

## Nacton Church of England Primary School

Risk Assessment	<b>COVID-19 – full opening of school in September</b>	Risk Calculator	Likelihood		
Date of Assessment	9 <sup>th</sup> July 2020	Consequence	Unlikely	Possible	Likely
Signed	G. Ryan	Slightly Harmful	Trivial	Acceptable	Moderate
Role	Headteacher	Harmful	Acceptable	Moderate	Substantial
		Extremely Harmful	Moderate	Substantial	Unacceptable
Unlikely	Probability of happening is close to zero				
Possible	Has happened in the past and could happen again				
Likely	Almost certain to happen, to be expected				
Slightly Harmful	Superficial injuries, minor cuts, bruises, first aid treatments				
Harmful	Time off work / school, ambulance / A&E needed, temporary disability				
Extremely Harmful	Death, fractures, amputation, permanent disability				
		No action required	If reasonably practicable take some action to reduce the risk	Action must be taken to remove or reduce the risk	

*This is a working document, so will be updated regularly, all updates will be shared with staff and with parents where necessary.*

This risk assessment outlines the system of control actions that we must take:

- **Prevention**
  - Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
  - Clean hands thoroughly more often than usual
  - Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
  - Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
  - Minimise contact between individuals and maintain social distancing, wherever possible
  - Where necessary, wear appropriate PPE
- **Response**
  - Engage with the NHS Test and Trace process
  - Manage confirmed cases of coronavirus (COVID-19) amongst the school community
  - Contain any outbreak by following local health protection team advice

Everyone at Nacton needs to keep these 4 guiding principles in mind and use them as ongoing guiding principles. This risk assessment provides more detail and specific guidance to be followed.

	<b>Hazards</b>  What are the specific sources of harm?	<b>Hazardous Events</b>  Who are exposed?	<b>Harm, including loss</b>  Considering the current control measures, list the likely harm to people and damage to property or equipment.	<b>Control measures</b>  List the control measures actually used.	<b>Risk rating after controls (consequence x likelihood)</b>
1	Spread of germs including COVID-19	Staff, pupils and their families	Displaying no symptoms but being a carrier  Being mildly unwell and off school/work for 14 days  Being seriously unwell and off school/work for a significant time  Potential death	Guidance for everyone attending school and entering the building <ul style="list-style-type: none"> <li>○ Pupils and staff should only attend school if they are fit and well and the family members they live with are fit and well.</li> <li>○ Hand washing (for 20 seconds with soap) – to be completed on entry to/exit from school, when coming in from outside, before eating. Staff to consider what pupils require help with hand washing and teach good habits and routines by using age appropriate games, song and repetition. Parents encouraged to support their children with this before returning to school.               <ul style="list-style-type: none"> <li>○ Tigers, Lions and Jaguars to use the sinks in their classrooms</li> <li>○ Leopards to use the hand wash stations brought in, or the group room if it hasn't arrived before the start of the year.</li> </ul> </li> <li>○ Hand sanitiser to be used when necessary.</li> <li>○ Ensure all surfaces are sanitised and wiped down.</li> <li>○ If a pupil displays any symptoms they are to immediately be placed in isolation and their parent contacted to pick them up immediately. If an adult needs to stay with them the adult will wear a plastic apron, gloves and a face mask. If the pupil has a sibling at school, they need to be collected at the same time.</li> <li>○ Parents/carers must inform us if a family member becomes unwell during the day with COVID-19. Their child/children must then be collected from school as soon as possible.</li> <li>○ Staff to maintain as safe a distance as possible from pupils. When inside pupils encouraged to social distance and not touch the adults or their peers.</li> <li>○ Movement around the school reduced for all pupils.</li> </ul>	Moderate

