

## COVID Prevention (Schools) Safe system of Work

### Record of Review combined with Beverley St Nicholas Primary School specific arrangements

The COVID Prevention (Schools) Safe System of Work will be regularly reviewed to reflect changes to government guidance or where clarification is required in response to queries or concerns.

A copy of any previous COVID Risk Assessment should be retained and therefore any amendments you may must not be overwritten, instead a revised version must be saved.

A copy of your own COVID Prevention Risk Assessment must be accessible on your school website and a copy must be brought to the attention of all staff.

In addition you should consider the implications of any changes to government guidance to those employees identified as 'High Risk' and their individual assessment should be reviewed accordingly if applicable.

Updated 12.1.2021 in line with the ER safer working practice guidance – all sections on here are from the guidance published on this date

Whole document revisited on 4<sup>th</sup> January 2021 by the SLT to reflect any changes necessary upon the return to school in the light of the new strain of the virus. A covering email will be sent with this risk assessment to ensure that all staff are made aware of the necessity to strictly adhere to this risk assessment. Any notes made are recorded in this colour to enable staff to be able to clearly see any updates.

Document again revisited following the publication of safe system of work on 12<sup>th</sup> January 2021

Updated 28/01/21 upon receipt of ER Lateral Flow Testing risk assessment

Revisited on 2nd March prior to reopening on March 8<sup>th</sup> – to incorporate new updated document received from East Riding

 <p><b>EAST RIDING</b> OF YORKSHIRE COUNCIL</p> <p><b>Beverley St Nicholas Primary School</b></p>	<p><b>COVID-19 - COVID Prevention (Schools) Full Reopening Safe System of Work (8<sup>th</sup> March 2021 v1)</b></p>
<p><b>Date of Assessment: 2<sup>nd</sup> March 2021</b></p>	<p><b>Name of School Assessor: Terri Turton</b></p>
<p>There has been a requirement to have in place a COVID safe system of work from the outset of the pandemic. Throughout this time schools have remained open and we have learned lessons and adapted our approach to reflect national guidance and advice from our local Public Health team.</p> <p>This safe system of work has now been reviewed in response to the announcement of full reopening of schools from 8<sup>th</sup> March 2021.</p> <p>It should be noted that specific guidance on out of school settings, which many schools operate, is in place with details of provision which can be offered at each phase of the national roadmap:</p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p>Special Schools are recommended to consider guidance and ensure specific controls are incorporated into their own risk assessment:</p> <p><a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></p>	

The system of controls provides a set of principles and if schools follow this advice, they will effectively minimise risks. All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances.

**This model safe system of work should therefore be adapted to suit the specific arrangements in place at your school.**

**Schools must continue to regularly review their own control measures, discussing with staff and recording any revisions to arrangements. Any changes must be communicated as necessary.**

**Risk assessments should be uploaded to school websites to ensure ongoing communication with stakeholders.**

The following are the system of prevention of controls.

Schools must always implement the following:

1. Minimise contact with individuals who required to self-isolate by ensuring they do not attend school. This applies to staff, students and visitors.
2. Ensure face coverings are worn in recommended circumstances
3. Hand hygiene – ensure everyone is cleaning their hands thoroughly and more frequently than usual
4. Respiratory hygiene - Catch It, Bin It, Kill It approach to coughs and sneezes for everyone
5. Maintain enhanced cleaning arrangements, particularly of frequently touched surfaces or shared spaces
6. Consider how to minimise contact between individuals across the site and maintain social distancing wherever possible.
7. Always keep occupied spaces well ventilated

In specific circumstances schools should:

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

## Prevention

**It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:**

- **They, someone they live, or member of their support bubble have symptoms, of COVID-19**
- **They or someone they live with receives a positive LFD Test result, or is awaiting results from a PCR Test.**
- **They, someone they live with, or a member of their childcare or support bubble has tested positive through a PCR test**
- **They have been instructed by NHS Track and Trace or the Local Public Health Team, to self-isolate**
- **They are awaiting COVID-19 test results**
- **On return from abroad, where applicable**

**They must not attend the school.**

**This must be reiterated through communication with staff and parents**

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.

National guidance must be followed (see link below):

[Guidance for Households with Possible or Confirmed Coronavirus \(COVID-19\) Infection](#)

Schools are permitted to refuse access to any individual who is displaying symptoms but who cannot confirm a negative test.

## Visitors



Adult visitors to **all** settings must wear a face covering when moving around the school site, and at all times unless social distancing can be strictly maintained. This includes when moving around through corridors or communal areas, and working in classrooms. This does not apply to individuals who have an exemption. Face coverings may be removed to eat and drink, or participate in strenuous activity, such as PE lessons.

Wherever possible we must accommodate visits that support the health and wellbeing of children, or the safe operation of the school site, but these should be kept to a minimum and safe systems must be discussed in advance. Visits must therefore be by appointment only, and kept to a minimum. Wherever possible visits should be held out of school operating hours.

Social distancing must be strictly adhered to during visits. Whilst external professionals (such as supply staff) may work across bubbles this should be an exception and not the rule. Strict safe systems of work must be followed.

Schools must continue to work with, and accommodate, healthcare services to ensure continued progression of healthcare programmes such as screening and immunisation. Safe systems of work must be applied and schools are therefore recommended to discuss expectations with the healthcare provider to reach a safe and practical solution.

The LA have a safe system of work in place which council employees must adhere to as a visitor to your school.

**All** visitors who access the site must be requested to read and sign the Visitors Agreement. Contact Details must be obtained for Track and Trace purposes. Volunteers and Supply Staff must also be provided with a copy of the schools COVID Prevention Safe System of Work.

Any individual who does not sign the Visitors Agreement may not be permitted access to the school.

- If you have observed that there are pinch points during drop off/collection or that social distancing is not being adhered to by parents, you may wish to strongly encourage parents/carers to wear face coverings at these times even when outdoors
- Arrange staggered start and finish times for bubbles to avoid large gatherings of parents on the school site
- Request that children are dropped off and collected by one parent only, and do not enter the building when doing so
- Put up signage to remind parents where to drop off and pick up – communicate this in advance
- Continue to promote the use of electronic payment wherever possible
- Arrange appointments for contractors, parents and other visitors on a needs-must basis only, out of hours if possible.
- Ensure the visitor has a face covering and that this is worn for the duration of their visit.
- Visitors should bring minimal personal belongings in to school.
- Identify an appropriate room for visits to take place. Outdoor space should be utilised wherever possible. Ensure furniture is arranged to allow for social distancing and that the room is well ventilated.
- Provide a 'Disinfection and Hygiene Station' in each room available to visitors, including tissues, hand sanitiser, disinfectant spray, disposable paper towels/cleaning material and a bin.
- Plan visits so that the number of 'bubbles' they visit is minimised
- Visitors must wash hands thoroughly, frequently and between moving groups or activities
- Ensure that social distancing (2 metres) is implemented during any visits
- Visitors must wear a face covering within the school building (unless an exemption applies)
- Monitor compliance by visitors. Increase the frequency and content of communications as appropriate.
- Visitors should consider changing clothes prior to working in another 'bubble' if clothing has been contaminated by bodily fluids.
- If a dedicated room has been used to facilitate the visit, ensure it is thoroughly cleaned and remains well ventilated after the visit has been vacated

**Potential Hazards and Injuries:**

- Transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance
- Long term health implications for children if healthcare services are not continued

**Who Might be Affected:**

- Staff
- Students
- Supply Staff
- Contractors
- Health and Educational Professionals
- Visitors
- Volunteers
- General Public

**Do:**

- ✓ Communicate with parents and use signage to reinforce messages
- ✓ Arrange appointments with visitors and only allow access where necessary.
- ✓ Ensure all prevention measures are adhered to by visitors
- ✓ Obtain names and contact details of all visitors, and request that they sign the visitors agreement
- ✓ Use alternative means of communication wherever possible. For Example phone calls, Microsoft Teams

**Don't:**

- ✗ Allow access the school building if someone has symptoms of COVID-19
- ✗ Allow groups of parents to congregate
- ✗ Allow visitors on site if prevention measures cannot be followed
- ✗ Allow visitors to enter the school site without a face covering

