



Midsomer Norton
Schools Partnership

RISK ASSESSMENT FOR SCHOOL OPERATION FROM September 1st 2021

This risk assessment is based on latest 'Dfe Schools COVID 19 operational guidance' published 27th Aug 2021:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-covid-19-operational-guidance>

Date of Risk Assessment: 31st August 2021

Signed (Head teacher)

Signed (Chair of governors): *SScarborough*

Covid-19 is an illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal. This risk assessment is for pupils, teaching and support staff and should be adapted by each of MNSP schools. The document must be adapted to reflect the unique circumstances in your school. You need to add any additional controls and indicate who is responsible, by when and indicate when in place (ie you must complete the last 3 columns) There is an expectation that staff will work at a distance from each other and from pupils as much as possible. If staff are working totally alone in the school, please ensure that a lone-working assessment has been undertaken and safeguards put in place for that person. You will need to review other risk assessments you have in place, for example use of equipment and practical lessons.

HAZARD: Spread of Covid-19 Coronavirus

Who Might be harmed:

- Staff
- Pupils
- Visitors to your premises
- Contractors
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with another person

SUMMARY OF KEY DFE UPDATES (SEPT 2021):

Our priority is for you to deliver face-to-face, high-quality education to all pupils. The evidence is clear that being out of education causes significant harm to educational attainment, life chances, mental and physical health.

Social distancing measures have now ended in the workplace.

We no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.

As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Face coverings are no longer advised for pupils, staff and visitors either in classrooms or in communal areas.

The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to school or college.

When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.

Staff should undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others.

If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19. Your decision would need to be carefully considered in light of all the circumstances and current public health advice.

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.

Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on [promoting and supporting mental health and wellbeing in schools](#).

Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else.

You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.

For state-funded schools, it is intended that Ofsted will return to a full programme of routine inspections from September 2021 and will aim to inspect every state-funded school within the next 5 academic years. This will mean an extension of up to 6 terms in the inspection interval for those schools not inspected since the start of the pandemic. Regulations will give effect to these arrangements. Within the 5-year period, Ofsted will continue to prioritise schools most in need of inspection, particularly those with the lowest Ofsted grades. It will also prioritise outstanding schools that were previously exempt from routine inspection that have gone the longest without a visit.

You should:

- 1 Ensure good hygiene for everyone.
- 2 Maintain appropriate cleaning regimes.
- 3 Keep occupied spaces well ventilated.
- 4 Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

<p>The Headteacher or senior leader will issue a First Aider list and ensure that all staff are aware of the nominated person each day</p>	<p>First aiders will be briefed on handling suspected Covid19 illness that occurs in school. This will be included in the revised staff 'Return to school' information booklet.</p> <p>PPE will be available for first aiders including face masks and gloves and these will be stored centrally outside the back office (quarantine room)</p> <p>The cleaning team will be briefed on cleaning arrangements following first Aid and suspected Covid 19 illness.</p> <p>In general, most bumps and scrapes in school can be managed from a safe distance - that is children will be supported and encouraged to self clean any minor bumps. The wellbeing of our children is paramount so staff will be provided with PPE if close contact is needed.</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>	<p>29th August 2020</p> <p>Delivered and ready by 29th August 2020 22nd August 2020</p>	<p>September 2021 (JS)</p>
<p><u>Staff working</u></p> <p>All staff are expected to be able to work in school from September 2021. Schools will follow the government guidelines.</p> <p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p>	<p>The headteacher is aware of members of staff in these vulnerable groups and will ensure safe working practices are implemented and additional measures are considered if these are needed.</p> <p>For staff who are pregnant, an additional risk assessment will be completed.</p>	<p>JS</p>	<p>By 1st September 2021 and ongoing.</p>	<p>All staff have reported that they are fit to work.</p> <p>1st September 2021</p>

<p>Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report.</p>	<p>All members of staff are expected to return to school.</p>			
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> • Hand washing facilities with soap and water will be in place. • Regular hand washing will be taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands will be with disposable paper towels rather than dryers • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms 	<p>From Sept 2021, staff and children will be expected to regularly wash hands/sanitise hands.</p> <p>Staff and pupils will be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. They will also be reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds • Pupils must wash/sanitize their hands on arrival, before and after break and having lunch, after sneezing/using tissue. • There will be support for pupils who have trouble washing their hands independently 	<p>JS/DL/All staff</p> <p>Posters/hand sanitizers - JS/Cleaners</p>	<p>All key pre 1st September communication to staff will highlight the need to wash hands regularly.</p> <p>From 1st September ready for return, all posters updated/refreshed and posted up around key parts of school. To be completed</p>	<p>Checked 4th March 2021 (JS)</p>