				<ul style="list-style-type: none"> <li>○ Pupils should bring minimal and only essential items from home.</li> <li>○ Pupils and staff to limit shouting, due to the additional risk of infection.</li> <li>○ Pupils and staff to only sing with mitigating factors in play; limited group size, pupils being back to back or side to side and good ventilation.</li> <li>○ Only office staff to be present in the Office. If they are in the office only they are to release printing and complete photocopying. If they aren't present then staff to use hand gel before and after use.</li> </ul>	
2	Spread of germs including COVID-19 specific to the classrooms	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Pupils will be in their usual class groups.</li> <li>○ Adults can move between groups, but will keep this to a minimum.</li> <li>○ Contact between class groups to be minimised. Classes to remain as class groups having separate break and lunch – not mixing with other class groups. Where the age of the pupil allows they should have their own place in the classroom with their own equipment. There should be minimal sharing of resources.</li> <li>○ Where the age of the pupils allow, they will be sat at desks facing the front of the classroom. Two pupils side by side at each desk. Desks will remain in rows and don't need to have space in between adjacent desks.</li> <li>○ It is best if pupils remain seated next to the same people, at least for a week. Staff may move pupils to sit next to others where they deem necessary.</li> <li>○ Pupils must remain in their allocated classroom and not go to different classrooms.</li> <li>○ Pupils with additional need, who struggle to remain in their classroom, will have their individual risk assessment and behaviour support plan updated.</li> <li>○ Classroom should be well ventilated with open doors (where safe bearing in mind fire safety and safeguarding) and windows.</li> <li>○ Staff should maintain 2m distance from each other and from children where possible. In particular, staff should avoid close face to face contact and minimise time spent within 1m of anyone.</li> <li>○ 'Catch it, bin it, kill it' approach to be used. All pupils need easy access to tissues and lidded bins. Hands to be sanitised after</li> </ul>	Moderate

				<p>sneezing or coughing.</p> <ul style="list-style-type: none"> <li>○ Hand sanitiser available in all rooms.</li> <li>○ Pupils may keep their coats on their pegs. Only a few children at a time will be allowed into the corridor to get their belongings, to reduce overcrowding in the corridor.</li> <li>○ Lunchboxes (if applicable) will be kept in a class lunchbox container within their classroom.</li> </ul>	
3	Spread of germs including COVID-19 specific to Tigers Class	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Reception/Tigers Class is an Early Years Class, with young children who will be just joining the school. Their time at nurseries/preschool has, most likely, been interrupted along with the preparation for the transition to primary school.</li> <li>○ It is acceptable for Reception pupils, due to their age, not to distance within their class. Where possible staff should maintain a safe distance and should discourage unnecessary touching from pupils.</li> <li>○ Due to the children starting school without the usual transition sessions, and their young age, parents may need to come into school to help settle their child. This should only happen if necessary. Parents will have to ensure they follow the visitor rules in section 19 if this risk assessment.</li> <li>○ Pupils will have the option of having school milk. This will be handled to reduce the risk of spreading COVID-19. * Update this following further information from CoolMilk.</li> <li>○ Due to the nature of an Early Years environment there are several specific changes needed: <ul style="list-style-type: none"> <li>▪ ‘Floor markers’ to be used for whole class activities. These are to be easy to wipe down and clean.</li> <li>▪ Continuous provision to still be provided, but with less resources and all easy to clean.</li> <li>▪ Limit the number of pupils at activities by using a peg system</li> <li>▪ Pupils to have their own resources e.g. pencils, scissors</li> <li>▪ Reduce the number of tables in the classroom to make the ‘carpet’ area bigger.</li> <li>▪ Pupils have their own individual pots of play dough</li> <li>▪ All toys and surface to be cleaned at the end of every day. Adults in class to have cleaning wipes and hand gel on them,</li> </ul> </li> </ul>	

				<p>ready to use as needed.</p> <ul style="list-style-type: none"> <li>▪ Water bottles to be stored on a set table.</li> <li>▪ Limited number of books in the book box.</li> <li>▪ Awaiting further guidance on water and sand play.</li> </ul>	
4	Spread of germs including COVID-19 on surfaces	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>○ Cleaning contractors and all external staff provided with copy of this risk assessment. Copy signed by them and retained in the health and safety folder.</li> <li>○ Enhanced cleaning arranged with cleaning contractor. <ul style="list-style-type: none"> <li>○ Toilets: Daily sterilisation of door handles/cubical door handles/locks/toilet flush/toilet seats</li> <li>○ Staffroom/Dining Room: Daily sterilisation of tables/ worktop surfaces/touch points/kettles/microwave controls/door/fridge door handles.</li> <li>○ Classrooms: Daily cleaning of all hard surfaces (chairs, doors, door handles, sinks, light switches, window handles)</li> <li>○ Offices: Daily cleaning of all shared telephones/printers/door handles</li> <li>○ Site Entrance/Buildings: Daily sterilisation of all touch points, door handles and electronic door switches.</li> </ul> </li> <li>○ All frequently touched surfaces must be cleaned on a regular basis following Government guidance.</li> <li>○ All used classrooms must be thoroughly cleaned daily.</li> <li>○ Pupil equipment that cannot be easily cleaned (soft furnishings, soft toys etc.) on a daily basis or between uses to be removed.</li> <li>○ Pupil equipment to be cleaned regularly (toys, learning resources, books etc). These can be used and shared within their class.</li> <li>○ Resources shared between classes must be cleaned after use and between classes. If they can't be cleaned they are to be quarantined for 48 hours (72 hours for plastics).</li> <li>○ Reading/library books can be taken home, though these will need be cleaned/quarantined for 48 hours. Staff should move books from the library into their classrooms for pupils to choose, preventing potential mixing of classed in the library.</li> <li>○ Email system set up so that any letters going home can be sent</li> </ul>	Moderate