Risk measure	Action																
<p>Minimise contact between bubbles</p>	<p>We will do our utmost to keep children in their class bubbles and as far as possible, these bubbles should not cross.</p> <p><b><u>Bubbles:</u></b></p> <p>EYFS 44 children + FS1</p> <p>Year 1 40 children</p> <p>Year 2 36 children</p> <p>Year 3 46 children</p> <p>Year 4 55 children</p> <p>Year 5 and 6 79 children</p> <p>Playtimes will be within their bubble area as designated with their class teacher and TA.</p> <p>“When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits.”</p> <p>(pg 11 of <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>).</p> <p>Staff must have their lunch in their classroom or within their bubble teaching space until further notice whilst maintaining a two metre distance from colleagues. The staff room can be accessed to heat food or get hot drinks but in line with the Health and Safety Policy hot food and drinks are not to be transported around the corridors unless in sealed containers. When using the staff room ensure distancing, wear face coverings and they should wipe down all surfaces used before and after use and wash their hands using soap and water before eating.</p> <p>This system will need to continue until further notice. Office and SLT to ensure that advice is given to supply staff about where they can eat during their time with us.</p>																
<p>PPA</p>	<p>PPA within year groups will not be together due to timetabling and staffing issues due to the need to maintain social distancing and minimise adult contact with different bubbles. Meetings/contact can be done through Microsoft Teams (Office 365) or Google Meet. Tutorials available on-line or email SLT or Mr Farrar.</p> <p>If using communal spaces all surfaces and equipment should be wiped down before use. A clean desk policy should be in operation to ensure thorough daily cleaning of all areas.</p> <p>Staff covering PPA will ensure social distancing behind the black and yellow line.</p> <p>EYFS and SEN cover will be in house and using supply.</p> <p>While having your PPA staff are asked to distance from each other by using a separate space or work from home if this is not possible. Staff have been encouraged to work from home during November and December and this will continue. Please ensure that if you are going home you have signed out. This will continue until further notice.</p> <table border="1" data-bbox="395 1823 1216 2049"> <thead> <tr> <th></th> <th>Cath</th> <th>Janet</th> <th>Jane</th> </tr> </thead> <tbody> <tr> <td>Mon</td> <td>2P SLT time</td> <td>3H SLT time</td> <td>6H SLT time</td> </tr> <tr> <td>Tue</td> <td>2B</td> <td>3F</td> <td>6H PPA</td> </tr> <tr> <td>Wed</td> <td>1A</td> <td>4N</td> <td>5H</td> </tr> </tbody> </table>		Cath	Janet	Jane	Mon	2P SLT time	3H SLT time	6H SLT time	Tue	2B	3F	6H PPA	Wed	1A	4N	5H
	Cath	Janet	Jane														
Mon	2P SLT time	3H SLT time	6H SLT time														
Tue	2B	3F	6H PPA														
Wed	1A	4N	5H														

	Thurs	2P PPA	4W	5/6H	
	Fri		3H PPA		
Supply cover	<p>Supply staff will be taken from the East Riding service and will be given a copy of this document which takes into account government and LEA guidelines and will be encouraged to socially distance in class and to wear either a mask or visor. This continues with us trying to use wherever possible staff who are already known to us or using HLTA's wherever possible.</p> <p>To minimise the numbers of temporary staff entering the school premises, and secure best value, schools may wish to use longer assignments with supply teachers and agree a minimum number of hours across the academic year.</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p>Office to continue to ensure we have contact details for supply teachers should they be needed for any track and trace purposes.</p> <p>12.01.21 Avoiding having to use supply staff wherever possible</p> <p>08.03.21 return to using supply staff as needed but following the guidelines</p>				
Visitors in school	<p>See visiting agreement for further information.</p> <p>Visitors to make appointments to the school with the relevant staff member via email or phone call. At the current time all possible appointments should be carried out over the telephone wherever possible.</p> <p>Before entry admin staff to ask whether they have been displaying any symptoms. Expectations to be explained about social distancing by the admin staff. A record should be kept of all visitors. Face coverings must be worn.</p> <p>External agencies such as Educational Psychologist, Speech therapist, behaviour support etc. will consult using emails or telephone or by Microsoft Teams. If they need to visit then an appointment will be made. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>Visitors providing 1:1 support e.g. Educational Psychologist, Speech therapist, behaviour support will follow the guidelines below:</p> <p>Staff wash hands before and after working with a pupil</p> <ul style="list-style-type: none"> <li>• A space is identified for the intervention to take place, and set up with two separate desks placed a suitable distance apart</li> <li>• All equipment needed for the child is set up in the space before the start of the session</li> <li>• Staff go to the child's classroom, standing at the entrance to collect the pupil (not entering the classroom)</li> <li>• The child follows the staff member (at a distance) to the identified area and returns to class following the intervention in the same way</li> <li>• The intervention is provided at a distance</li> <li>• After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil.</li> </ul> <p>During lockdown 3 Tigers Trust etc still asked to not come in.</p>				

Tigers Trust returning to school from March 8<sup>th</sup> – working with bubbles, wearing face coverings and distancing from the children and staff.

## Infection Control



- Staff in all settings must wear a face covering when moving around the school site, particularly in areas where they may come in to contact with individuals outside their bubble, or where social distancing is difficult.
- School children in secondary school settings must wear a face covering when moving around the site as above.
- You should regularly remind students and staff of how to wear, store and dispose of face coverings.

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education#:~:text=Nationwide%2C%20the%20government%20is%20not,environments%2C%20provides%20additional%20mitigating%20measures.>

- Students travelling on school transport are required to wear a face covering whilst on board. The school must provide facilities for students to dispose of face masks and to clean hands on arrival at school.
- Display posters which support the key messages of infection control prominently throughout the school site.
- Access to handwashing facilities OR hand sanitiser should be available at all times, throughout the school, including in toilets and each classroom if possible. Cleaning hands must be done more frequently and thoroughly than usual, including (but not limited to) upon arrival at school, before and after eating and after coughing or sneezing, and frequently throughout the day. Soap and water is preferable before eating. Hand sanitiser must include a minimum alcohol content of 60%. For younger children, skin friendly cleaning wipes are an acceptable alternative.
- Prepare a 'Disinfection & Hygiene Station' within each classroom with access to disposable towels and disinfectant spray, tissues and hand sanitiser to allow teaching staff to regularly sanitise as required.
- Consider the use of shared staff equipment such as photocopiers, telephones or kitchen appliances. Cleaning supplies must be available for use in between individuals. Make staff aware of the need to clean before using and make this as easy as possible by making cleaning supplies accessible.
- Tissues should be readily available at all times in classrooms. Children should be regularly reminded to use a tissue or their sleeve to capture droplets. Hands must be washed after coughing or sneezing – staff to monitor this with their Bubble.
- Ensure bins are available in each classroom and other key locations to encourage 'catch it, bin it, kill it.'
- Request parents provide their children with a pencil case and writing equipment OR provide equipment to be allocated to each child to avoid sharing
- Ensure that any resources (such as toys or books) are allocated to a specific bubble. If you cannot clean, quarantine. If books are sent home with children, or for children who are receiving remote education the guidance below regarding cleaning and quarantine must be followed.
- Ensure that any resources that a shared across bubbles are cleaned meticulously and frequently, and **ALWAYS** between each bubble. If items cannot be cleaned provision must be made to ensure that the resources are 'quarantined' for a period of 48 hours (or 72 hours if plastic) prior to being used another bubble.
- Prepare a cleaning regime that includes shared spaces (such as toilets and kitchens), regularly touched surfaces (such as door handles, banister rails, light switches, hand dryer buttons, the kitchen servery, etc) and equipment (sports equipment, IT equipment). The cleaning solution must be a combined detergent disinfectant and ideally be completed using disposable cloths or wipes. Cleaning must be in accordance with government guidance and a dedicated safe system of work is available to support this.
- Allocate specific toilets or cubicles to each bubble and staff if possible – If this is not possible ensure an enhanced cleaning regime is in place. You may wish to consider asking students to sanitise their hands when they return to the classroom to ensure cleaning of hands can be supervised.
- Inform parents that they must limit the amount of equipment that children bring in to school each day. Resources can be sent home but hand hygiene rules must be followed when handling the items. They should be cleaned or quarantined upon their return if they are going to be used by another bubble.

