

<p>CORONA VIRUS – March 2021 Reopening of School</p>	<p>Assessor's Name: S Hair & R Hanna</p>	<p>Assessment New or Revised: Revised</p> <p>Date Completed: 04/03/21 v16 Reviewed against latest Government guidance – additions in yellow</p>
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The following risk assessment is based on the *government document: Guidance for full opening of schools updated February 2021* with the main aim: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents>

Effective infection protection and control

Preventing the spread of coronavirus involves dealing with:

- *direct transmission (for instance, when in close contact with those sneezing and coughing)*
- *indirect transmission (via touching contaminated surfaces).*

Using a range of approaches and actions:

- **minimising contact with individuals who are unwell** by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- **cleaning hands more often** than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- **ensuring good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach
- **cleaning frequently touched surfaces** often using standard products, such as detergents and bleach
- **minimising contact and mixing** by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Essential measures include:

- *a requirement that people who are ill stay at home*
- *robust hand and respiratory hygiene*
- *enhanced cleaning arrangements*
- *active engagement with NHS Test and Trace and the local health protection team*
- *formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*

This risk assessment has been adapted for the above named year group bubble by class, their class year group bubble space and their designated outdoor space etc.

Following the latest government announcement London (including Kingston upon Thames) will be in tier 2 control measures. Current control measures in place mean that Holy Cross Prep School will not need to adopt any further procedures to achieve Tier 2 restrictions.

Risk Assessment							
Area (Hazards):	Who is at Risk?	Impact:	Likelihood:	Risk Rating:	Risk Level:	Control Measures:	Improvements or Action Required:
Infection of Covid19		1 = Insignificant 2 = Minor 3 = Moderate 4 = Major 5 = Catastrophic	1 = Improbable 2 = Conceivable 3 = Likely 4 = Probable 5 = Certainty	Impact x Likelihood	Low 1-9 Medium 10-17 High 18-25		
<i>minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend schools</i>	Staff Pupils Parents	4	2	8	LOW	<p>1. School will provide regular reminders to parents their daughters are not to attend school with symptoms:</p> <ul style="list-style-type: none"> • a new continuous cough, meaning coughing a lot for more than an hour or experiencing 3 or more episodes of coughing in a day • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Any person with symptoms should self-isolate in accordance with the guidance and track and</p>	A/Take pupils temperature twice daily recorded in Teachers Communal/Coronavirus folder

					<p>trace procedures should be followed. Self-isolate for 10 days, other members of the household should self-isolate for 14 days from when the symptomatic person first had the symptoms. If any person develops symptoms during self-isolation they should restart the 10 day isolation period</p> <p>2. School will follow government advice for local outbreaks. Informing staff and parents as necessary.</p> <p>3. Staff will immediately inform school office (Code 100C with location) of any pupil or staff member onsite presenting with symptoms. Pupil to immediately be moved away from others (ideally outside) under the visual supervision of the adult (2m) until office staff (in PPE) can attend. Support pupil's mental well-being in your approach. Pupil will be sent home and be tested for Covid19. School advice will be sought from the schools helpline. Parents and staff will be informed as necessary.</p> <p>4. Minimise visitors (including parents) on site.</p> <p>5. MANAGE SOCIAL DISTANCING TO THE BEST OF OUR ABILITY. Be alert to instruct pupils. Transmission is less outdoors and if individuals are side by side or facing back to back with no contact.</p>	<p>Control measures will be updated and revised when the latest government guidance is released, sourced from GOV.UK</p> <p>A/All staff to use phone or video conference (Teams) for communication where possible including onsite. Includes events and parent meetings</p> <p>A/CT organise and instruct pupils accordingly to reduce transmission</p> <p>A/ Social distancing and handwashing posters have been displayed around the school.</p> <p>A/ One way system around the school is in place.</p> <p>A/CT Use door wedges where possible and fire safety procedures are not compromised (check with RH)</p>
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						<p>6. KEEP ROOM WELL-VENTILATED AT ALL TIMES. OPEN WINDOWS AND DOORS.</p> <p>Staff to take Lateral Flow Device coronavirus test twice weekly before attending work.</p> <p>Staff to report results on Government track and trace website and to the school using Microsoft form.</p>	<p>A/ From 1st February all on-site staff to take test before attending work on a Monday and Thursday.</p> <p>A/ PT staff to take test on day they attend school.</p>
<p><i>cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered</i></p>	Staff Pupils	4	2	8	LOW	<p>1. Pupils to wash hands regularly. Preferably with soap and wash which is more effective than santiser.</p> <p>2. Staff to wash hands regularly including before and after distributing learning resources and marking books.</p> <p>2. CT and adult supervisors e.g. lunchtime staff to monitor frequent hand washing and supervise very young children</p> <p>3. CT and facilities team to ensure constant supply of soap, hand towels and santiser.</p>	<p>A/CT to teach pupils how to wash their hands thoroughly in accordance with guidance for 20 seconds (happy birthday x2, tally up number of hand washes)</p> <p>A/ RH Sinks installed at pupil entrance to wash hands prior to entry to school.</p> <p>A/CT to provide time for frequent hand washing routines before and after activities including: on arrival at school before and after learning before and after snack & break before and after lunch before departure before and after a club</p> <p>A/CT to inform facilities immediately if soap, hand towels or santiser runs low.</p>