	<p>We will encourage young children to learn and practise these habits through games, songs and repetition using the online resources from ebug and BBC. School will continue to reinforce the mantra: 'Hands Clean, Make Space, Stay Safe.'</p> <p>Handwashing for everyone on the school site should take place frequently with soap and water for 20 seconds and dry thoroughly and always at the following times:</p> <ul style="list-style-type: none"> ● on arrival at school ● before and after eating ● Before and after playtime and lunchtime ● after sneezing ● after touching any classroom equipment that is shared by others <p>Hand sanitizers are available in every classroom for times when soap and water cannot easily be used. The sinks in Robin (Y1), Kingfisher (Y3), Eagle (Y6) and Hawk (Y5) classrooms should be used for handwashing for the classes in those rooms. Rooms without their own sinks have been provided with hand sanitiser stations for use if necessary.</p> <p>We recognise that washing hands with soap and running water is still the most effective way to keep hands clean.</p>		<p>1st September 2021.</p> <p>Cleaners will fill up stocks of towels, soap and hand sanitizers on a daily basis from 1st September 2021.</p>	
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	Classrooms will be well ventilated with windows open as appropriate.			
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance COVID-19: cleaning of non-healthcare settings guidance</p> <p>There will be frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Also requiring more regular cleaning will be toys, books, desks, sinks, toilets and handrails. Doors can be left open to prevent the more frequent use of handles provided these are not fire doors.</p>	<p>Headteacher/senior leader to check that cleaners are aware of guidance and have an appropriate regime – reminder from previous training and guidance pre January 1st.</p> <p>Where possible, Headteachers will organise cleaning through the school day so that regularly touched surfaces can be wiped down regularly and bins emptied more frequently. Cleaning resources will be available in all classes including wipes for wiping any computer equipment used. UPDATE 31.01.20: All toilet handles/taps/flushes will be anti-bac wiped before and after lunch from Term 2. This will continue Term 1 Sept 2021.</p> <p>We will prepare a checklist which can be ticked and monitored by the JS/DL as part of daily/weekly checks. SLT to sign this off each week. Caretaker to also check for supplies and procedures followed.</p>	<p>JS</p> <p>JS</p> <p>JS/DL</p>	<p>All stocks and supplies of cleaning materials and school site clean by 1st September 2021 and then daily.</p> <p>22nd August 2020 Updated 4th March 2021</p>	<p>1st September 2021 (JS)</p> <p>*We are reducing the number of classrooms in use.</p>
<p><u>Social Distancing for staff</u></p>	<p>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</p> <p>Posters, leaflets and other materials will be displayed prominently</p>	<p>JS/DL</p>	<p>Previous plans for returning to school which will also cover the need for social distancing</p>	<p>1st September 2021 (JS/DL)</p>