<p><b>Potential Hazards and Injuries:</b></p> <ul style="list-style-type: none"> <li>■ Contact with bodily fluids and droplets.</li> <li>■ Spread of infection due to poor practices.</li> </ul>	<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>✓ Clean hands frequently and thoroughly throughout the day</li> <li>✓ Devise a cleaning regime which includes frequently touched surfaces and shared spaces or equipment</li> <li>✓ Ensure bins are emptied regularly</li> </ul>	<p><b>Don't:</b></p> <ul style="list-style-type: none"> <li>✗ Use equipment or toys that cannot be easily cleaned (such as trim trail, soft toys, textiles, playdough or equipment with intricate parts) unless these are allocated to a specific Bubble only</li> <li>✗ Allow children to bring anything more than the minimum amount of equipment from home (lunch box, coat, bag, book, stationary and mobile phone, face covering)</li> </ul>
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<p>Keep social distancing where possible</p>	<p>Children will be in year group bubbles.</p> <p>Staggered start and finish time.</p> <p>Staggered break and toilet and lunch times.</p> <p>(pg 11 of <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>).</p> <p>Where possible children should avoid close face to face contact. "Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal."</p> <p>"For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs."</p> <p>"Schools should make small adaptations to the classroom to support distancing where possible." Classroom areas will have a teaching zone marked out (using yellow and black tape) at the front, allowing staff to social distance if needed.</p> <p>"That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space."</p> <p>(pg 10 of <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>).</p> <p>Parents have been asked to maintain social distancing at all times when in and around the school grounds. They have also been reminded to only send one adult in to drop/collect children. Parents will now be asked to wear face coverings for drop off and pick up – this is not enforceable but we feel the need to do this in light of local increases in cases(10.11.20)</p> <p>Government advice about hands/face/space will be added to our website as a reminder to parents at the request of East Riding. Reminders about wearing face coverings will be issued to parents.</p>
<p>Avoid gathering</p>	<p>Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Assemblies will continue via google meet.</p>

**Playtime:**

The lunch will be delivered within the lunch time period. Classes will need to be patient to allow the kitchen staff to put the food into packages and the lunch time supervisors will deliver the lunches to their class. Amendments have been made to this

schedule as and when necessary to ensure the smooth running of lunchtimes. When short staffed a member of the SLT will support if the class teacher is unable to cover their class during the inside part of lunch time. If a member of SLT needs to cover inside they will wear a face covering and maintain their distance from the children.

	Start and finish times	Break times	Where
FF	8:40 - 11:40/3:15		
FM	8:45 - 11:45/3:20		
1A	8:55 - 3:30	10:45-11:00	Outside y1
1H	8:50 - 3:25	10:45-11:00	Outside y1
2P	8:45 - 3:20	10:45-11:00	Outside y2
2B	8:40 - 3:15	10:45-11:00	Outside y2
3H	8:50 - 3:25	10:45-11:00	MUGA
3F	8:55 - 3:30	10:45-11:00	MUGA
4W	8:40 - 3:15	10:30-10:45	MUGA
4N	8:45 - 3:20	10:30-10:45	MUGA
5H	8:50 - 3:25	10:30-10:45	Rest of play ground
5/6H	8:45 - 3:20	10:30-10:45	
6H	8:40 - 3:15	10:30-10:45	

#### Staggered arrival times:

Staff outside to greet parents, directing parents to their drop-off and pick-up points and encouraging them to follow the one-way system and social distance: Terri and Terry to continue to monitor this – wearing face coverings. Parents to be asked to wear face covering as well.

Staff will meet their class at the side gates attached to the MUGA and send them to line up outside their entrance. Years 1,2 and 3 will collect and drop off from the MUGA.

Kayleigh and Emma to help with this the week commencing 8<sup>th</sup> March

Time	Year group	Entrance
8:40	EYFS FF 6H 4W 2B	EYFS entrance Year 5/6 entrance Year 3/4 entrance MUGA
8:45	5/6H Year 4N Year 2P EYFS FM	Year 5/6 entrance Year 3/4 entrance MUGA EYFS entrance
8:50	5H 3H	Year 5/6 entrance MUGA

	1H	MUGA
8:55	1A	MUGA
	3F	MUGA

Come in and sanitize hands at their entrance. Hand sanitisers are available at the entrance for y3/4, 5/6, year 2 and 1 and EYFS entry points. Hand sanitizers and soap are available in every classroom.

Children to bring in as little as possible from home and put coats and equipment on their work place. PE kit in a bag can be left in cloakroom area.

15 minutes break and 60 minutes dinner

Sanitisers now topped up more frequently – staff to notify Terry as soon as they notice an empty container.

**Staggered departure times:**

Staff will take children to the gate and hand over to parents

Year 6 staff will escort the children round to the main gates to see them off the site and walkers will be released through the gate on the field to ease congestion. Currently the field is not being used due to the weather conditions – Year 5 and 6 walkers currently being sent through the hall doors to ease congestion. This situation will be reassessed as the weather improves.

Time	Year group	Entrance
11:40	EYFS FS1 FF	EYFS entrance
11:50	EYFS FS1 FM	EYFS entrance
3:15	EYFS FF 6H 4W 2B	EYFS entrance Year 5/6 entrance Year 3/4 entrance MUGA
3:20	5/6H Year 4N Year 2P EYFS FM	Year 5/6 entrance Year 3/4 entrance MUGA EYFS entrance
3:25	5H 3H 1H	Year 5/6 entrance MUGA Year 1 entrance
3:30	1A 3F	Year 1 entrance MUGA

**Break times:**

Time	Class/year group	Areas to play

10:30-10:45	Year 6 and 5 Year 4	Rest of playground MUGA
10:45-11	Year 3 Year 1 Year 2	MUGA Outside Y1 classrooms Outside Y2 classrooms

Year 5/6 outside 5/6 entrance and Rest of playground

Year 2 outside year 2 class and field outside year 2

Year 1 outside year 1 class and field outside year 1

Year 4 MUGA

Year 3 MUGA

Teachers to ensure each class have their own play equipment which is kept in their classrooms. Wet playtimes will be as normal in the classrooms. Tuck shop **will not** be provided and can be discussed when further guidelines come out. Children will be encouraged to bring their own fruit from home. EYFS and KS1 to be provided with fruit from the free fruit scheme.

**Toilet slots**

Toilets have signs up as to which class use which toilets. They only use their designated toilets.

Toilet slots link to break and dinner times. Children will be taken before their break and lunch. In an emergency or a medical condition then TA will escort to toilet.

EYFS -2 sets of toilets

Year 1 -one side 1A and 1 side 1CH

Year 2 -one side 2P and 1 side 2B

Upstairs toilets labelled:

Boys year 3, year 4, year 5 and year 6

Girls year 3, year 4, year 5 and year 6

**Staff toilets**

Staff are to use designated toilets:

EYFS and office staff to use the toilet by the office

Year 1 and 2 staff to use the toilet outside Victoria Booth's class

Year 3 and 4 staff (and Vicki and Terri) to use the upstairs toilet

Year 5 and 6 staff to use the child toilet by y5/6 entrance (this will be labelled as staff toilet)

Lunchtime supervisors and any approved visitors to use the disabled toilet in reception.

Hand dryers now back in use following a conversation with LA representative.

All staff to sanitise the toilet after use with materials provided.

**Staggered lunch times:**

It will not be possible to maintain space between individual bubbles in the dining hall and have time for cleaning in between sittings so the school has therefore introduced a new lunch menu. This involves those requesting a school dinner to have the meal brought to outside the classroom. The kitchen staff will put the food into the trays into the kitchen area and the dinner

supervisors will bring the hot food on a trolley (in their packages) to outside the classroom. The teacher in the class will wait until they arrive and assist with handing out. The children will eat these sitting at their workstation. EYFS will eat in the dining hall.

They will be escorted by the dinner supervisor into their designated play area where they will be supervised. A lunch supervisor will clean the classroom as the children leave. They will clean the table tops, all surfaces, handles. Dinner supervisors are to be reminded of the importance of maintaining their distance from each other when passing in order to maintain the integrity of bubbles.