<p>ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach Primary school children will not need to wear a face covering</p>	Staff Pupils	4	2	8	LOW	<ol style="list-style-type: none"> 1. CT to teach pupils good respiratory hygiene including the 'catch it, bin it, kill it' approach 2. Pupils and staff to catch coughs and sneezes in tissues. Tissues to be placed in tissue bin. 3. Pupil or staff member to clean their hands after coughing or sneezing. 4. Facilities team to empty tissue bins 2 times a day (lunch and end of day). Double bagging waste. 5. CT and facilities team to ensure good supply of tissues around the school. 	<p>A/CT and staff to be attentive to pupils sneezing and coughing to instruct and train to use tissues as necessary.</p> <p>Masks available for cleaning duties</p> <p>A/CT to inform facilities team if tissues are needed before they run out.</p>
<p>cleaning frequently touched surfaces often using standard products, such as detergents and bleach</p>	Staff Pupils	4	2	8	LOW	<ol style="list-style-type: none"> 1. Facilities team to clean frequently touched surfaces including door plates, door handles, taps, toilet areas, light switches. Plus pupils desk at break, lunch and end of day. 2. CT and adults to manage cleaning of learning resources and incidentals e.g. own keyboard with sanitiser wipes and gel provided. 3. All outdoor play equipment will be sanitised inbetween and after breaktimes and lunchtimes with disinfectant. 	<p>A/Facilities team see RH email re. detail of cleaning schedule. Sign off your cleaning rotation on the record sheet and identify any particular hazards where necessary.</p> <p>A/Staff to request cleaning supplies from facilities team as necessary.</p> <p>A/front office – ask facilities to fog / clean areas used by child. To remind CT to get all pupils and class adults to wash hands and to remain out of class for 20mins for fogging.</p>
<p>minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)</p>	Staff Pupils	4	2	8	LOW	<p><i>Staff should maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults</i></p>	