<p>As far as possible, desks, telephones and computers will not be shared. Where offices are shared and the necessary distances are not possible then we will provide separation of these areas, with physical barriers or find alternative space to relocate the work.</p> <p>Support staff may be asked to undertake tasks which may be different from normal day to day routine but which are commensurate with their job role or processes may need to change to incorporate social distancing.</p> <p>Social distancing also to be adhered to in the canteen area and staff room and during any rest breaks.</p> <p>Staff are often required to meet parents and representatives from other organisations as part of day to day essential work. Staff must continue to follow social distancing during meetings, using larger airy spaces when possible. Non-essential meetings will not take place or may be held over the telephone or using Google Meet. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p>	<p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks need to be carried out by JS/DL and Key Stage leaders to ensure these are still prominently displayed.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. This will form part of the updated 'Return to school' booklet produced for staff. Staff will not be working across the school in different areas/bubbles although if it is necessary for a staff member to visit another bubble to ensure the smooth operation of the school, then they should be aware of social distancing and, ideally, not enter the classroom/space.</p> <p>Management checks will take place to ensure this is adhered to through visual checks during the school day and speaking to colleagues.</p> <p>From Sept 2021, it is important that staff are constantly aware of their social distancing during times of 'break' to ensure that they do not increase contact.</p> <p>The whole year school will be out at the same time during breaks and lunchtimes.</p>	<p>JS/DL</p> <p>JS/DL</p> <p>JS</p> <p>JS/DL</p> <p>JS/DL</p> <p>JS</p> <p>JS/DL</p>	<p>have been reshared.</p> <p>From 1st September class layouts and staffing across the school have been planned with social distancing measures in mind. This will be particularly relevant for breaks - refreshment stations have been planned for the staff covering year groups in school. The Staffrooms will not be used by all staff at the same time.</p>	
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<p>Face-to-face meetings, if they must happen, should only include “absolutely essential” participants, who should remain two metres apart.</p> <p>Staff at reception areas should be able to rearrange their work space to enable them to maintain a distance from visitors. Hand gel will be available on reception and should be used by all visitors to the school. Pens for signing in will not be shared.</p>	<p>We ask that all staff remain vigilant and remind children of the school mantra at all times. - Hands clean, Make space, Stay safe.</p> <p><u>Lunchtime organisation</u></p> <p>Update:</p> <p>Lunchtime arrangements will return to pre-covid systems i.e. two dinner hall sittings. A full quota of SMSAs will be deployed to monitor specific classes. Children will be expected to maintain sensible routines and hygiene rules.</p>	<p>JS/DL/Staff</p>	<p>From 1st September, daily social distancing monitoring checks will be carried out by SLT.</p> <p>In plans shared with parents 14th July it is clear that parents will not be entering the school building.</p> <p>From 1st September, any visitor to the school reception will be encouraged to talk through the telecom and if necessary to enter the school, will only enter the corridor</p>	
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			where the office window will remain locked closed at all times.	
<p><u>Social Distancing and reduction of mixing – pupils</u></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.</p> <p>Whatever the size of the “bubble”, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where possible, we will limit interaction, sharing of rooms and social spaces between large groups.</p> <p>(Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group).</p> <p>We will make adaptations to the classroom to support distancing where possible. This will include seating pupils side by side and facing forwards, rather than face to face or side on.</p> <p>We will remove unnecessary furniture out of classrooms to make more space.</p>	<p>Update:</p> <p>Dfe guidance states:</p> <p><i>‘We no longer recommend that it is necessary to keep children in consistent groups (‘bubbles’). This means that bubbles will not need to be used for any summer provision (for example, summer schools) or in schools from the autumn term.</i></p> <p><i>As well as enabling flexibility in curriculum delivery, this means that assemblies can resume, and you no longer need to make alternative arrangements to avoid mixing at lunch.’</i></p> <p>As such, delivery of curriculum and day to day teaching will return to ‘normal’, to ensure that children access as normal a curriculum as possible. VENTILATION REMAINS HIGHLY IMPORTANT ACROSS THE WHOLE SCHOOL.</p> <p>If a case of COVID is reported within a class, the head teacher will seek guidance from Public Health England as to next steps. It may be necessary to reintroduce a ‘bubble’ system</p>	<p>JS/DL plan, All staff to follow.</p>	<p>The larger bubbles are an update to the previous risk assessment.</p>	<p>26th April 2021 (JS/DL)</p>

The timetable will be adjusted to keep groups apart and movement around the school to a minimum.

Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).

We will ensure that pupils only mix in a small, consistent group and that small groups will stay away from other people and groups. As far as possible the group will remain in the same area and avoid using areas already used by other groups.

Soft toys and items that are difficult to clean will be removed from classrooms.

We will consider the best place and timings for lunch. If it is not possible to provide sufficient distance and in order to prevent mixing of groups, lunch may be brought into the classroom.

Resources that are shared between classes or bubbles, such as sports, art and science equipment will 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. Practical lessons where these take place will need to have their own risk assessments reviewed.

depending on the situation. Further information will be updated as required.

Teachers and other staff will use age appropriate ways to encourage children to follow social distancing, hand-washing and other guidance. They should encourage parents/carers to reinforce these messages at home, by asking them to remind their children. Our school mantra will be shared in posters and online with all our school community: **'Hands Clean, Make Space, Stay Safe.'**

Equipment, toys and surfaces will continue to be cleaned and disinfected frequently.

Children should have their own designated space to work at.

Soft toys and items that are difficult to clean will be removed from classrooms.

Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.

Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously (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>Groups should be kept apart, so there will be no large gatherings including assemblies with more than one group.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared.</p> <p>Classroom based resources, such as books and games, will be shared within the bubble but will be regularly cleaned along with all frequently touched surfaces.</p> <p>As advised, we will not hold assemblies.</p>	<p>For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items and these will not be shared. A pencil case and key writing equipment will be provided for every child.</p> <p>Children will be instructed about what items to bring to school (these should be kept to essentials only)</p>			
<p><u>Arrival and leaving school</u></p> <p>To support social distancing and to avoid gatherings we will stagger the arrival of pupils at school (if possible).</p> <p>We will review entrances and exits to identify where a class has its own discrete entrance/exit that avoids contact with other groups.</p> <p>We will review entrances and exits and nominate who should use each one in order to restrict the numbers at any one time.</p> <p>Consideration will be given as to whether any different arrangements are necessary for the arrival of contractors to site.</p> <p>We will have a process for removing face coverings when pupils and staff who use them arrive at school.</p>	<p><u>Update:</u></p> <p>Arrival and leaving times will return to pre-covid timings i.e. all children to be in school by 8.55am, all leave at 3.15pm. Classes will have their own designated arrival and leaving exits as per pre-covid times.</p>	<p>JS/DL</p> <p>JS/DL</p>	<p>By 1st September 2021.</p>	<p>1st September 2021 (JS/DL)</p>

<p>Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p>				
<p><u>Movement around the school</u></p> <p>Lessons will be planned to reduce the movement around the school and avoid groups (bubbles) mixing.</p>	<p>Update:</p> <p>Teachers should consider whether children moving around the school is essential to the learning. If it can be reduced, this is considered better in reducing possible infection spread.</p>	<p>JS/DL</p>	<p>As agreed by 18th August 2020.</p>	<p>4th March 2021 (JS/DL)</p>
<p><u>Use of toilets</u></p> <p>Different groups do not need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	<p>Staff will pay particular attention to handwashing before and after supporting children who need help with toileting (or eating), as well as avoiding touching their own face whilst at work.</p> <p>Pupils will only use their allocated toilets even during break and lunchtimes. Visits to the toilet should be kept to a minimum to avoid children potentially coming together at times when they may be unsupervised.</p> <p>Children will use their nearest toilets and be reminded of good hygiene.</p>	<p>JS/DL</p>		

<p><u>Use of outdoor space</u></p> <p>When possible, we will use outdoor space as this can limit transmission and allow distance between children</p> <p>Outdoor equipment will be regularly cleaned and not used by multiple groups at the same time.</p> <p>Play time will take place in discrete groups. Where necessary the playground will be marked out into designated areas</p>	<p>We ask that all staff remain vigilant and remind children of the school mantra at all times. - Hands clean, Make space, Stay safe. Staff refreshment and comfort breaks will be timetabled.</p> <p>Our risk assessment has concluded that these children playing together will not increase potential transmissions as their classrooms are geographically close in the school and these groups share the same cloakroom areas etc. In addition, playtimes are more enjoyable for the children who have greater satisfaction from playing with peers in other year groups. Children will continue to be reminded to maintain a safe distance.</p>	<p>JS/DL</p>	<p>By 18th August 2020 for sharing with staff.</p>	<p>18th July 2020 (JS/DL)</p>
<p><u>PPE: gloves</u></p> <p>When possible, spillages etc. should be cleared by the cleaning staff. If these staff are not available, then disposable gloves must be worn. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Gloves will be worn for the administration of all First Aid and for support children with toileting, nappy changing etc</p> <p><u>PPE: Face masks</u></p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing and that gloves can also spread the virus.</p> <p>We do have supplies of PPE available for staff and they may choose to use this in certain situations to protect the children and themselves. In most cases, because of the arrangements that have been made, this will not be necessary. Face masks will be available in the back office should they need them.</p>	<p>JS/DL/MNSP</p>	<p>As per 28th August 2020 all stock should have arrived and be in situ.</p>	<p>29th July 2020 (JS)</p>