**Lunch time:**

CLASS	LUNCHTIME SUPERVISOR	LUNCHTIME PLAN
1CH	Rachel K	<p>Lunch period : 12pm – 1pm</p> <p>Collect lunches from the service hatch and deliver to classes for 12pm.</p> <p>Supervise classroom lunch to 12.30pm (wipe tables and collect rubbish). Outdoor play until 1pm.</p> <p>Return the pupils to their classes; collect the black rubbish bags and trays and return to agreed places.</p>
1A	Charlotte	
2P	Gemma	
2B	Claire	
3F	Currently vacant	<p>Lunch period : 12.15pm – 1.15pm</p> <p>Collect lunches from the service hatch and deliver to classes for 12.15pm.</p> <p>Supervise classroom lunch to 12.45 (wipe tables and collect rubbish). Outdoor play until 1.15pm.</p> <p>Return the children to their classes; collect the black rubbish bags and trays and return to agreed places.</p>
3H	Vacant	
4N	Vacant	
4W	Rachel B	
5H	Sue/Sandra	<p>Lunch period : 12.30pm – 1.30pm</p> <p>Collect lunches from the service hatch and deliver to classes for 12.30pm.</p> <p>Supervise classroom lunch to 1pm (wipe tables and collect rubbish). Outdoor play until 1.30pm.</p> <p>Return the children to their classes; collect the black rubbish bags and trays and return to agreed places.</p>
5/6H	Jacky	
6H	Gill	

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HB will cover when she is able and on these days she will move around the school to support general behaviour issues. She will also visit classrooms to complete the cleaning of tables and general mess that has been created by the lunchtime service if not required to provide cover elsewhere.

RB will oversee putting the rubbish out at the end of each lunch hour.

**Use of hall:**

The difficulty in using the hall is that it **must** be cleaned after use so it is ready for a different bubble to use. Staff must organise cleaning of this area from within their bubble. Windows and doors must be kept open for ventilation.

Foundation will aim to use the small hall for dinners.

The hall floor must be cleaned every day.

Outdoor equipment will be cleaned at the end of the day by the teachers who have used them.

Any resources that are being shared between bubbles **MUST** be meticulously cleaned. If this is not possible then the resources must be isolated for 72 hours.

Registers -please ensure that registers are completed in a morning/afternoon and that these are put outside the classroom. Office staff will not be entering bubbles to get these. Where possible could TAs in classes take registers to outside the office area. If classes have PE in the afternoon, registers still must be filled in before doing PE.

Diabetic children where possible need to be kept and treated in the classroom for hypo and hypers. However if they need to go to the office for medication then a special area will be kept for them to sit. Office staff will wear masks and PPE if staff require. Treatment will be given with the aim to keep close contact to a minimum but ensuring all procedures carried out according to his care plan. Once treatment has finished then the area will be cleaned and PPE disposed of.

First aid: To prevent crossing of bubbles, please deal with any first aid (where possible) within the classroom/bubble as most bubbles have a first aid trained TA. If the injury is serious, such as a nose bleed or head injury then please send with an adult to first aid. Office staff will wear PPE to prevent any cross contamination of bubbles. Where possible, this will apply to dinners as well.

## Minimising Contact and Social Distancing

- Maintain consistent bubbles and maintain records of who these comprise. It is important to remember that bubbles do not just apply to students, they apply to staff too.
- Each distinct bubble should maintain distance with all other school bubbles through staggered arrival, staggered break and lunch times, and staggered end times. Maintain timetables so this can be shared with staff and parents as applicable.
- In secondary schools lesson start and finish times must be considered to ensure there is minimal mixing of class groups or consider locating bubbles in a dedicated classroom and teachers move around the school, rather than children moving to different classrooms (taking in to account safeguarding and supervision requirements).
- Continue to arrange classrooms to facilitate distance between desks, front facing and side by side where possible. Furniture may need to be removed or re-positioned to facilitate this.
- A 'teacher zone' must be implemented in each classroom to ensure the teachers can remain 2metres away from children as much as possible.
- Implement a one-way or 'keep left' arrangement in corridors
- Events, such as assemblies, collective worship or staff meetings) involving multiple school class groups (staff or students) or other schools **must not** be planned or take place.
- Make use of outdoors for activities as much as possible
- Staff must maintain 2 metres distance from colleagues. Use of staff rooms must be minimised. Staff rooms may have to be restricted to a maximum number of users, with seating at least 2 metres apart, and be well ventilated, with cleaning supplies readily accessible. Staff must clean appliances, cutlery, etc and surfaces after personal use.
- Staff must maintain 2 metres distancing from one another. All staff must reduce the number of contacts, the duration of contact, and the frequency of contact across the school day. Exceptions may include when administering first aid to another member of staff, or to provide support during interventions with a child. Details of any cumulative contact beyond 15 minutes with another individual outside of their bubble must be noted.
- Make use of electronic communication to staff and parents
- Mock Exams must not take place with a mix of bubbles in one room, such as a hall. Consider the use of classrooms for mock exams to take place under exam conditions, with bubbles maintaining their integrity and existing prevention measures in place.
- Singing activities can take place as a bubble only. The room must be well ventilated, or preferably take place outdoors. Children should ideally be spaced 2 metres apart, facing forwards and positioned side-by-side. Teaching staff must be 3 metres away from the front of the class. Background music should not be too loud as this may encourage louder singing.
- Car-sharing must be discouraged unless safety measures are strictly in place. This includes opening car windows, wearing of face coverings and ensuring regular cleaning of touch points such as door handles, handbrake, steering wheel, seat belt buckle, etc.

<p><b>Potential Hazards and Injuries:</b></p> <ul style="list-style-type: none"> <li>■ Contact with bodily fluids, droplets and airborne transmission leading to transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance</li> <li>■ Spread of infection due to poor practices.</li> </ul> <p><b>Who Might be Affected:</b></p> <ul style="list-style-type: none"> <li>■ Staff</li> <li>■ Contracted staff</li> <li>■ Students</li> <li>■ Supply Staff</li> </ul>	<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>✓ Maintain distinct 'bubbles' comprising identified staff and children who do not mix with other bubbles</li> <li>✓ Remove any unnecessary furniture to facilitate improved distancing, including implementation of a 'Teacher Zone' to ensure 2 metres distance wherever possible</li> <li>✓ Implement a one way or 'keep left' arrangement in corridors</li> </ul>	<p><b>Don't:</b></p> <ul style="list-style-type: none"> <li>✗ Have face-to-face contact and minimise time spent within 2 metres of anyone else</li> <li>✗ Complete activities which involve bubbles mixing, or close contact (such as assemblies, contact sports, mock exams or school events.)</li> <li>✗ Compromise supervision levels, but do use the fewest number of staff as possible to a bubble to ensure safety</li> <li>✗ Forget to use electronic communication rather than face-to-face where possible</li> <li>✗ Do not allow gatherings of staff from across bubbles</li> </ul>
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### Site layout

Parents and staff will continue to use the one-way system.

Parents only on site up to the gates at the rear of the building. Cones down the middle and one-way system in place with arrows and 2 metre spacing marker on the playground. There is a red line that parents will not cross. Area to EYFS coned and 2-metre spacing marked out.

Children to be met at the gate (double gates). No parents on site; social distancing to be in place.

The lower corridor will only be used by children supervised by adults going to first aid.

In the upper-corridor is marked with a one-way system

Staff should have their lunch in their classroom or within their bubble teaching space until further notice whilst maintaining a two metre distance from colleagues. The staff room can be accessed to heat food or get hot drinks but in line with the Health and Safety Policy hot food and drinks are not to be transported around the corridors unless in sealed containers. When using the staff room there should only be members of the same bubble in there and they should wipe down all surfaces used after use.