						<p><i>should maintain 2 metre distance from each other, and from children.</i></p> <p><i>They should avoid close face to face contact and minimise time spent within 1 metre of anyone.</i></p> <p><i>The government recognises this may not be possible with very young children.</i></p>	
Class bubbles and group sizes	Staff Pupils	4	2	8	LOW	<p>1. Pupils have been split into class groups protected social bubbles to minimise cross-infection (18-22 pupils per class).</p> <p>2. Each class bubble has a designated adult (teacher and break supervisor), class bubble space both indoor and outdoor who is responsible for preventing interaction between bubbles. Be alert!</p> <p>3. All PE lessons will be taught outside where possible.</p> <p>4. CT to ensure desks and working spaces are as far as part as possible.</p> <p>5. Pupils have their own named skipping rope and ball use at outdoor play (optional for autumn term).</p> <p>6. CT and supervisors to manage movement of pupils around spaces. Be alert! Instruct pupils at all times, to social distance in a positive, constructive manner (especially during early days). ONLY PUPILS WITHIN THE SAME CLASS BUBBLE MAY BE IN TOILET AREAS AT A TIME</p> <p>7. CT and staff to be mindful of guidance regarding the cleaning of resources and to minimise the sharing of resources. Homework to be set and completed on-line (TEAMS)</p>	<p><i>Know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. Schools should therefore work through the hierarchy of measures set out:</i></p> <ul style="list-style-type: none"> • <i>avoiding contact with anyone with symptoms</i> • <i>frequent hand cleaning and good respiratory hygiene practices</i> • <i>regular cleaning of settings</i> • <i>minimising contact and mixing</i> • <i>It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a consistent group and that group stays away from other people and groups.</i> <p><i>Where settings can keep children and young people in those small groups 2 metres away from each other, they</i></p>

						<p>8. All soft furnishings and soft toys removed from classrooms.</p> <p>9. All teaching areas to be assessed for health and safety. Doors not obstructed for ease of fire evacuation. Trip hazards removed. Fuses removed from appliances ie hand dryers and cookers (Hayes room). All knives and sharp instruments removed (Hayes room).</p> <p>10. Services & assemblies are in class bubbles. If a service or assembly is in a year group, the service or assembly will be in the very large space of the hall which will be well ventilated and the two bubbles kept well apart at either sides of the hall. No children from each bubble are to mix or stand next to each other. Children in own bubbles will stand 1 meter apart.</p>	<p><i>should do so. While in general groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.</i></p> <p><i>Desks should be spaced as far apart as possible.</i></p> <p><i>A/ Hall to be ventilated Plenty of space between children and bubbles (if one year group).</i></p>
<p>Measures within the classroom <i>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission.</i></p>	Staff Pupils	4	2	8	LOW	<p><i>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.</i></p> <p>All staff are to wear a face covering whilst moving around the school and during lessons. A face covering must be used when wearing a visor. This is voluntary during lessons.</p> <p><i>For individual and very frequently used equipment, such as pencils and pens staff and</i></p>	<p>A/ Staff should keep rooms well ventilated by opening windows.</p> <p>A/ In cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks.</p> <p>A/High level windows are more preferable and increase the ventilation while spaces are unoccupied.</p>

						<p><i>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.</i></p> <p><i>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</i></p> <p>Sand play and the use of mud kitchens are suspended until further notice.</p>	
<p>Staggered times <i>so that all children are not moving around the school at the same time</i></p> <ul style="list-style-type: none"> <i>stagger drop-off and collection times</i> <i>plan parents' drop-off and pick-up protocols that minimise adult to adult contact</i> 	Staff Pupils	4	2	8	LOW	<p>1. CT to instruct pupils how to social distance in school</p> <p>2. Staggered 'fast stop and drop' for all year groups from 8:00-8:30am. Pupils to observe social distancing markers on ground and proceed straight to classroom for 8:30am registration.</p> <p>3. Breaktime (10:00-10.20 and 10.25-10:45). Staggering is managed by pupils due to the large space at HCP. A/CT to hand out breaktime snacks wearing gloves and face covering. Class bubbles will exit at different locations and play in different outdoor spaces.</p>	<p>A/Adults helpers on drive be alert and positively instruct pupils in social-distancing.</p> <p>Fast stop and drop (Parents will have class signs displayed on their dashboard) Facilities to manage the traffic on drive. No parking onsite. Parents to remain in cars. Pupils to open car doors where possible. Adult helpers to open car doors for R pupils using clean wipe for car doors and lift</p>

