

Consider:	Actions needed to reduce risk	Action: who/what/when
<p>What happens if someone becomes unwell with symptoms of coronavirus at an educational or childcare setting?</p>	<p>If anyone becomes unwell at school with a new, continuous cough or a high temperature or a loss of taste or smell in an education or childcare setting, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</p> <p>If a child is awaiting collection, they should wait in the main reception area which is large and roomy.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (visitor toilets). The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new continuous cough or a high temperature or loss of taste / smell, they do not need to go home. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</p>	<p>Person with symptoms sent home and PCR testing advised.</p> <p>Information flow chart to be printed for staffroom, office and first aid room showing flow chart to be followed.</p> <p>First aid to follow process on flow chart in office, staff room and first aid room and described here.</p> <p>Disinfect surfaces in the room of suspected case.</p>
<p>Testing for staff and children</p>	<p>All staff requested to undertake LFT <b>tests twice weekly usually</b> available to staff in school and from Government portal, results to be reported online and to office.</p> <p>LfT tests are available to household bubbles of primary school children and staff, link sent to parents in each weekly newsletter.</p>	<p>Staff are asked to test <b>twice weekly</b></p>

	<p>PCR test access is available if LFT is positive, if there has been close contact with a positive case and/or symptoms are evident. Employees should continue to take LFTs for 5 days</p>	
<p>There has been some uncertainty about whether people who have had COVID within the previous 90-days are still exempt from participating in the routine twice-weekly lateral flow testing recommended for all school staff and secondary school pupils. It has now been clarified that <u>all</u> eligible pupils and staff are strongly encouraged to participate in routine LFT testing regardless of how recently they have had COVID themselves. This is in view of the higher rate of re-infections caused by the Omicron variant.</p>		
<p>What happens if there is a confirmed case of Covid 19 in our school</p>	<p>When the child, young person or staff member tests positive on a PCR they need to isolate at home for 5 days from when symptoms started (with negative LFTs on both day 6 and 7) or if asymptomatic, the date of the PCR test.</p> <p>Those considered close contact, if double vaccinated, need not isolate but it is required that they undertake LFTs for x5 consecutive days. It is believed immunity occurs 14 days after the second vaccination. .</p> <p>If not double vaccinated and over 18, staff members will be required to self isolate for 10 days and it is advisable to undertake regular LFT tests.</p> <p>Schools are not required to undertake assessments to determine whether any contacts in the setting need to self - isolate at home for 10 days, NHS Track and Trace conduct this.</p> <p>GUCS will notify a class if there has been a positive case as a matter of course to ensure everyone's safety, advising the use of LFTs for x5 consecutive days unless within the 90 days window after contracting Covid.</p> <p>As part of the national test and trace programme, if more than 5 pupils in a class or more than 10% of a cohort test positive, Public Health England must be informed to conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure or the learning for this class move to online.</p>	<p>Other relevant individuals test if they develop symptoms. Action - all</p> <p>Clean and disinfect rooms used by suspected case using appropriate PPE (gloves and apron) and bleach.</p> <p>Positive test = PHE Health Protection Team (HPT) contacted by Office / HT 03442253861. They will support risk assessment and follow up.</p> <p>Maintain cleaning and disinfecting using appropriate PPE even if rooms are not in use (according to isolation protocols advised)</p> <p>Action : all</p>
<p>Minimising contact with individuals with symptoms or who have family members who have symptoms</p>	<p>Letter/weekly reminder in newsletter to parents to insist that children only attend if symptom free. Staff to ensure when walking around the school site they wear a mask.</p>	<p>Letter to parents and frequent updates - Action: office / HT</p>

	<p>Areas to remain well ventilated and any findings from CO2 monitors to be fed back.</p> <p>Contact with PHE if infection rates rise to request that siblings and/or those with family members positive undertake remote learning.</p>	
Increased hand hygiene.	<ul style="list-style-type: none"> <li>● Wash hands often for 20 seconds in running water followed by thorough drying. Hand sanitiser in every room. Wash or sanitise at least on change of location / room.</li> <li>● Children and staff wash or sanitise hands: <ul style="list-style-type: none"> <li>○ Upon arrival</li> <li>○ Leaving for break</li> <li>○ Return from break</li> <li>○ Before eating lunch</li> <li>○ After eating lunch</li> <li>○ After return from playground at lunch time</li> <li>○ Mid afternoon</li> <li>○ When getting ready to go home</li> </ul> </li> </ul>	Email Risk assessment to all staff, notices around school
Ensuring good respiratory hygiene	<ul style="list-style-type: none"> <li>● Children reminded of: use of tissue; disposal of tissue into lidded bin; sneezing into elbow.</li> <li>● Posters to reinforce key messages around school.</li> <li>● Adults assisting children only when absolutely necessary to use tissues need to put gloves on before doing so. Dispose of gloves and tissue before thoroughly washing hands</li> </ul>	Email / Risk assessment to staff; tall lidded bins for each classroom.
Cleaning frequently touched surfaces often using detergents and disposable cloths	<ul style="list-style-type: none"> <li>● All surfaces, chairs, doors etc in classrooms to be cleaned each evening according to advice and protocols set by Government for Covid 19. All toilets to be cleaned each evening according to advice and protocols. Cleaners to wear disposable gloves whilst doing so</li> <li>● Order sufficient supplies to cover additional use</li> </ul>	Action: office to supply / HT to communicate. Additional PPE requested of cleaners - aprons, gloves, masks.
PPE	<ul style="list-style-type: none"> <li>● Use of disposable gloves and apron when providing intimate care for children</li> <li>● PPE to be used when a symptomatic child needs to be sent home.</li> <li>● If symptomatic: disposable glove, disposable apron, fluid resistant surgical mask and face/eye protection</li> </ul>	PPE has been supplied (50 sets); First Aid training is up to date.
First Aid	<ul style="list-style-type: none"> <li>● To be administered by First Aiders, outside where possible.</li> <li>● Base is First Aid room</li> <li>● Ensure that all PPE is available as above.</li> <li>● Use PHE flowchart to brief on PPE needed - print for first aid room wall</li> </ul>	Action: First Aiders to check classroom packs and to administer first aid where needed.