<p>Classroom</p>	<p>Teachers will set up tables and chairs in rows so that no pupils are facing each other. Class teachers will develop a seating plan so those pupils who have had low levels of engagement during lockdown and may require additional support will be seated nearer to the front. Each pupil will have their own set of resources in an individual pencil pot on their desk space, to limit movement around the class.</p> <p>Children will line up when coming into class in the morning and for break times, in the order of front row to back row to ease movement into classrooms and avoid children having to pass each other once seated.</p> <p>“Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal.”</p>
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	<p>(pg 10 of <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>).</p> <p>“Equipment and resources are integral to education in schools... For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.”</p> <p>(pg 11/12 of <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>).</p> <p>“It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats and books. Bags are allowed. Pupils can take reading books home but when they are returned they are quarantined. It is recommended that pupils and staff should not be taking any pupils work books home. When marking it is recommended that teachers wear gloves.</p> <p>Unnecessary sharing should be avoided, especially where this does not contribute to pupils education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.”</p> <p>(pg 12 of <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>).</p> <p>Government guidance says that books can be marked and taken home but this should be minimized where possible. Staff can stay on site to mark as long as they stay socially distanced from other staff.</p> <p>Each adult within their classroom must ensure that their names are on the register every day.</p> <p>Within the afternoon register, include the staff who supervised the class at dinner time and anyone that will come into the class during the afternoon (so they can be contacted for track and trace if someone in the bubble tests positive for COVID)</p>
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Communication	<p>As guidance changes the SLT will evaluate risk assessments and adapt to the new guidelines.</p> <p>All procedures and systems will be monitored by members of the SLT, SBM and site manager throughout the day. Any concerns regarding procedures or their own wellbeing or the wellbeing of other staff, to be reported immediately to the headteacher (in the absence of the HT, a member of SLT).</p> <p>Staff will be made aware of any new arrangements through email. Staff to check their email throughout the day.</p> <p>Staffing levels will be reviewed daily.</p> <p>A risk assessment will be undertaken should any of the key members of staff (Headteacher, Deputy, SLT, DSL and deputy DSL, SENDCo, site manager, SBM) be unavailable to work through sickness absence or unavoidable circumstances. A decision will be made at this point by the LA as to whether the school remains open or closed.</p> <p>If parents wish to speak to a member of staff then they need to communicate this wish through email or a phone call to the office. Parents should only come to the office in an emergency situation and this should only be 1 parent per family.</p>
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	<p>Parents are regularly advised through the weekly newsletter of any changes and are issued with reminders through this medium.</p> <p>Should a parent need to have an appointment with the headteacher they will meet in the reception or outside if it is quiet, socially distancing and be asked to wear face coverings. The headteacher will also wear a face covering. The preferred route for all meetings is via the telephone.</p> <p>Should a member of staff be approached by a parent for an appointment they should ask them to telephone the office who will arrange a phone appointment for them.</p> <p>Reminders re national guidelines for tiers and lockdown will be shared with staff and their cooperation sought to adhere to these when not in school.</p> <p>Regular updates and advice will be given to parents via text/letter/newsletter as appropriate reflecting any changes in national/East Riding guidance.</p> <p>NB* The usual meeting room is not to be used until further notice because of its current use as an isolation room.</p>
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Windows to be open in the classrooms(only on the slant fitting when children are in school due to health and safety reasons) and doors to be left open to ensure as much air circulates as possible. This is to happen even through the winter – LA have advised encouraging children and staff to wear layers if necessary during colder weather.

Site manager to ensure that windows are opened in the staff room and hall during the day to increase the flow of air.

Outdoor equipment	<p>Outdoor playground equipment should be more frequently cleaned. EYFS spray clean at the end of every day.</p> <p>Dinner supervisors will spray the play equipment if swapped between bubbles but this should be avoided.</p> <p>PE equipment cleaned at the end of the day by the teachers who used that equipment.</p>
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## Premises

- Ensure that spaces can be ventilated. This can be achieved by a variety of measures including:
  - Mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)
  - Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air (as long as they are not fire doors and where safe to do so). If necessary external opening doors may also be used (taking in to account safeguarding and security arrangements.)
- Thermal comfort must not be compromised. Heating can, and should, be used as necessary in occupied spaces.
- Furniture may need to be rearranged to reduce direct draughts.
- Communicate to staff and parents that in order to reduce the risk of COVID transmission, ventilation will need to be increased. Staff and students may therefore wear additional and suitable indoor clothing.
- Ensure walkways are unobstructed – remove furniture or anything that creates ‘pinch points’
- Display posters throughout the school to reinforce key messages – Hand Hygiene, Catch It, Bin It, Kill It and Maintain Distance
- Ensure all building checks are maintained, including legionella and fire.
- Ensure emergency evacuation procedures are reviewed to facilitate minimal contact. For example, at the assembly point ensure bubbles are positioned 2 metres from one another. Continue to complete fire drills at least termly.
- Use external doors for access and egress to classrooms if possible
- Monitor the site to ensure walkways remain clear and unobstructed
- Ensure that enhanced cleaning arrangements are completed throughout the day in line with the dedicated safe system of work, paying particular attention to shared spaces (such as bathrooms, kitchens, dining halls or classrooms shared by different bubbles) and frequently touched surfaces (such as door handles/plates, banister rails, light switches. You may wish to consider devising a checklist and making record to verify that cleaning has been completed.

**NOTE: Guidance on operating heating systems has been provided by ERYC. If you have queries or concerns regarding your heating or ventilation systems, please contact Building Facilities.**

<p><b>Potential Hazards and Injuries:</b></p> <ul style="list-style-type: none"> <li>■ Contact with bodily fluids, droplets and airborne transmission leading to transmission of COVID-19 within school and in the wider community due to failure to adhere to public health guidance</li> <li>■ Failure to maintain a safe site or comply with legislative requirements relating to the workplace</li> </ul> <p><b>Who Might be Affected:</b></p> <ul style="list-style-type: none"> <li>■ Staff</li> <li>■ Contracted staff</li> <li>■ Students</li> <li>■ Supply Staff</li> <li>■ Contractors</li> <li>■ Visitors</li> <li>■ General Public</li> </ul>	<p><b>Do:</b></p> <ul style="list-style-type: none"> <li>✓ Devise a documented cleaning regime to ensure consistency and for monitoring purposes</li> <li>✓ Keep the school ventilated in line with guidance</li> <li>✓ Use external doors for access and egress where possible – ensure they are fixed open so as not to slam shut</li> <li>✓ Maintain safe and unobstructed movement around school</li> </ul>	<p><b>Don't:</b></p> <ul style="list-style-type: none"> <li>✗ Allow walkways to become cluttered or obstructed</li> <li>✗ Wedge internal fire doors open if possible. Use hold-open devices if fitted.</li> <li>✗ Compromise thermal comfort – use heating to ensure comfort levels are maintained</li> </ul>
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## Staff Wellbeing

### Preparing for the Task:

- Complete ongoing reviews of Individual Health Assessments for High Risk Employees with staff who are clinically vulnerable, clinically extremely vulnerable, BAME staff or those who are living with a clinically extremely vulnerable individual. Discuss their individual concerns, make a record of support measures to be implemented, and maintain regular communication with them.
- Consider training identified staff in COVID-19 Psychological First Aid. A free course is available at the following link: <https://www.futurelearn.com/courses/psychological-first-aid-covid-19/1>
- Plan and agree staff expectations, workload and flexible working arrangements to support and reassure staff
- Familiarise yourself with support measures, such as the Employee Assistance Programme, available through BHSF or The Education Support Partnership, so you can share this with staff.
- Timetable regular breaks for staff and PPA time for staff. Staff are able to move across bubbles providing 2 metres distance is maintained between them and the children so use all available staffing resources.
- Ensure staff welfare arrangements are in place and they are included on a regular cleaning regime
- Refer to the DfE School Workload Reduction Toolkit to support managing work demands on staff.
- Monitor one another's wellbeing and seek advice and support where necessary
- Keep in touch with one another, including those who are working from home
- Regular monitor 'High Risk Employees' to ensure that control measures agreed upon remain suitable and sufficient.

### Potential Hazards and Injuries:

- Compromised mental health and wellbeing.
- Social isolation.
- Fatigue.
- Adverse impact on work life balance.

### Who Might be Affected:

- Staff

### Do:

- ✓ Complete an Individual Assessment for High Risk Employees
- ✓ Maintain communication, through for example MS Teams, WhatsApp Groups
- ✓ Access online wellbeing support if necessary through the Employee Assistance Programme (BHSF) or The Education Support Partnership
- ✓ Take regular breaks
- ✓ Seek advice from colleagues within the Local Authority at the earliest opportunity

### Don't:

- ✗ Suffer in silence
- ✗ Be afraid to ask for help and support.