				<p>electronically.</p> <ul style="list-style-type: none"> <li>○ Malleable resources, such as play dough, should not be shared. The sand and water in reception should not be used * Awaiting further guidance on this.</li> <li>○ Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use.</li> <li>○ Staff to wash/sanitise hands and surfaces before and after handling pupil's books. Marking, by adults, to be kept to a minimum, as much as possible.</li> <li>○ As far as possible pupils to be provided with their own equipment that is not shared.</li> <li>○ In early years regular cleaning and disinfection of surfaces, objects and toys, as well as hand washing, are particularly important and must take place. The use of soft toys and toys with intricate parts or that are otherwise hard to clean should be avoided. The use of shared play equipment that can spread infection such as sand should be avoided.</li> <li>○ All bins to be emptied daily.</li> <li>○ Pupils are most likely to spread COVID-19 by touching surfaces. It is possible that they are asymptomatic. Therefore adults are advised to take the following additional precautions <ul style="list-style-type: none"> <li>○ Tie up long hair</li> <li>○ Consider removing rings and bracelets</li> <li>○ On returning home ask other members of the family to stay away. Put clothes straight into the washing machine. Go straight to the shower and wash body and hair with soap/shampoo. Try to avoid touching any surface as much as possible.</li> </ul> </li> </ul>	
5	Spread of infection at Site Access Points	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work</p>	<ul style="list-style-type: none"> <li>○ Alcohol hand gel available for each member of staff as well as in the classrooms.</li> <li>○ All Tigers and Jaguars pupils to enter through classroom external doors.</li> <li>○ All staff to enter through the front door.</li> <li>○ Hands washed as soon as staff and pupils enter the school</li> </ul>	Moderate

			<p>for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Sign next to front door stating that everyone must wash hands.</li> <li>○ Allow plenty of space minimum 2metres separation between each other when entering and leaving site.</li> <li>○ All doors to be propped open (unless stated differently in individual risk assessments). In the case of the fire alarm sounding GR will shut all doors wedged open.</li> <li>○ If door cannot be propped open then member of staff to open / close and then wash hands for 20 seconds.</li> </ul>	
6	Spread of infection when arriving and leaving school	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Entrance to the school will be through the five bar gate to the right of the school, up the track and onto the playground. This doesn't belong to the school and may be used during these times. Parents/carers to ensure they walk their children up the track, in case of traffic. Parents mustn't gather here before their drop off/pick up times.</li> <li>○ To reduce the possibility of lots of people gathering we will be having staggered starts and finishes to the day.</li> <li>○ These will be organised by the first letter in your child/children's surname. This enables easy drop off for siblings.</li> <li>○ Start times: <ul style="list-style-type: none"> <li>● Surnames starting with A-C – 8.55am.</li> <li>● Surnames starting with D-H – 9.00am.</li> <li>● Surnames starting with I-P – 9.05am.</li> <li>● Surnames starting with Q-Z – 9.10am.</li> </ul> </li> <li>○ Registers and lunch orders will be completed in the classroom to ensure quick entry into the school.</li> <li>○ Pupils must be brought at these times to ensure crowds don't gather.</li> <li>○ Finishing times: <ul style="list-style-type: none"> <li>● Surnames starting with A-C – 3.15pm.</li> <li>● Surnames starting with D-H – 3.20pm.</li> <li>● Surnames starting with I-P – 3.25pm.</li> <li>● Surnames starting with R-Z – 3.30pm.</li> </ul> </li> <li>○ At the end of the days, pupils will line up in four lines (marked with orange chalk paint) depending on their finish time. This will ensure parents and children will stay socially distanced and pupils will be</li> </ul>	