	<ul style="list-style-type: none"> <li>● In an emergency where urgent first aid is required, or if you believe the child is showing symptoms of Covid 19 (persistent cough, temperature) an adult must take the child to the First Aid room having alerted by phone as necessary. This must be done using the door past the staffroom, not via the dining hall.</li> <li>● Once first aid has been administered, the surfaces in the room must be thoroughly cleaned, single use PPE disposed of and hands washed</li> <li>● In the event of room being occupied by another child, use a plastic chair located in the corridor</li> <li>● Children with inhalers / prescribed medication bring in daily and administer themselves with minimum supervision.</li> </ul>	<p>Additional PPE to be ordered as required.</p> <p>Communicate needed for inhaler / medication to parents.</p>
Previously shielded and clinically vulnerable children	<ul style="list-style-type: none"> <li>● Latest advice re: children who have been previously classed as clinically vulnerable no longer need to isolate but may need individual risk assessments.</li> </ul>	Action: Teachers to contact parents.
Previously shielded and clinically vulnerable staff or those living with a clinically vulnerable person.	<ul style="list-style-type: none"> <li>● There is no longer any requirement to shield in school if previously deemed clinically vulnerable.</li> <li>● Staff not double vaccinated and those with medical conditions that prevent them from having the vaccine may need individual risk assessments.</li> <li>● Cases to be reviewed with the Headteacher on an individual basis.</li> </ul>	Staff / head / individuals with own risk assessments communicated to those affected.
Minimising cross contamination opportunities	<ul style="list-style-type: none"> <li>● On Forest School days, children will bring in clothes to wear and will take them home the same day.</li> <li>● PE kit to be worn to school on relevant days.</li> <li>● Wipeable lunch boxes and water bottles to be brought from home.</li> <li>● Hot school lunches and assemblies in Upper and Lower school grouping.</li> <li>● Reintroduce assemblies online</li> <li>● Any visitors in school required to undertake a LFT before they arrive</li> <li>● Separate playground areas/equipment for upper and lower school</li> <li>● Toilets named</li> <li>● Limit adults moving between classes</li> <li>● All guidance shared with S4All</li> </ul>	Action: parent letter and follow ups, communication to cleaning company and caretaker.
Minimising contact and mixing by altering the environment, expectations and timetables	<ul style="list-style-type: none"> <li>● There is no requirement to bubble children but children will congregate in smaller groups to allow for greater spacing and ventilation of rooms e.g. Upper and Lower school.</li> <li>● Adults wash hands / sanitise when changing environments.</li> <li>● Teaching staff will ensure all rooms are well ventilated when teaching whole class or small groups and monitor CO2</li> </ul>	<p>Email / risk assessment to staff / governors and communication to parents.</p> <p>Action: all teaching teams to organise.</p>