					<p>4. Other breaktimes are encouraged but to be supervised by the class and year group and bubble teacher to enable supervision (good for mental health and resocialisation).</p> <p>5. Lunchtime. Lunch is staggered in the hall. A separate row of tables for each class bubble. R and year 1 will be served at their tables by staff. Yr2-6 and staff will be socially distanced at the servery in accordance with Holroyd Howe catering protocols.</p> <p>6. Dining room seating, pupils not to sit facing each other keeping distance. One way system in place.</p> <p>7. Allergen lanyards to be cleaned and given to pupils by CT before lunchtime. Pupils will put them back in their plastic wallet at the end of lunchtime. CT given allergen pupil list with pupil's names and pictures.</p> <p>8. Staff to collect a packed lunch from the staff room instead of using the dining hall.</p> <p>9. 'Fast stop and pick up' at end of day. Pupils will be ready lined up on socially distanced markers, behind the chain link rope, across the front of the school. First row of pupils will be straight tutor group followed by parallel tutor group. Parents to pick up and drive away in their cars.</p> <p>10. Collection from wraparound care and clubs will be staggered. Club providers and members of staff will manage parents collecting children.</p>	<p>new chain link rope. Pupils follow markers on the ground. Adult to man and manage pedestrian gate for pupils on foot or by bike (parents to accompany social distancing). Monitor social distancing.</p> <p>Staggered breaktimes See supervision timetable emailed by CG</p> <p>Staggered lunch 12.15-1:15 – Reception, Year 1 & Year 2 12:45-1:45 — Year 3 – 6</p> <p>Fast stop and pick up Parents to pull into stop and drop lane directed by facilities team close to their daughter. Drive helpers to lift chain link rope, instruct pupil to get into car (R parents to get out of car safely, socially distance and help their child). Parents to pull away and leave site quickly. Siblings to wait in classroom then join their eldest sibling for departure together. 3:00 Reception 3:05 Year 1 3:15 Year 2 3:25 Year 3</p>
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						<p>Collection from homework club will be a flexible pick up time.</p> <p>11. Parents are being asked to wear a face covering when entering the drive.</p> <p>12. All staff are to wear a face covering whilst moving around the school and during lessons. A face covering must be used when wearing a visor.</p> <p>13. Staff and volunteers helping on the drive will now be required to wear a face covering.</p>	<p>3:35 Year 4 3:45 Year 5 3:50 Year 6</p> <p>Pupils of late parents to return into school (supervised by CT) until they are radioed for.</p>
School uniform and other items	Pupils	4	2	8	LOW	<p>1. Winter or summer uniform or PE kit to be worn to school in accordance with year group bubble timetable, along with a washable coat appropriate for weather (dry cleanable blazer not to worn).</p> <p>2. Limit the items that are taken between school and home to minimise cross-infection.</p> <p>3. Year 5 & 6 pupils to bring in their iPad daily and return them home to charge overnight. Earphones sanitised and to be stored in plastic wallets.</p>	<p>A/ Pupils to only bring to school stationary, instrument and mini-whiteboard or iPad where necessary, a school bag is allowed.</p> <p>A/ CT to supervise iPads to be sanitised with hand wipes first thing in the morning.</p>
Curriculum		4	2	8	LOW	<p>1. CT to risk assess all learning activities for infection risks at planning stage.</p> <p>2. CT to teach good hygiene and social distancing in a positive, fun manner which support pupils mental well-being.</p> <p>3. CT to plan outdoor lessons where possible.</p>	<p>A/CT to remember pupil have not been exposed to social distancing and will need training.</p> <p>A/CT and staff to report pastoral needs to CC. SR. Ursula providing pastoral support.</p>