				<p>able to come out at their allotted time safely.</p> <ul style="list-style-type: none"> <li>○ Diagram at the end of this document to show positions. Line up positions: <ul style="list-style-type: none"> <li>● Surnames starting with A-C – line 1.</li> <li>● Surnames starting with D-H – line 2.</li> <li>● Surnames starting with I-P – line 3.</li> <li>● Surnames starting with R-Z – line 4.</li> </ul> </li> </ul>	
7	Spread of infection while moving around school	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Follow the one way system, marked with arrows in the corridors.</li> <li>○ Stay 2 metres apart, where possible.</li> <li>○ Teachers to deliver lessons that focus on mental health and wellbeing and hygiene. Then introducing wider curriculum.</li> <li>○ Teachers to use the outside space as much as possible for lessons, being mindful of the 4 principles, social distancing and the times for break/lunch.</li> <li>○ Lessons to be planned that prevent/reduce movement around the classroom and school building.</li> <li>○ There will be no collective worship in the hall.</li> <li>○ Break times (including lunch) will be staggered so that all children are not moving around the school at the same time.</li> <li>○ Drop-off and collection times will be staggered with a one way system. These protocols will be shared with parents.</li> </ul>	Moderate
8	Spread of infection during Physical Education lessons	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p>	<ul style="list-style-type: none"> <li>○ Pupils will not get changed into full PE kits for PE.</li> <li>○ Pupils will need a pair of trainers or plimsolls to wear during PE.</li> <li>○ If pupils wear skirts or dresses to school, they should bring in PE shorts to wear underneath for PE lessons.</li> <li>○ Reception pupils may occasionally change into their PE kit, as being able to change their clothes is part of the EYFS curriculum.</li> <li>○ PE lessons are to only take place outside, no PE lessons to take place in the hall.</li> <li>○ PE coach to have completed infection control training prior to leading PE classes.</li> <li>○ PE equipment to be kept to the minimum needed.</li> <li>○ PE equipment to be cleaned after one class has used it, before</li> </ul>	



			Potential death	<p>another class uses it.</p> <ul style="list-style-type: none"> <li>○ If PE equipment can't be cleaned it needs to be quarantined for 48 hours (72 hours for plastics) before another class can use it.</li> </ul>	
9	Spread of infection at Breakfast club and after school clubs	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<p>Breakfast Club known, temporarily, as Before School Club</p> <ul style="list-style-type: none"> <li>○ Will operate from 8.00-8.55am.</li> <li>○ NO food will be provided.</li> <li>○ Will take place outside (weather dependent).</li> <li>○ Where possible pupils will be grouped into their classes with equipment for each group.</li> <li>○ All equipment cleaned at the end of club.</li> </ul> <p>Lunch time Stay Active clubs:</p> <ul style="list-style-type: none"> <li>○ Coach to be in school 12-1pm Monday and Tuesday for Tiger and Lion pupils.</li> <li>○ Coach to be in school 1pm-2pm Wednesday to Friday for KS2 pupils.</li> <li>○ Equipment kept to a minimum.</li> <li>○ Equipment cleaned between groups.</li> </ul> <p>After school clubs</p> <ul style="list-style-type: none"> <li>○ Will be for either Key Stage 1 or Key Stage 2. Pupils will be split into class groups, with separate equipment.</li> <li>○ A limit of 15 pupils to 1 adult.</li> <li>○ Will take place outside, even if raining.</li> <li>○ If very poor weather, pupils will come inside but can't complete physical activities. Desk based activities will need to be used instead.</li> <li>○ All equipment cleaned at the end of the club.</li> </ul>	
10	Spread of infection at Lunch Time/ Break time	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p>	<ul style="list-style-type: none"> <li>○ Break times staggered to reduce congestion for staff and pupils. <ul style="list-style-type: none"> <li>● Reception 10.00-10.15</li> <li>● Lions 10.15-10.30</li> <li>● Leopards 10.30-10.45</li> <li>● Jaguars 10.45-11.00</li> </ul> </li> <li>○ Lunch times staggered to reduce congestion and mixing of class groups <ul style="list-style-type: none"> <li>● Pupils will eat their lunches in their classroom, Reception in the hall. <ul style="list-style-type: none"> <li>▪ Reception 11.30-12</li> <li>▪ Lions 12.00-12.30</li> </ul> </li> </ul> </li> </ul>	Moderate