<p>Emotional wellbeing of staff</p>	<p>Staff must discuss with SLT any concerns they have regarding being in any vulnerable category or at-risk group to ensure appropriate provision and support is put in place. <b>Staff who have been shielding will complete a risk assessment before they return to work. This will be discussed with the Headteacher and all in agreement before commencement. These risk assessments will be reviewed on a monthly basis or more frequently if other government or LA advice is received. Reviewed again at the point of second lockdown and staff advised to find out from GP whether they were shielding again. Staff have been asked to revisit their risk assessment and contact the headteacher with any comments about changes to these.</b></p> <p>The SLT cannot plan for issues they are not aware of. It is the individual staff responsibility to communicate this to SLT. It is also the individual's staff responsibility to carry out their own risk assessment, based on their individual, in consultation with the Headteacher.</p> <p><b>Any concerns regarding procedures or their own wellbeing or the wellbeing of other staff, to be reported immediately to the headteacher (in the absence of the HT, a member of SLT).</b></p> <p>Ensure all staff have access to numbers for support and these are displayed in the staff room:</p> <p><b>Employee Assistance Programme BHSF</b></p> <p>Telephone counselling 0800 107 6147 available 24/7 365 days a year.</p> <p>Any employee of East Riding of Yorkshire Council can phone.</p> <p><b>NHS Emotional Wellbeing Service</b></p> <p>People registered with an East Riding GP can self-refer to Telephone 01482 335 451</p> <p>Email <a href="mailto:HNF-TR.SelfReferral@nhs.net">HNF-TR.SelfReferral@nhs.net</a></p> <p><b>Lets Talk</b></p> <p>01482 247111 <a href="http://www.letstalkhull.co.uk">www.letstalkhull.co.uk</a></p> <p>Self-referral counselling service if registered with a Hull GP</p> <p><b>Teachers Support</b></p> <p><b>0800 0562 561</b></p> <p>Telephone counselling support for school employees 24/7 365 days a year</p> <p>Adviceline is a national phone service operated by Citizens Advice. You can contact an Adviceline adviser on 03444 111 444 (Text relay: 03444 111 445)</p> <p><a href="https://www.mind.org.uk/coronavirus-we-are-here-for-you/">https://www.mind.org.uk/coronavirus-we-are-here-for-you/</a></p> <p><b>Mental health Foundation</b></p> <p>Looking after your mental health while working during the coronavirus outbreak</p> <p><a href="https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak/while-working">https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak/while-working</a></p> <p><b>Mental health Foundation</b></p> <p><a href="https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak">https://www.mentalhealth.org.uk/publications/looking-after-your-mental-health-during-coronavirus-outbreak</a></p>
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**Coronavirus (COVID-19): Mental health and returning to the workplace**

<https://www.cipd.co.uk/knowledge/culture/well-being/supporting-mental-health-workplace-return>

**Other useful Links for Staff Wellbeing:**

Mentally Healthy Schools: Staff Wellbeing

Anna Freud: Looking after each other and ourselves and Anna Freud: Supporting staff wellbeing in schools Mind: Five ways to wellbeing

Education Support

MindEd: CBT Art Workbook for Managing Stress

**Personal Care Activities where a child presents NO symptoms (such as toileting, supporting with managing medical conditions, first aid, etc)**

**There is no need for additional PPE over and above standard infection control procedures. PPE must only be used for one activity before being discarded appropriately.**

In an emergency, call 999 if someone is seriously ill or injured, or their life is at risk

Specific guidance has been produced for settings where aerosol generating procedures have been identified as taking place.

**Personal Protective Equipment:**



Disposable Gloves



Disposable Apron\*

*\*If there is likely contact with blood and/or bodily fluids as part of the activity.*

**Preparing for the Task:**

- ✓ Clean hands thoroughly using soap and water
- ✓ Put on the required PPE as above

**Completing and Finishing Task:**

- ✓ Deliver care in adherence with your infection control guidance and training, and health care plan if applicable.
- ✓ Remove and double bag PPE in the immediate area
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ Hands **MUST** be washed using soap and water immediately after removing PPE
- ✓ Door handles and surfaces must be cleaned before entering and leaving the affected area.
- ✓ Thoroughly wash all your clothing as soon as you arrive home at the end of a day. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel, door handles, etc.

**Potential Hazards and Injuries:**

- Contact with bodily fluids, droplets and airborne transmission leading to transmission of COVID-19
- Unpredictable behaviours leading to scratches and bites etc.
- Failure to respond to child's injury or health care need, leading to acute or chronic health implications

**Do:**

- ✓ Wear appropriate clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands

**Don't:**

- ✗ Deliver care without wearing PPE.
- ✗ Use the same PPE for more than one task.
- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all PPE and washed your hands.

## Procedure for Dealing with Symptomatic Individual

Should a child start to display symptoms whilst at school then they must be isolated in a separate, self-contained and ventilated room away from others or ensure they are situated 2 metres from others if isolation is not possible. If they require use of a bathroom whilst awaiting collection they should use separate facilities if possible, which should be thoroughly cleaned and disinfected before being used by anyone else.

999 must be called in the event of emergency, such as becoming seriously unwell or injured. Symptomatic individuals must not otherwise be advised to attend their GP, pharmacy, urgent care centre or hospital. They should be advised return home immediately, have a COVID-19 test as soon as possible and isolate whilst awaiting results.

To support the schools reporting protocols, results of the test must be communicated to the school.

Specific PPE requirements are recommended when caring for a symptomatic individual within close proximity (ie less than 2 metres.) New PPE must be worn and discarded of upon completion of the care.

## Personal Protective Equipment:



Disposable Gloves



Disposable Apron



Disposable Fluid Resistant Face Mask (Surgical Face Mask)



*Eye protection where contact is within 2 metres (either goggles or a face visor)*

## Preparing for the Task:

- ✓ Wash hands thoroughly following hand hygiene regime.
- ✓ Put on all the required PPE **BEFORE** entering the isolation area. You may wish to consider placing PPE and hygiene supplies outside of the dedicated room for ease.

Keeping your workforce safe

**NHS**  
Test and Trace

### Putting on PPE

Make sure you perform hand hygiene. Use alcohol hand rub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings. This is guidance for putting on PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**

- Put on plastic apron, making sure it is tied securely at the back.
- Put on surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover mouth and chin.
- Put on eye protection if there is a risk of splashing.
- Put on gloves.
- You are now ready to enter the testing area.

- ✓ Ensure the room is as well ventilated as possible.

## Completing and Finishing Task:

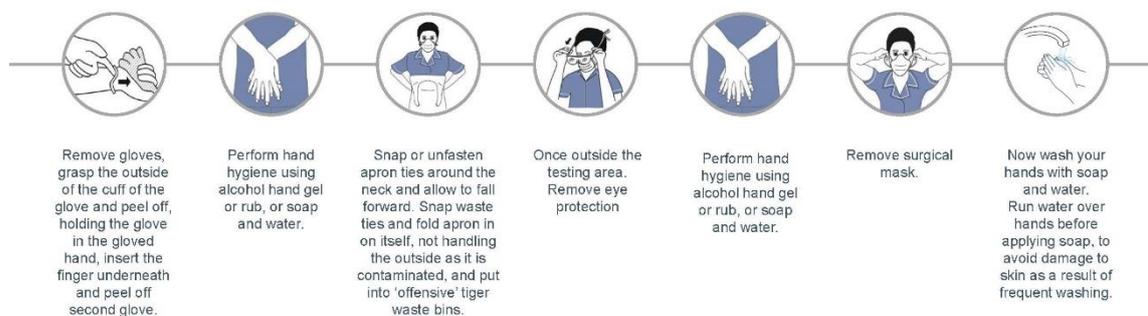
- ✓ Deliver care in adherence with your infection control guidance and training, and health care plan if applicable.
- ✓ Any contaminated clothing should be double bagged and securely stored until it is sent home with the child for washing.
- ✓ On completion of the task, step outside the room and immediately remove the PPE. This and any soiled items **MUST** be double bagged in disposable rubbish bags and securely tied and left in a designated room for 72 hours before being disposed of in the usual waste stream.

Keeping your workforce safe

**NHS**  
Test and Trace

## Removing PPE

Surgical masks are single session use, gloves and apron should be changed between test subjects. All used PPE must be discarded as healthcare waste into the 'offensive' (tiger) This is guidance for removing PPE, some of the steps may not be relevant for certain roles. **Role specific guidance for PPE for staff can be found in the Training guide and linked online training.**



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- ✓ Hands **MUST** be washed immediately after removing PPE
- ✓ The affected area must be secured and thoroughly cleaned and disinfected using appropriate cleaning products before being accessed by anyone else.
- ✓ Continue to ventilate the space after using.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel, door handles, etc.

PPE	<p>“The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"><li>• where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li><li>• where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.”</li></ul>
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(pg 12 of <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>).

However, staff have been provided with appropriate PPE-masks, shields, aprons, gloves and it is their choice and responsibility to decide when and if they wear it . Apart from where recommended in the safe systems of working document for personal care activities when it must be worn.

