements

All current fire routes have been assessed for their suitability during the re-opening phase and no amendments are needed. All current fire routes are still applicable and allow for bubble groups to safely evacuate the building without cross-contaminating bubble groups spaces.

### First aid

As per the full Health and Safety Policy: **Mrs Trickett** is responsible for:

- carrying out and recording a suitable and sufficient assessment of first aid needs;
- procuring such first aid equipment as is required following the completion of the first aid needs assessment;
- ensuring that lists around the school showing the names of first aiders and Paediatric first aiders are periodically updated as required;
- arranging for the purchase of replacement first aid equipment and supplies as required;
- ensuring that first aiders have appropriate training and that certificates are in date;
- periodically checking the location and contents of first aid kits and reporting deficiencies or faults to **Mrs Stacey Meir/Chelsey Shaw** and
- restocking first aid equipment as required.

Each bubble space will be provided with a basic first-aid kit in their room

All first aid should be carried out using the appropriate PPE

All staff have been trained in the safe use of gloves, aprons, masks and goggles and should use these when administering first aid to anyone.



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### **Food safety**

Packed lunches and hot dinners will be provided for those entitled to UIFSM and delivered to the classroom.

All other foods brought to school must be in lunchbox to avoid the direct or indirect transmission of the COVID-19 Virus.

Pupils will eat their lunch in the designated bubble spaces and must do so sitting at a safe distance from their peers and adults.

No food should be shared between pupils.

### **Hazardous substances**

**Mrs Sam Ray** is responsible overall for ensuring that hazardous substance (Control of Substances Hazardous to Health – COSHH) management arrangements are in place.

**Mr Sam Ray** will provide COSHH guidance to all adults who are supporting the cleaning process.

**Mrs Meir** will be responsible for ensuring the continued and safe supply of cleaning resources to each bubble group.

### **Personal Protective Equipment (PPE)**

Where identified as required by risk assessment, PPE will be provided.

**Mrs Trickett** is responsible for the:

- procurement and issuing of PPE;
- recording of PPE issued; and
- monitoring of the condition of PPE issued.

**All staff** and **pupils** must wear PPE when required by risk assessments. Staff issued with PPE for their personal use or for provision to others under their control must ensure that PPE is stored appropriately, that it is maintained in good condition, checked before use and that defects are reported for replacements to be made.

All staff have been trained in the safe and effective use of PPE that may need to be used during this pandemic, including gloves, masks, aprons and goggles.

Once used PPE should be disposed of safely and in accordance with the relevant guidelines.



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A PPE support file will be created to support staff with remembering the safe and correct use of PPE, including donning and doffing of PPE and safe disposal.

### **Risk assessment**

The COVID-19 Risk assessment is reviewed at least weekly by the Headteacher and will be shared via the school website as well as regular copies issued to staff electronically. This document is the core working document throughout this process.

Individual risk assessments for pupils who have an EHCP or those at risk due to other SEND or emotional needs will be managed by the SENDCo and the lead teacher in each bubble group.

### **Safeguarding**

The specific arrangements for safeguarding and child protection are outlined within the Safeguarding and Child Protection Policy. There is a COVID 19 Safeguarding Addendum in place.

**Mrs Rebecca Johnson** is the Designated Safeguarding Lead.

**Mrs Sam Ray** is the Deputy Designated Safeguarding Leads.

### **Visitor management**

- During the COVID-19 Pandemic parents and visitors to the site will need to follow the one-way system created for entering and exiting the site.
- Visitors to the site will only be welcomed by appointment with the Headteacher
- All unnecessary visits will be cancelled and, where possible, re-scheduled to take place virtually.
- All contractors/visitors will be expected to read the Risk Assessment and provide their own assessment.

### **Policy approval and review**



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The usual Health and Safety policy was reviewed in light of changes to staffing, namely the employment of a school site-agent and cleaner. The review was postponed during the COVID-19 Pandemic in which school was closed.

This addendum has also been created for use during the pandemic and will support the safe re-opening of the school.