			Potential death	<ul style="list-style-type: none"> <li>▪ Leopards 12.30-1.00</li> <li>▪ Jaguars 1.00-1.30</li> <li>• Each class will have their own slot for lunch time play <ul style="list-style-type: none"> <li>▪ Tigers 12.00-12.30</li> <li>▪ Lions 12.30-1.00</li> <li>▪ Leopards 1.00-1.30</li> <li>▪ Jaguars 1.30-2.00</li> </ul> </li> <li>○ As Jaguars will be eating late they should bring a snack, healthy, in with them in the morning to see them through the morning.</li> <li>○ Fixed wooden, and large plastic, play equipment will NOT be able to be used.</li> <li>○ Each class to have some play equipment, e.g. balls, skipping ropes, solely for use within their group that is then cleaned at the end of lunchtime (KD?)</li> <li>○ Vertas and staff informed of protocols and possible extended lunchtime.</li> <li>○ Staff to clean the pupils' tables before they eat.</li> <li>○ Staff member will bring their lunch to them if they're having a school meal.</li> <li>○ Lunches will be a 'pick and mix' style, no cutlery will be needed. When menu comes from Vertas, share with parents.</li> <li>○ Pupils will need to use their own drink bottles – cups will NOT be provided.</li> <li>○ Water fountains on the playground NOT used – Cordon off.</li> <li>○ Tables sanitised after use.</li> <li>○ Staff asked to bring refillable drinking bottles from home or use the same cup/bottle without sharing.</li> <li>○ Staff to wash their own cups/mugs, ensuring they go through the dishwasher at the end of the day.</li> <li>○ Enhanced cleaning measures: daily cleaning of drinking water tap mechanism / kettle / microwave controls / fridge handles / door handles / sink taps / tables / chairs.</li> <li>○ The hall will be the staffroom, the tables will be set up as benches/tables, staff will have their own seat and must remain 2m apart from each other.</li> </ul>	
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				<ul style="list-style-type: none"> <li>○ Staff to wipe down their seat, and kettle/water jug after use using an antibacterial wipe, or cloth and spray.</li> </ul>	
11	Spread of infection in Collective Worship	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ There will be no whole school Collective Worship.</li> <li>○ Collective worship will take place in individual classrooms.</li> <li>○ There will be no singing during Collective Worship.</li> <li>○ To maintain whole school cohesion, technology dependent, whole school assembly to take place over Zoom or Microsoft teams once a week.</li> </ul>	
12	Toilets - spread of infection	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ External doors to be propped open.</li> <li>○ Gender neutral toilets; boys toilet to be used for Reception and KS1 (urinal to be blocked off so not used), girls toilet to be used for KS2, a cubicle each for; Leopards, Jaguar girls, Jaguar boys.</li> <li>○ Pupils will be able to go to the toilet as they need to, but only one child at a time from each class.</li> <li>○ The urinal to be closed.</li> <li>○ Hand dryers or disposable towels used for hand drying.</li> <li>○ Enhanced Cleaning Regime: Daily sanitise cubical door handles/locks/toilet flush and toilet seats, taps and basins. Taps, soap dispensers and toilet flush cleaned in the middle of the day.</li> </ul>	Moderate
13	Vulnerable people and vulnerable households	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously</p>	<ul style="list-style-type: none"> <li>○ If a member of staff is clinically vulnerable, they can have a personalised risk assessment. Any staff member who needs this should arrange a meeting with GR to compile the personal risk assessment.</li> <li>○ If a child or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education setting.</li> <li>○ If a child or staff member lives in a household with someone who is</li> </ul>	Moderate