It is staff's responsibility to know where their PPE equipment is in class and it must be readily available for use. Sick buckets must also be readily available for immediate access if needed.

All used PPE will be double-bagged, clearly dated and stored in the disabled toilet in the entrance foyer: signposted as 'safe disposal room'. This will be removed by site manager after 72 hours in storage (3 days).

The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.

(<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> 15.7.20)

Staff on the gates will wear a face covering. Staff collecting and dropping children off in the playground will wear face coverings. Parents will also be asked to wear face coverings.

## General Cleaning Activities

Detailed and current guidance regarding cleaning can be found at the following link:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### Personal Protective Equipment:



Personal Protective Equipment is NOT required unless stated as a requirement for safe usage on the manufacturer's instructions and/or product COSHH Assessment

Appropriate footwear (enclosed, flat and non-slip tread) should be worn.

### Completing and Finishing Task:

- ✓ Clean and disinfect regularly touched objects and surfaces (particular door handles, bannisters, toys and equipment, and shared/communal areas such as toilets) using appropriate disinfectant cleaning products to reduce the risk of transmission.
- ✓ Use disposable cloths or paper roll if possible.
- ✓ Avoid creating splashes or sprays when cleaning
- ✓ Hands **MUST** be washed immediately after completing the activity
- ✓ Ensure all staff are aware of the location of cleaning substances and equipment. The Safety Data Sheet for the cleaning substance must be accessible in the event that spillage or first aid incident should occur. Directions on the safety data sheet must be followed in such a circumstance.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel, door handles etc.

### Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Spread of infection due to poor practices.

### Do:

- ✓ Wear appropriate footwear.
- ✓ Wear appropriate clothing.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands and forearms

### Don't:

- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all washed your hands.

<p>Cleaning and hygiene</p>	<p>The risk of coronavirus (COVID-19) infection depends on many factors, including:</p> <ul style="list-style-type: none"> <li>• the type of surface contaminated</li> <li>• the amount of virus shed from the individual</li> <li>• the time the individual spent in the setting</li> <li>• the time since the individual was last in the setting</li> </ul> <p>Surfaces and belongings can be contaminated with COVID-19 when people who are infectious cough or sneeze or touch them. Transmission of COVID-19 can occur when someone else then touches the contaminated surface or item. The person may become infected if they touch their nose, eyes or mouth with a contaminated hand or object. Increased frequency of cleaning of general room surfaces reduces the presence of the virus and the risk of contact.</p> <p>The infection risk from a COVID-19 contaminated environment decreases over time. It is not yet clear at what point there is no risk from the virus, however, studies suggest that, in non-healthcare settings, the risk of residual infectious virus is likely to be significantly reduced after 48 hours.</p> <p>In situations where someone has symptoms of COVID-19, we continue to advise storing personal waste for 72 hours as an additional precaution.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a> 15.7.20)</p> <p>All staff and children will regularly wash their hands following the 20-second rule. This procedure will be monitored and supervised by the staff member responsible for each class/bubble.</p> <p>All staff to remind and re-teach specific hygiene lessons in class (20 second rule) -Follow the 6 steps of hand washing guidance from the DfE. Hand washing posters are displayed around the school and used for teaching.</p> <p>This specific teaching of handwashing must be carried out regularly; each group will have their own hand sanitisers; children will also be reminded not to touch their faces.</p> <p>Increased enforced use of handwashing at key times-on entry to school, before break, after break, before lunch, after lunch, before leaving the school site.</p> <p>Before eating food, handwashing using alcohol gel</p> <p>Soap and hot water are available in every toilet and every classroom (classrooms also have hand sanitizers). Meaning that each staff member in each class/bubble will monitor handwashing.</p> <p>All classrooms and key areas have a lidded bin and will be double bagged and emptied by the cleaners at the end of the day. Before the site manager leaves his morning shift, he will empty the bins, provide fresh bin bags and clean the touch points in the children’s toilets on the upstairs floor. Staff within EYFS will spray the touch points or wipe with a wipe their toilets when needed.</p> <p>At 11.00am each day the site manager will go round and thoroughly wipe all ‘touch points such as door handles and bannisters’. <a href="#">This will continue.</a></p> <p>Children will be taught and expected to follow the <b>‘catch it, bin it, kill it’</b> tissues and disposal rule when sneezing or coughing; and will be taught to avoid touching their mouth, nose and eyes with hands. If children are unable to follow the guidance then staff will need to follow the appropriate cleaning guidance.</p> <p><a href="#">Hands, face, space will be discussed with the children and shared with parents.</a></p> <p>Each class room has been provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a surface or any equipment.</p> <p>All staff must ensure that they clean their own computer, mouse and keyboard before leaving the school site (cleaning wipes provided).</p> <p>Staff to ensure all equipment being used is able to be thoroughly cleaned after use. All staff responsible for each bubble must ensure all equipment being used is thoroughly cleaned after use.</p>
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All staff to be vigilant regarding hygiene and cleaning. Photocopiers to be sanitised after use.

Any concern regarding this, please contact: HT direct line 01482 476502; main office 01482 476500 or 476501; school business manager 01482 476503; site manager 01482 476504 mobile 07950 873128.

In emergency situations e.g. a child being ill, all staff will be expected to wear appropriate PPE and help with the safe removal of and cleaning of soiled items/areas.

#### Cleaning and disinfection

Regular cleaning plays a vital role in limiting the transmission of COVID-19.

Reducing clutter and removing difficult to clean items can make cleaning easier. Increase the frequency of cleaning, using standard cleaning products such as detergents and bleach, paying attention to all surfaces but especially ones that are touched frequently, such as door handles, light switches, work surfaces, remote controls and electronic devices.

As a minimum, frequently touched surfaces should be wiped down twice a day (by teachers with wipes provided), and one of these should be at the beginning or the end of the working day. Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities. Cleaning of frequently touched surfaces is particularly important in bathrooms and communal kitchens.

Teachers to be asked to get children to put their belongings on chairs at the end of the day in order to facilitate thorough cleaning.

When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19.

Dispose of routine waste as normal, placing any used cloths or wipes in 'black bag' waste bins. You do not need to put them in an extra bag or store them for a time before throwing them away.

(<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> 15.7.20)

#### Cleaning and disinfection

Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.

Use one of the options below:

a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.)

or

a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses

Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Waste

Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):

Should be put in a plastic rubbish bag and tied when full

The plastic bag should then be placed in a second bin bag and tied

This should be put in a suitable and secure place and marked for storage until the individual's test results are known

This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

If the individual tests negative, this can be put indisposed of immediately with the normal waste.

If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.

If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:

- keep it separate from your other waste
- arrange for collection by a specialist contractor as hazardous waste

There will be a charge for this service.

## Cleaning Activities (FOLLOWING SUSPECTED OR CONFIRMED CASE OF COVID-19)

**IN THE EVENT THAT PERSON IS CONFIRMED AS HAVING COVID-19, SPECIFIC GOVERNMENT GUIDANCE IN RELATION TO DECONTAMINATION CLEANING MUST BE FOLLOWED:**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

### Personal Protective Equipment:



Appropriate footwear (flat, enclosed and good non-slip tread)



Disposable Gloves



Disposable Apron (or apron which can be cleaned and disinfected after use)

### Completing and Finishing Task:

- ✓ Clean and disinfect regularly touched objects and surfaces (particular door handles, bannisters, and shared/communal areas) using appropriate disinfectant cleaning products to reduce the risk of transmission (refer to most current guidance at the link above)
- ✓ Use disposable cloths or paper roll if possible.
- ✓ Avoid creating splashes or sprays when cleaning
- ✓ Steam clean any surface which cannot be cleaned using detergents or laundered
- ✓ Suitable footwear, disposable gloves and a disposable apron must be worn when cleaning.
- ✓ Once the cleaning task has been completed, personal protective equipment and cleaning items must be double bagged, secured for 72 hours, and then disposed of.
- ✓ Hands be washed immediately after removing PPE
- ✓ Ensure all staff are aware of the location of cleaning substances and equipment. The Safety Data Sheet for the cleaning substance must be accessible in the event that spillage or first aid incident should occur. Directions on the safety data sheet must be followed in such a circumstance.
- ✓ Thoroughly wash all your clothing as soon as you arrive home. Avoid shaking clothing before placing in the washing machine.
- ✓ Vehicles should be decontaminated frequently. Sanitiser should be used to clean down seats, gear sticks, steering wheel etc.