						4. CT to plan daily well-being sessions including daily circle-time and a walk and talk around the cross-country track (social distancing required)	
Staff mixing	Staff	4	2	8	LOW	<p>1. Staff to follow social-distancing rules and good hygiene e.g. frequent</p> <p>2. Staff to use phone and video calls where possible between one another</p> <p>3. Only 4 people in staffroom at one time</p> <p>4. Staff to look after mental health.</p> <p>5. Staff will be required to wear a face covering when entering shared areas i.e staffroom, resources room, computing room and when moving around the building in order to protect each other and mitigate the risk of contamination.</p>	<p>A/At pupil break and lunch times staff to limit time in the staffroom. Tea and coffee making facilities in reception kitchen area.</p> <p>A/Staff encouraged to go for social distancing walks and sit in class group bubbles. Please contact LB if you need support or household members become unwell with symptoms of Covid19.</p>
Music lessons <i>There may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance</i>	Staff Pupils	4	2	8	LOW	<p><i>To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15.</i></p> <p><i>Positioning pupils back-to-back or side-to-side, when playing or singing.</i></p> <p><i>Avoid sharing of instruments, and ensuring good ventilation.</i></p> <p><i>Singing, wind and brass playing can be undertaken at this time although it should be noted further studies in aerosol transmission are underway. These should not take place in large groups such as school choirs and ensembles, or school assemblies unless significant space, natural airflow, social distancing and mitigation</i></p>	

						<p><i>can take place. If activity is face to face without mitigation 2 metres distancing is appropriate. Playing instruments and singing in groups should take place outdoors where possible or limit numbers indoors in relation to space. Insure ventilation of the space and ability to social distance to dilute aerosol transmission. Limit the handling of parts and scripts to the individual.</i></p> <p>Staff to observe social distancing guidelines with the children whilst teaching. Markings and floor covering on the floor. Teach in well ventilated rooms with windows open. Pupils must use their own instruments and music and the staff must sanitise the music stand/keyboard/door handles after each pupil. Pupil to unpack and pack own instrument outside the room. Piano teachers to sit at 2 metre distance alongside the pupil. Background or accompanying music level to be kept low to avoid performers raising their voices unduly. Do not share microphones. Only 1 pupil in a practise room at a time. No ensembles unless a 2 m rule can be applied. If a teacher has been in contact with an infected person in another school they must immediately inform HCPS school with details of all contacts in the school in the last 48 hrs.</p>	
<p>Peripatetic teachers <i>Peri teachers can move between schools, but must comply with managing and minimising the risk of spreading the virus.</i></p>	<p>Peri teachers Staff</p>	4	2	8	LOW	<p>Take particular care to maintain distance from other staff and pupils. If operating across multiple group and schools they should:</p>	

	Pupils					<p>1 Maintain social distance to the group they teach.</p> <p>2 Avoid situations where distancing requirements are broken.</p> <p>3 Make efforts to reduce the number of groups taught, locations worked in to reduce the number of contacts made.</p>	
Transport	Staff Pupils	4	2	8	LOW	<p><i>Pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school.</i></p> <p><i>To encourage parents, staff and pupils to walk or cycle to school if at all possible.</i></p>	<p>A/ use of hand sanitiser upon boarding and/or disembarking</p> <p>A/ additional cleaning of vehicle</p> <p>A/ organised queuing and boarding where possible</p> <p>A/ Distancing within vehicles wherever possible</p>
<p>Physical activity in schools</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>Sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government are permitted. Schools must only provide team sports on the list available at return to recreational team sport framework.</p>	Staff Pupils	4	2	8	LOW	<p><i>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible) distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sports setting because of the way in which people breathe during exercise.</i></p> <p><i>External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</i></p> <p><i>Equipment will need to be cleaned after each use. To discourage the sharing of equipment to mitigate against virus transmission</i></p> <p><i>Class sizes should adhere to Government guidance and be reduced to a level where social distancing rules can be applied.</i></p>	<p>Schools should refer to the following guidance:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport from 29th March. • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents

						<p><i>Changing rooms - if used, these should be cleaned after every lesson – Wiping of surfaces is a reasonable approach. • Attending school with PE kit on will limit the need to use changing rooms.</i></p>	
Educational Visits	Pupils Staff	4	2	8	LOW	<p>We advise against any educational visits at this time.</p> <p>Any future trips will need to be booked well in advance (signed off by C Green).</p> <p>Visits that involve outdoor activities are encouraged with 1 school at a time, visiting the destination.</p> <p>All COVID safe procedures and the location risk assessment must be obtained, read and communicated to staff/ pupils prior to the trip.</p>	
Staff working in offices Staff can only leave home for work purposes where it is unreasonable for you to do your job from home. If it is unreasonable for you to do your job from home, you must maintain social distancing in the workplace wherever possible.	Staff	4	2	8	LOW	<p>Staff must maintain social distancing in the workplace wherever possible.</p> <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.</p> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> • further increasing the frequency of hand washing and surface cleaning • keeping the activity time involved as short as possible • increased ventilation by opening doors and windows • using screens or barriers to separate people from each other 	<p>A/ install screens between staff where possible.</p> <p>A/ offer face coverings for use when required</p> <p>A/ ensure 2m distance between workstations</p>

					<ul style="list-style-type: none"> • using back-to-back or side-to-side working (rather than face-to-face) whenever possible • staggered start times • reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) <p>For people who work in one place, workstations should allow them to maintain social distancing wherever possible.</p> <p>Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people.</p>	
Confirmed case/s of COVID						
					<p>Verify with confirmed case Check date of symptom onset or date of test if asymptomatic</p>	<p>Identify dates of attendance at school during infectious period (48 hours prior to symptom onset or 48 hours prior to test date if asymptomatic, up to most recent day of attendance)</p>
If confirmed case did not attend school during the infectious period then no further action is required with the school.						
					<p>Identify exposure areas (only exposures while the case was infectious): Consider class, year group and if a member of any other school groups (e.g. breakfast or after school club, sports or music group).</p>	<p>Identify contacts (only contacts while the case was infectious): You will need to consider contacts in all of the exposure areas identified above. Contacts may be:</p> <ul style="list-style-type: none"> • Direct contacts: Face to face contact with a case for any length of time, including being coughed on, a face to face conversation, unprotected physical contact (skin to skin). This includes

						<p>exposure within 1 metre for 1 minute or longer</p> <ul style="list-style-type: none"> • Proximity contacts: Extended close contact (within 2m for more than 15 minutes) with a case <p>Travel contacts: Anyone who travelled in a small vehicle (car or people-carrier size) with a case</p>	
Early Years and Key Stage 1 (Foundation to Year 2)							
	Staff Pupils Parents	4	3	12	MED	<ul style="list-style-type: none"> • All children who had shared a classroom with the case during their infectious period • Children in friendship groups who are known to have had definite direct contact with them during their infectious period. This should be specific identifiable individuals (rather than groups where contact cannot be ruled out) • Staff members who report that they have had contact with the case during their infectious period 	Advise those identified as contacts to self-isolate for 14 days from date of last contact with the confirmed case
Key Stage 2 (Year 3-6)							
	Staff Pupils Parents	4	3	12	MED	<ul style="list-style-type: none"> • If children mix a lot within the classroom then the whole class would usually be defined as contacts. • If there is a seating plan for all lessons and it is felt that social distancing has been observed in the classroom then look at seating plans instead. Identify contacts as children who sat within 2 metres of the case during their infectious period 	Advise those identified as contacts to self-isolate for 14 days from date of last contact with the confirmed case

						<ul style="list-style-type: none"> • Children in friendship groups who are known to have had definite direct contact with the case during their infectious period • Staff members who report that they have had contact with the case during their infectious period • Any other people who they have had definite face to face contact with at break times or in another group activities? This should be specific identifiable individuals (rather than groups where contact cannot be ruled out) 	
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Below are other general protective measures in place to protect pupils and staff