Dear Parents and Carers,

### **Introduction**

I hope that you have all had a safe and happy Summer. We are very much looking forward to seeing you on Wednesday 2<sup>nd</sup> September. I have amended the letter previously sent out in July to include additional guidance. Where I have added extra bits I have added these in red.

### **Preparation for September 2020**

We have been working hard to consider how we group pupils together, to ensure that we reduce contact between different groups of pupils, and keep the stringent cleaning and disinfecting processes we already have in place to ensure that our school is as safe as can be for your child. In preparation, I have added information in a question and answer format. I hope that this helps.

### **Frequently asked questions**

#### **What if my child has Covid 19 symptoms?**

You must ensure that if anyone in your household has COVID-19 symptoms, your child does NOT attend school. Any child or staff member who develops symptoms in the school day will be sent home immediately. If anyone in your household, or your child, tests positive for COVID-19 you MUST inform your school. A child that starts with symptoms whilst at school will be isolated from the rest of the class.



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### **What if we have just come back from holiday or someone in the household has been somewhere that is on the quarantined list?**

Please be aware if you have been travelling to a country on the Government's quarantined list you and your household will need to self-isolate for 14 days on your return. This means that your child will not be able to attend school. Work will be provided.

More information can be found by following the link below:

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

### **Will the school be using NHS Track and Trace?**

Yes, so please ensure all data that we have for you is up to date and correct. We may have to share this data and we have updated our privacy policy to reflect this. It is vital that all of our families engage with NHS Test and Trace. Testing is now available for both adults and children and the government Testing and Tracing service is running <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

For further information see the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/> or contact NHS 119.

When someone tests positive in the school community - or has visited school - the Test and Trace Service will be requesting information from the school about the contacts that person may have had and the school's arrangements for risk control.

### **What if someone in my child's bubble displays symptoms? Will the bubble still be able to continue?**

If a person has symptoms of coronavirus (COVID-19), however mild, medical advice is to immediately self-isolate at home for at least **10 days** from when symptoms started.



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Anyone in the school community who has these symptoms should advise school and arrange to be tested. If a person tests negative, other members of their household can stop self-isolating. If they feel well and no longer have symptoms similar to coronavirus (COVID-19) symptoms, they can stop self-isolating.

They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.

We have three letters that we will send out for different scenarios.

- If there is a case at the school
- If there is a case and your child has been in close proximity
- If there is an outbreak (this is two or more positive results)

These can be found on the following webpage:

<https://www.betley.staffs.sch.uk/return-to-school-september-2020/>

### **What if my child is tested and receives a negative/positive test?**

Parents should inform us immediately of the results of a test. We would also like to see evidence of the result:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep



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self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

### **What happens if my child has to self-isolate for 14 days? I am worried about them falling behind?**

All children that have to self-isolate will be given the following:

- Home learning pack
- Access to online lessons through Google Classrooms (please ensure you keep your username and password safe). **This will only happen if the whole class are self-isolating.**

### **How will contact in school be reduced?**

We are grouping children together in their class bubbles. Children will be avoiding contact between groups. Classrooms (Y1-6) will be arranged in rows with forward facing desks. Staff will be maintaining distance from pupils and other staff as much as possible. **Please note children in each bubble will have separate lunch time and playtimes.**

### **Does my child need to attend school if they are well?**

Yes, attendance at school will be compulsory for the vast majority of children. The government has relaxed the rules on attendance during lockdown. However, this will change in September.

### **Does my child need to wear a face mask?**



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Pupils and staff will not be wearing face coverings in school (unless part of a Risk Assessment). **The government advice is quite clear that this is not necessary for children under 12.** If face coverings are used on public transport to get to school, they must be removed and safely disposed of or stored in a zipped bag before entry to the building.

### **Will my child be mixing with children in other classes?**

No. Your children will be staying within their class bubbles. Children from different classes may attend the Before and After school care by Roosters.