### Potential Hazards and Injuries:

- Contact with bodily fluids and droplets.
- Unpredictable behaviours leading to scratches and bites etc.
- Spread of infection due to poor practices.

### Do:

- ✓ Wear appropriate footwear.
- ✓ Wear appropriate clothing.
- ✓ Wear appropriate PPE.
- ✓ Maintain good hygiene and infection control standards.
- ✓ Regularly wash your hands and

### Don't:

- ✗ Deliver care without wearing PPE.
- ✗ Use the same PPE for more than one task.
- ✗ Touch your eyes, nose and mouth.
- ✗ Consume food and drink until you have removed all PPE and washed your hands.



## GENERAL COVID PRECAUTIONS

**It remains the case that any individual who meets any of the following criteria must stay at home and self-isolate in line with national requirements:**

- **They, someone they live, or member of their support bubble have symptoms, of COVID-19**
- **They, someone they live with, or a member of their support bubble, has tested positive for COVID-19**
- **They have been instructed by NHS Track and Trace or the Local Public Health Team, to self-isolate**
- **They are awaiting COVID-19 test results**
- **On return from abroad, where applicable**

**They must not attend the school.**

**The following are the main symptoms of COVID which you should be vigilant to in yourselves and others:**

- **A high temperature** - this means you feel hot to touch on your chest or back (you do not need to measure your temperature);
- **A new, continuous cough** - this means coughing a lot, for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual);
- **A 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.

**To prevent the risk of getting or passing on COVID you MUST at all times do the following:**

- Maintain at least 2m distance from yourself and others. You may be asked to start and finish at staggered times to be able to manage this. Do not gather together at any time, and work only in your designated area. Do not all collect or put away cleaning equipment at the same time – wait a safe distance away from others until you can do this without being within 2m of someone else.
- You must use only equipment that is allocated for your use. You may need to colour code or name equipment to avoid sharing. You must clean equipment after you have used it.
- You must regularly and thoroughly clean your hands using soap and water or hand sanitiser. You must clean your hands for 20 seconds.
- You must sign in to the site you are working. Remember to sanitise your hands on arrival, especially if you are using shared pens etc.
- You must wear a face covering when moving around the site and may come in to contact with others. You can remove your face covering when you are working in your assigned area but must strictly maintain 2m from others.
- You must make sure you catch any coughs or sneezes, using either a tissue or the arm of your sleeve if you don't have a tissue. Dispose of tissues quickly in a bin and then clean your hands immediately.
- You must make sure you are working in a ventilated space. Open windows and doors as much as possible.

## COVID 'Enhanced Cleaning'

You have a huge role to play in COVID Prevention as a general 'enhanced' clean is absolutely crucial.

Surfaces, equipment and furniture must be cleaned and disinfected more thoroughly and more often than usual (recommended twice daily) to reduce the risk of COVID transmission.

This will include identifying all 'frequently touched surfaces' which the site can help you to identify, and which you can then include on your cleaning schedule.

Frequently touched surfaces include toilets, door handles/plates, light switches, window openings, desks, etc.

**You may wish to write a checklist to help make sure you clean everything, which you can then tick off. This would be really useful if another cleaner has to come in to help.**

To make sure cleaning is done in line with government guidance, systems will need to in accordance with the following:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

### Personal Protective Equipment:



When cleaning surfaces, it is not necessary to wear personal protective equipment (PPE) or clothing over and above what would usually be used.

Appropriate footwear (enclosed, flat and non-slip tread) should be worn.

### Completing and Finishing Task:

- ✓ Wear your face covering when moving around the site. Once you are working in your assigned area AND are 2 metres away from others you can remove this. You should store your face covering safely (ideally in a little bag or purse) so that it doesn't become dirty.
- ✓ Use only equipment that is assigned to you.
- ✓ Clean and disinfect regularly touched objects and surfaces (particularly door handles, hand rails, desks and shared/communal areas such as toilets) using a cleaner sanitiser which is effective against enveloped viruses (such as Dymasan Peach or Selgiene Extreme) in line with your training
- ✓ Use disposable cloths or paper roll and disposable mop heads if possible. Cloths must be washed if you are not using disposable.
- ✓ Avoid creating splashes or sprays when cleaning.
- ✓ DO NOT enter a room where someone is working unless 2 metres distance can be maintained.
- ✓ Hands **MUST** be washed immediately after completing the activity
- ✓ Clean any equipment you have used using antibacterial cleaner (such as brush and mop handles, vacuum cleaner, etc)
- ✓ Make sure you know where the safety data sheet is in case of a first aid incident or spillage. Actions to take will be included on that.
- ✓ Thoroughly wash all your clothing as soon as you arrive home on a normal wash cycle. Avoid shaking clothing before placing in the washing machine.
- ✓ Decontaminate your vehicle or bike regularly. Disinfectant cleaner should be used to clean down door handles, gear sticks, steering wheel, handle bars, seat, etc.

## Cleaning Activities (FOLLOWING SUSPECTED OR CONFIRMED CASE OF COVID-19)

You may be asked to do a 'deep clean' of an area after a person with COVID symptoms, or who has had a positive test result has left the site. In this situation the following government guidance must be followed:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

With the correct precautions, this will not increase the risk of you catching COVID. You must therefore follow the instructions below which are in line with the government guidance.

<b>Potential Hazards and Injury</b>	<b>DO:</b>	<b>DON'T</b>
<ul style="list-style-type: none"> <li>■ Contact with bodily fluids and droplets.</li> <li>■ Spread of infection due to poor practices.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Wear appropriate PPE</li> <li>✓ Maintain 2 metres distance from others at all times</li> <li>✓ Wear your face covering when moving around the site</li> <li>✓ Regularly and thoroughly clean your hands</li> <li>✓ Use only equipment that is yours</li> <li>✓ Clean all surfaces carefully and thoroughly using an appropriate disinfectant cleaner</li> </ul>	<ul style="list-style-type: none"> <li>✗ Gather with other staff either when arriving, collecting/putting away equipment, or when leaving</li> <li>✗ Use dirty cloths</li> <li>✗ Forget to clean equipment once you have finished with it</li> </ul>

## Asymptomatic Testing

The purpose of Lateral Flow Device Testing is to support in identifying **asymptomatic** cases to reduce the transmission of COVID-19 within the school, and wider, community. Schools therefore continue to play an important, and ever evolving, role in saving lives.

Lateral Flow Device Testing will be provided to all staff in all settings on a twice-weekly basis. In special schools, secondary schools and alternative provision settings students will also be offered routine testing. Participation is voluntary, though is strongly encouraged.

Details of the LFD home testing, including 'how to guides,' training videos and templates can be found at the following link:

[https://drive.google.com/drive/folders/1X4fLxy6\\_ppmpmKrv3hT2M6cduAN\\_GS54](https://drive.google.com/drive/folders/1X4fLxy6_ppmpmKrv3hT2M6cduAN_GS54)

Individuals who have symptoms of COVID-19 must book a Polymerase Chain Reactions (PCR) test. LFD Testing is not appropriate for symptomatic individuals. Individuals with symptoms can book a test online at the link below, or by calling NHS 119.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Individuals who return a positive result on an LFD test must self-isolate immediately along with their household, and arrange for a confirmatory PCR test.

**Asymptomatic testing does not replace the robust system of controls – it is an element of number one of the prevention system of controls – minimising contact with individuals who are required to self-isolate.**

**Staff must be regularly reminded of the need to comply with all prevention measures all of the time to ensure transmission risk is reduced.**

A dedicated risk assessment for COVID-19 Home Testing is available and must be shared with all participating staff.

- Schools must identify appropriate individuals to fulfil the required testing roles in line with the 'How to Guides'
- Consent must be obtained from all participants of the testing programme
- Schools must ensure that COVID safe arrangements are in place to facilitate safe collection of testing kits, in line with the dedicated risk assessment
- All participants of the testing must be made aware of instructional videos and guidance. These must be followed.
- Staff must be provided with the dedicated risk assessment to ensure that are made aware of specific hazards and the measures in place to ensure a safe and effective testing process
- Participating staff must ensure that results are returned the school in a timely manner. Schools must have a system to record all results, including voids.
- Incident management arrangements must be in place and staff must report all incidents, however minor, in line with the dedicated home testing risk assessment.