<p>Personal protective equipment (PPE) including face coverings and face masks <i>Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission.</i></p>	Staff Pupils	4	2	8	LOW	<p><i>A/Reminded school community of hygiene practices an increased availability of tissues and hand sanitising in key areas including visitor entrance.</i></p> <p><i>A/Children presenting unwell in the sick bay have temperatures checked and if in doubt of being unwell currently they are sent home immediately</i></p> <p><i>A/Signs and posters around the school including visitor entrance</i></p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> • if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs 	<p>If CV symptoms present</p> <p>A/Isolate pupil/adult in the parlour or outside if just arrived</p> <p>A/Notify and seek advice from NHS111 & LA</p> <p>A/Notify parent to collect child</p> <p>A/Assess likelihood and impact of infection of others</p> <p>A/Consider school closure / partial closure</p> <p>A/Inform parents including pick up procedures if necessary</p> <p>A/Organise home schooling via It's Learning platform</p> <p>A/Consider teachers working from home</p> <p>A/Consider press release and dealing with press/media</p>
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						<p>direct personal care until they can return home. A fluid-resistant surgical 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 person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical 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> <p>Education, childcare and children’s social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum.</p> <p>Read the guidance on safe working in education, childcare and children’s social care for more information about preventing and controlling infection, including the use of PPE.</p>	<p>A/Consider an on-going communication point for parents</p> <p>A/Consider deep clean disinfection of schools buildings/site</p> <p>A/Consider skeleton staff to remain on site</p>
<p><i>Shielded and clinically vulnerable children and young people</i></p> <p><i>For the vast majority of children and young people, coronavirus is a mild illness.</i></p>	Pupils	5	1	5	LOW	<p><i>The majority of pupils will be able to return to school. You should note however that:</i></p> <ul style="list-style-type: none"> <i>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</i> 	<p>A/Inform parents of advice to remain at home.</p> <p>A/ Identify any pupils unable to attend school because they are complying with clinical and/or public health advice and offer them access to remote education.</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-</p>

						<ul style="list-style-type: none"> • <i>shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the current advice on shielding</i> • <i>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</i> • <i>some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people</i> 	<p>shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 NHS will have sent a GP letter and/or a text confirming this. include those who:</p> <ul style="list-style-type: none"> • have had a solid organ transplant – kidney, liver, pancreas, heart, or lung • are having treatments for some cancers • have severe long-term lung disease including cystic fibrosis and severe asthma • have rare diseases that increase their risk of infection • are on medication that compromises their immune system and so are much more likely to get infections and become seriously unwell from them • are pregnant with significant heart disease <p>(do not leave house until 30 June, no visitors)</p>
Shielded and clinically vulnerable adults	Staff	1	5	5	LOW	Clinically extremely vulnerable individuals.	

					<p><i>Those who are clinically extremely vulnerable can return to school in September 2020 provided their school has implemented the system of controls, in line with the school's own workplace risk assessment. In all respects, the clinically extremely vulnerable should now follow the same guidance as the clinically vulnerable population, taking particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace.</i></p> <p><i>Read COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable for more advice.</i></p> <p><i>Clinically vulnerable individuals</i> <i>Should take particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 5 of the 'Prevention' section of the guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents.</i></p> <p><i>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</i></p> <p><i>Staff who are pregnant</i> <i>Pregnant women are in the 'clinically vulnerable' category, and are generally advised</i></p>	<p>A/Identify staff who are clinically extremely vulnerable and advise to stay at home.</p>
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						<p><i>to follow the above advice, which applies to all staff in schools. Employers should conduct a risk assessment for pregnant women</i></p> <p>Staff who may otherwise be at increased risk from coronavirus <i>These staff can return to school in September as long as the system of controls set out in this guidance are in place</i> <i>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</i></p>	
Living with a shielded or clinically vulnerable person	Staff Pupils Parents	2	2	4	LOW	<p><i>If a child, young person 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 or childcare setting.</i></p> <p><i>If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing.</i></p>	A/Identify those who are living with a shielded or clinically vulnerable person and review their situation on an individual basis.