	<ul style="list-style-type: none"> <li>• Children with inhalers / medication bring in daily and administer themselves with minimum supervision.</li> <li>• Registers taken and submitted virtually, also school lunch orders.</li> <li>• CPD and gatherings of staff to take into account the size of the room, potential to ventilate, number of staff and current infection rates.</li> <li>• Face coverings amongst staff are not necessary when working with children but advised in public spaces if staff choose to.</li> </ul>	
Class or group sizes	<ul style="list-style-type: none"> <li>• Government guidance negates the need for bubbles or limiting of class sizes, however GUCS continues to be cautious.</li> <li>• Meetings between adults could be virtual if required or in a well ventilated space, with social distancing observed.</li> </ul>	Email to all staff. Action: all
Curriculum	<ul style="list-style-type: none"> <li>• Full curriculum in place - even when learning remotely.</li> <li>• Teaching needs to be pacy with gaps identified ongoing and catch up incorporated where possible in lessons and also in catch up sessions.</li> <li>• Remote learning plan to include all aspects of the curriculum.</li> <li>• Forest School planned to allow for targeted support in key year groups.</li> <li>• Children to wear PE kit to school on relevant days.</li> </ul>	Action: Email / risk assessment to all staff
Parent travel, arrival and access to school	<ul style="list-style-type: none"> <li>• Parents reminded to continue to wear masks on school grounds.</li> <li>• Encourage Y5 /6, where parents feel it is safe to do so, to leave the school site independently.</li> <li>• SLT member to greet at the gate with mask on</li> <li>• Information to be conveyed to teachers and office by dojo / email where at all possible. Should a conversation be needed the option of a phone call, online meet also offered to ensure all parents have equal access.</li> <li>• Parents are welcome on site for the usual events and additional measures may be put in place accordingly to ensure safety. An online version will be offered if and where possible in order that all parents feel a continued part of the school community.</li> </ul>	Action: staff risk assessment / Letter/newsletter communication
Visitor access to school	<ul style="list-style-type: none"> <li>• For deliveries, staff to remain 2M away</li> <li>• All asked to sanitise on entrance and the wearing of a mask to be offered if required.</li> <li>• S4A running breakfast and after school club according to Lower school and Upper School groupings where possible due to the numbers, size of the group and potential to ventilate.</li> <li>• School visits, e.g. by new parents the wearing of masks to be an optional safety measure.</li> </ul>	Action: Office / HT to share risk assessment with specialist teachers.

	<ul style="list-style-type: none"> <li>● Parent visits to be in person or the option of an online meeting given to ensure all have equal access.</li> <li>● LFTs undertaken by visitors</li> </ul>	
Meeting wellbeing needs of staff	<ul style="list-style-type: none"> <li>● Information and support is signposted by email.</li> <li>● SLT to be in contact with groups of staff to ensure everyone is supported.</li> <li>● Provide all with risk assessment and opportunity to express concerns ongoing.</li> <li>● Wellbeing survey and next steps revisited Spring term</li> </ul>	Action: staff to use email and phone to stay in contact.
Meeting wellbeing needs of children	<ul style="list-style-type: none"> <li>● The role of Wellbeing warriors to have higher profile</li> <li>● Designated Safeguarding leads monitor behaviour incidencies and support as necessary.</li> <li>● Senior Leaders use Learning walks early in the term to support classroom expectations of learning behaviours.</li> <li>● Children supported at playtimes to feel happy secure and safe</li> </ul>	Action: SENDco / HT / teachers, DSLs and Senior team to review weekly and as needed.  Staff engage with children at break lunch to support
Children with SEN	<ul style="list-style-type: none"> <li>● Prepare a plan for children with EHCs, e.g where they go if they need time out of class. This should be an outside / familiar space if possible.</li> </ul>	Action: Office / teaching staff / SENDco
Home learning	<ul style="list-style-type: none"> <li>● Home learning provision to be in place for any positive or asymptomatic cases.</li> <li>● Contingency plan on the website for access</li> </ul>	Action: teachers; communicate to parents. Additional advice and ongoing sources of materials to be provided.
Lunches	<ul style="list-style-type: none"> <li>● Hand hygiene protocols followed.</li> <li>● Children have lunch in Upper and Lower school groupings.</li> <li>● Break times at set times in specific playground areas with limited mixing between Upper and Lower school.</li> </ul>	Action: Letter to parents / AIP / staff risk assessment
Other areas of the school	<ul style="list-style-type: none"> <li>● Staff room well ventilated and 2 metre distance</li> <li>● Staff should clean surfaces and equipment before and after use with kit provided.</li> <li>● Please sanitise / wash hands before and after use of photocopier and wipe down surfaces with anti bac wipes provided.</li> </ul>	
Classroom routines	<ul style="list-style-type: none"> <li>● Classes should be visiting the library/IT suite in their allotted slot with hand sanitising before and after the session.</li> </ul>	Action: all
Safeguarding	<ul style="list-style-type: none"> <li>● Talk to DSLs if a situation occurs to cause concern.</li> <li>● Record any concerns on CPOMS and alert DSLs if safeguarding.</li> </ul>	Action: all
Health and Safety	<ul style="list-style-type: none"> <li>● Fire alarm testing, practice, temperature checks etc to be carried out as usual.</li> </ul>	Action: Fire Wardens / caretaker

***Disclaimer: The risk of a member of staff or child contracting COVID-19 is potentially High Risk. Staff and children are at risk from infection in all areas of their life, not just at school. If members of staff follow the guidance outlined in this risk assessment the chances of infection while at school should be moderate. We are instructing members of staff to follow the risk assessment guidelines to protect themselves from infection. We also expect that members of staff also practise good sensible risk reduction measures while not at school. Grendon Underwood Combined School cannot guarantee that a member of the school community will not contract Covid-19 whilst inside or outside school.***