### **Will my child be expected to wash their hands regularly?**

All children will be expected to wash their hands regularly, and/or use hand sanitiser. This will be as soon as they come into school , before and after breaks and before or after eating. Children that suffer with dry hands can bring in hand cream. We will also be promoting good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. **If your child is bringing their own hand sanitiser or hand cream the brand needs to be given to Mrs Ray so it can form part of our Risk Assessment.**

### **Will there be enhanced cleaning in the school?**

The school will have extra cleaning throughout the day. Each bubble will have a cleaning pack and touch points are regularly cleaned. All toilets and touch points will also be cleaned half way through the school day by a specialised cleaner.

### **Will children have to wear school uniform?**



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Pupils will be expected to wear school uniform. On days when it is PE children will be expected to come to school in PE kits. As many PE lessons will be happening outside please provide suitable clothing (including jogging bottoms if the weather is cold). All children will need to wear trainers for indoor and outdoor activities. There will be no bare feet allowed.

### Days where PE Kit is needed:

Class	Days (when children will need to wear full PE Kit all Day)
Reception and Nursery (Marvellous Minibeasts)	Friday
Year 1 and 2 (Fabulous Flamingos)	Monday and Friday
Year 3 and 4 (Heroic Hedgehogs)	Tuesday and Friday
Year 5 and 6 (Cheeky Chimps)	Tuesday and Friday

### What time will my child be in school and where will they enter the building?

There will be staggered starts and endings to the school day. These are stated below. The playground gates will be opened at 8.45am. Please use the playground to help maintain social distancing and please do not form groups around the main gate. Please can your child only be dropped off by one adult. Parents of more than one sibling please choose one time slot staff will be present in rooms from the earliest time slot. We are suggesting to ease congestion that all children in the Juniors are left at the main gate.

Class	School starting and where	Entry Point	Exit Point	Go home
Reception/Nursery	8.50am (EYFS Playground)	One way system – parents will come in through the main gate.		3.20pm



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Year 1/2	9.00am (Main doors)	Reception/Nursery children will go through the gate on the EYFS playground Year 1/2 children will go through the main entrance. All parents and children will leave through the small gate.	3.25pm
Year 3/4 (please encourage children to walk into the school grounds by themselves)	9.10am (mobiles)	One way system through the staff car park – there will be no cars parked in this area.	3.25pm
Year 5/6 (please encourage children to walk into the school grounds by themselves)	8.50am (mobiles)		3.30pm

**To recap parents can help with this by:**

- Only one parent at drop off
- Please do not congregate on or around school site before or after school
- Please try and arrive on time

**Will there be clubs?**

A club letter will be shared at the beginning of term. There will be no clubs in the first week. All clubs from September until further notice will be completed in class bubbles. The clubs will be provided by Ministry for Sports in the first instance. **Children will need to wear outdoor PE Kits and trainers on these days. On cooler days please ensure your child has warmer bottoms (jogging bottoms for example).**

**Will Before and After School Care take place?**



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Yes, Roosters will be providing care for before and after school. However, there will be no transporting between their site and our site. Children will be kept on tables with children from their bubble. **Roosters will be using the outdoor space as much as possible. Please make sure your child has a coat in school.** They will be providing care between 7.45am – 9am and 3.30 – 5.30pm. **Children will enter school through the hall door and parents will need to knock on the window. Children will also leave through this door. No parents will be let into the building.**

### **Will school lunches and snacks be provided?**

Our school kitchen will reopen in September, and lunches will be available again. Pupils eligible for free school meals will return to having their lunch at school, and will no longer receive lunch vouchers or hampers. Please note all children in the Infant year groups are entitled to get a free school dinner too and this will continue in September. This does not include Nursery children. **We will also start snacks from the first day back.**

**We will be serving this menu from the 2<sup>nd</sup> September. Lunches continue to be £2.28. Please see the menu below.**