			<p>unwell and off school/work for a significant time</p> <p>Potential death</p>	<p>extremely clinically vulnerable, as set out in the <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance</a>, * Awaiting further information regarding this for staff and pupils from September.</p>	
14	Spread of infection whilst providing first aid	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Support pupils to administer their own first aid, this will be recorded as supported on the accident form.</li> <li>○ Ask GR or office staff to send a text to parents informing them they have had a head injury, or an injury that may require further attention at home.</li> <li>○ If the adult is concerned re. COVID-19 symptoms, the pupil's temperature can be taken <ul style="list-style-type: none"> <li>● If temperature is high – follow temperature protocol.</li> <li>● Temperature low – apply first aid then wash hands for 20 seconds.</li> </ul> </li> <li>○ Temperature high – isolate and only apply first aid if really necessary (follow guidance for a suspected Covid-19 case below).</li> </ul>	Moderate
15	Spread of infection when a pupil or staff member starts to feel unwell	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ If staff member or pupil starts to feel unwell, with any COVID-19 symptoms. They must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</li> <li>○ School to follow the Suffolk guidelines <a href="#">2020-07-03.Letter to schools (1)</a> and complete <a href="#">Covid case proforma.docx</a> if there is a suspected case.</li> <li>○ School to follow the <a href="#">Public Health England Flowchart</a> if there is a suspected case.</li> <li>○ If a staff member begins to feel unwell at school they need to go home straight away. COVID-19 testing can be booked for them if they display the symptoms. They, and their household, should isolate until a negative test comes back. Follow <a href="#">Employer Referral Portal User Guide</a> to book the test.</li> <li>○ If a child becomes unwell with symptoms of COVID-19 while at school, and needs direct personal care until they can return home, a face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young</li> </ul>	Moderate

				<p>person is necessary, then gloves, an apron as well as a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.</p> <ul style="list-style-type: none"><li>○ If a child, with COVID-19 symptoms, is awaiting collection, they should be moved to the group room with the door remaining shut. Age appropriate adult supervision should be provided, with appropriate PPE. Ensuring PPE is put on and removed safely, following guidelines, and hands washed immediately.</li><li>○ If they need to go to the bathroom while waiting to be collected, they should use the toilet by the staffroom. This toilet should be cleaned and disinfected using standard cleaning products before being used by anyone else.</li><li>○ All waste from the potentially infected person is double bagged and set aside for 72 hours prior to disposal.</li><li>○ 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.</li><li>○ If a pupil goes home with symptoms, or a family member has symptoms, then all of the parents/carers of that group will be informed so they can decide if they wish for their child to continue to attend.</li><li>○ If a member of staff has helped someone who was unwell with a new continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). 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. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li><li>○ Clean all areas where the ill person/child was working, and the group</li></ul>	
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				room, before they are used by others.	
16	Spread of COVID-19 if there is a confirmed COVID-19 case at Nacton and returning to school after self-isolation	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.</li> <li>○ They should arrange for all of their family to have a test. The results of this must be shared with school.</li> <li>○ A test will be arranged by GR for staff, or they can arrange their own test if they prefer.</li> <li>○ All pupils are eligible to have COVID-19 tests if they display symptoms.</li> <li>○ Parents/carers and staff must inform Ginny Ryan of test results immediately.</li> <li>○ Where a negative test is returned they can return to school and household members can end their self-isolation.</li> <li>○ Where the child or staff member tests positive, the rest of their class group at school should be sent home and advised to self-isolate for 14 days. The other household members of that wider class group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</li> <li>○ If a pupil with a positive test result has a sibling in school, the parents and carers of their siblings group will be informed. This will occur even if that sibling has a negative test result. Parents/carers will then have the option to carry on sending their child or withdrawing them.</li> <li>○ Pupils briefed by the class teacher about the rules and requirements.</li> <li>○ All Staff members to be issued with an up to date copy of the risk assessment.</li> </ul>	Moderate
17	Loss of education	Pupils	<p>Pupils don't make progress or age related expectation.</p>	<p>Due to pupils having completed a different amount of home learning</p> <ul style="list-style-type: none"> <li>○ Teachers to assess where pupils are</li> <li>○ Support pupils to 'catch up' by plugging gaps in their knowledge.</li> <li>○ Additional teaching provided for small groups (2 days a week with CP).</li> </ul> <p>Due to pupils struggling to get back into the routine of school</p>	

				<ul style="list-style-type: none"> <li>○ Support pupils' emotional wellbeing.</li> <li>○ Support the rebuilding of friendships and social engagement.</li> <li>○ Work with the school nursing services, where appropriate.</li> </ul> <p>Due to the staggered start/finish times</p> <ul style="list-style-type: none"> <li>○ Activities such as SPaG, times tables, reading and quick focussed activities, which focus on particular skills, will be used during the transition times (8.55-9.15 and 3.10-3.30). The staggered start/finish means all pupils will have 20minutes to do these, either in the morning, afternoon or a mix of the two.</li> </ul> <p>Due to potential school or class closures due to multiple cases of COVID-19</p> <ul style="list-style-type: none"> <li>○ Teachers to use Class Dojo to share home learning with families.</li> <li>○ Look into Microsoft Teams to see if this is a better way to support home learning.</li> <li>○ When released, consider aligning curriculum with the Government's curriculum maps as these will link with some education resource providers.</li> <li>○</li> </ul>	
18	Commuting: Spread of infection travelling to school.	Staff, pupils and their families as well as others in the community	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Staff should travel to site alone using their own private transport.</li> <li>○ Staff using public transport to try to maintain 2m separation between themselves and other commuters.</li> <li>○ Ensure car doors handles, steering wheel and gear stick etc. are cleaned before it is used by another family member.</li> </ul>	Moderate
19	Delivery drivers and visitors spreading infection	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell</p>	<ul style="list-style-type: none"> <li>○ Only necessary visitors to enter school. They must have read this section of the risk assessment before entering the school.</li> </ul> <p>Visitors</p> <ul style="list-style-type: none"> <li>○ Visitors to school will be kept to a minimum.</li> <li>○ Where possible and practical, meetings should be completed</li> </ul>	Moderate

			<p>and off school/work for 14 days</p> <p>Being seriously unwell and off school/work for a significant time</p> <p>Potential death</p>	<p>virtually rather than in person.</p> <ul style="list-style-type: none"> <li>○ Visitors must wash their hands on arrival and departure.</li> <li>○ They must stay in the room that they have been assigned: annexe, group room, library etc.</li> <li>○ They must try to only touch items that they need to and bring their own stationary to use.</li> <li>○ Visitors to remain at a safe distance from pupils and staff members throughout their visit.</li> <li>○ Once they have left, a member of staff needs to clean the area used. Including: table tops, door handles, light switches.</li> </ul> <p>Delivery drivers</p> <ul style="list-style-type: none"> <li>○ All non-essential delivery drivers stopped from entering site.</li> <li>○ Explain COVID-19 controls to drivers that have to enter site.</li> <li>○ Maintain 2m separation distance with site staff.</li> <li>○ Keep the glass divider closed and talk through this rather than opening it.</li> <li>○ Delivery notes not to be handed to one another.</li> <li>○ No access to site welfare facilities for the driver whilst on site.</li> <li>○ Passengers not permitted out of cab.</li> <li>○ Site staff: Use your own pen to sign delivery notes.</li> <li>○ Remove all packaging and place immediately in bin. Gloves can be worn.</li> <li>○ Alternatively leave the package on the side for addressee - for 24hrs before opening then dispose of the packaging and wash hands.</li> <li>○ Wash hands for 20 seconds.</li> </ul>	
20	Communication Communicate the control measures	Staff, pupils and their families	<p>Displaying no symptoms but being a carrier</p> <p>Being mildly unwell and off school/work for 14 days</p> <p>Being seriously</p>	<ul style="list-style-type: none"> <li>○ If a pupil (who has been at school) is unwell/or a family member is with COVID-19 symptoms the parents/carers of pupils within their group will be informed of the situation. They will also be informed if the test results are negative or positive. If negative the pupil can return to school. If positive see above section 'Confirmed COVID-19 case at Nacton and returning to school after self-isolation'.</li> <li>○ If a member of staff requires a COVID-19 test parents/carers, of pupils within the class they've been working in, will be informed.</li> </ul>	Moderate



		<p>unwell and off school/work for a significant time</p> <p>Potential death</p>	<ul style="list-style-type: none"> <li>○ Tell children, parents, carers and any visitors that they must <b>not</b> to enter the school if they are displaying any symptoms of coronavirus or are feeling unwell.</li> <li>○ Tell parents that their child needs to be accompanied to school, only one parent should attend. Younger siblings shouldn't accompany, where possible (if this is an issue for parents, they need to speak to head teacher).</li> <li>○ Tell parents and pupils their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact – one way system.</li> <li>○ Make clear to parents that they cannot gather at entrance gates or doors, or enter the site .</li> <li>○ Make parents aware of e-bug resources and that they will need to make sure they have helped their child to wash their hands properly and have an understanding of social distancing.</li> <li>○ Communicate and discuss plans with staff, including any training.</li> <li>○ Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</li> <li>○ Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</li> </ul>	
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End of the day markings for the safe departure of pupils. The orange lines will be individual markings for pupils to stand on (one marking per family).