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	Week 1		Week 2		Week 3	
Monday	Packed lunch	Pizza with dough balls	Packed lunch	Vegetable Supreme Pizza with dough balls	Packed lunch	Cheese and Tomato Pizza with dough balls
Tuesday	Packed Lunch	Jacket Potato	Packed Lunch	Jacket Potato	Packed Lunch	Sausage and Mash
Wednesday	Packed lunch	Jacket Potato	Packed lunch	Jacket Potato	Packed lunch	Roast Chicken Dinner
Thursday	Packed Lunch	Hot Dog with potato wedges (Vegetarian option available)	Packed lunch	Southern Crispy Bites and chips	Jacket Potato	Beef Burger and chips
Friday	Packed lunch	Fish fingers and chips (Vegetarian option available)	Packed Lunch	Fish and wedges	Packed Lunch	Fish and chips

Additional information:

- Packed lunch will consist of ham, cheese or tuna sandwich or a wrap, fruit or a dessert
- Jacket potatoes will have a choice of filling of beans, cheese or tuna and a dessert



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- Desserts will be included with both choices and will consist of flapjack, biscuits, yoghurt, cakes or fruit.
- There will be vegetable sticks available every day.
- Children will also have a drink with each meal.
- Lunches will be ordered for the week as will snacks.

### How will I pay for lunches and snacks?

There will be a box outside for all payments. Please make sure any money is in an envelope and this is clearly labelled. Change will be given the following day.

### Where will my child eat their lunch? How will they receive their snack?

Children will eat their lunch in their classrooms. Snacks can be ordered and this will be delivered to your child's classroom. Snacks can be ordered for ALL classes. Please pay for this weekly. Prices are as follows:

Snacks will be available from Wednesday 2 <sup>nd</sup> September	
Milkshake	50p
Buttered Oatcake	40p
Cheesy Oatcake	60p
Toast	25p



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Pancake	Small 30p Big 40p
Crumpet	30p
Bacon Bap Friday	Will start on Friday 11 <sup>th</sup> September. Small 75p and Big £1

### What does my child need to bring to school?

Each child will be provided with a set of equipment; please do not send pencil cases into school. Children can bring in a small bag with their reading diary, water bottle and snack (if needed) and coat. Children can bring their packed lunch in a small bag/box.

### How will reading books be changed?

Reading books can be returned on Monday and Thursdays and there will be a box for returned books. **Boxes will be clearly marked on the school playground.** These will be stored for 72 hours before being distributed again. Children will be given more than one book.

### How will I speak to my child's teacher, the school office or Mrs Ray?

Due to having no parents in the school building. Parents can contact school by the following ways:

- Class Dojo
- Phoning the school office
- Emailing the school office



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Class Dojo will be regularly checked at the beginning and end of day.

### **What if my question has not been answered?**

Please contact me. I do not want anyone worrying about their child returning. I will be regularly checking my emails. [headteacher@st-lukes-silverdale.staffs.sch.uk](mailto:headteacher@st-lukes-silverdale.staffs.sch.uk)

### **Final word**

We understand that some of you and your children will be anxious about returning in September, after some months out of school. Please be reassured that we are taking exceptional measures to make our schools as safe as can be. We will be providing additional emotional and wellbeing support for all pupils (if they need it), and will also be providing additional opportunities to support learning where this is required.

Although very many of our pupils have worked hard using our remote learning resources provided by our dedicated teachers, we are fully aware that learning has been lost. We are all determined that your sons and daughters will absolutely not be 'a lost generation' and we're adapting our curriculum to make sure that they get the learning and knowledge that they need to achieve success in the future. We are calling it at Betley 'Step up September'.

Your children deserve a great, and safe education – we will not let them down. See you all on Wednesday 2<sup>nd</sup> September.

Kindest regards,

Sam Ray



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## **Response to any infection**

### **8. Engage with the NHS Test and Trace process**

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus](#) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand the quickest and easiest way to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test and follow this guidance.



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1. If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
2. If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

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

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see [section 6 of the system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.



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A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

### **10. Contain any outbreak by following local health protection team advice**

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore



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reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.