<p>In non-health care settings there is currently no requirement or guidance for face masks. However, the schools will have disposable masks available for use should the guidance change and for situations where an urgent requirement to break the social distancing guidelines is required (in early years or primary setting or during first aid need for example). Those staff who wish to wear a face mask may request one.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>Should pupils wish to wear face masks then this should be accepted and if necessary explained to other pupils. Should a child arrive at school wearing a face mask they need to be instructed not to touch the front of their face covering during use or when removing it. If the mask needs to be removed, it should be disposed of in a covered bin in the classrooms or, in the case of reusable face coverings, placed in a plastic bag that can be taken home with them. Plastic bags will be provided by school. Hands should then be washed.</p>			
<p><u>Symptoms of Covid-19 – staff</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance and get tested.</p> <p>Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Staff in schools have priority access to testing.</p> <p>If a test is negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. Other members of their household can stop self-isolating.</p> <p>HOW LONG TO SELF-ISOLATE</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>JS/DL and the MNSP will offer support to staff who are affected by Coronavirus or have a family member affected. This will be coordinated by the head teacher using resources and support from government guidelines, MNSP support and Health Assured.</p> <p>We have the employee assistance service that can offer support to staff. Details of this can be found in the staff room on the 'Wellbeing' noticeboard.</p> <p>If any staff need support they are requested to speak to John (HT) or Davina (DHT).</p>	<p>JS/DL/All staff</p>	<p>Procedures in place by 19th August 2020 for use from 1st September 2020.</p>	<p>4th March 2021 (JS)</p>

If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days.

You'll usually need to self-isolate for 14 days if:

- someone you live with has symptoms or tested positive
- someone in your support bubble has symptoms or tested positive
- you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus

If a test is positive they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Schools should contact the local health protection team to assess what actions need to be taken.

The school will keep a record of pupils and staff to assist the trace process.

<p>If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days.</p> <p>You'll usually need to self-isolate for 14 days if:</p> <ul style="list-style-type: none">• someone you live with has symptoms or tested positive• someone in your support bubble has symptoms or tested positive• you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus <p>If a test is positive they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>	<p>Schools should contact the local health protection team to assess what actions need to be taken.</p> <p>The school will keep a record of pupils and staff to assist the trace process.</p>			
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<p><u>Symptoms of Covid-19 – pupils</u></p> <ul style="list-style-type: none"> • The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19 • Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe). • Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated. • Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection. These facilities should then be cleaned prior to use by others 	<p>Following government advice, children or adults displaying symptoms, or are unwell, should be immediately isolated in the back office and PPE should be worn. These are supplied by the MNSP and stored outside the back office. Temperatures may be checked with a thermometer. The room should be well ventilated - windows open - and arrangements made for the child or adult to be immediately collected from school. Government self isolation advice should be followed. See school risk assessment for further details.</p> <p>The child who has shown symptoms and test positive via a PCR test will need to self isolate for 10 days and should be tested. The school will ensure that relevant guidance is followed before pupil returns to school.</p> <p>Where Covid-19 is confirmed, the school will contact the local health protection team for guidance.</p>	<p>JS/DL/All staff</p>	<p>As per procedures in place by 19th August 2020 for use from 1st September 2020.</p>	<p>4th March 2021 (JS)</p>
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>There may be a requirement for RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) if:</p> <ul style="list-style-type: none"> • An incident at work as led to possible or actual exposure to Covid-19 • A member of staff has Covid-19 caused by exposure at work 	<p>Headteachers or senior leaders will seek advice prior to making Riddor reports. This will be through Services Director. If reports are needed these will be made on our behalf through B&NES</p>	<p>JS with advice from CH</p>	<p>From 1st September 2020 as necessary.</p>	<p>As required - all ready if necessary 4th March 2021 (JS)</p>

<p><u>Transport arrangements</u></p> <p>We will encourage parents and children to walk or cycle where possible and will signpost to government guidance.</p> <p>We will make any necessary arrangements and communications in relation to start and finish times</p> <p>The MAT senior leadership will engage with transport providers in relation to the appropriate steps they will take to mitigate risk-</p>	<p>The school does not currently make use of any transport providers.</p>	<p>JS</p>	<p>By 28th August 2020 if appropriate.</p>	<p>Not relevant for Welton. 29th July 2020 (JS)</p>
<p><u>Communications</u></p> <p>The Trust will communicate with staff and parents to make it clear that those who have coronavirus symptoms or who have someone in their household who does, do not attend school.</p> <p>The school will effectively communicate local arrangements for school regarding arrival/departure times and arrangements for transport.</p> <p>The school will communicate with parents regarding the arrangements for drop off and collection in order to avoid gatherings outside of school.</p> <p>We will tell parents that only one parent should attend if their child needs to be accompanied.</p>	<p>Trust CEO communicates regularly with parents and staff</p> <p>The Head teacher will keep in regular communication with parents via letters and text messages.</p> <p>Update:</p> <p>Visitors will be able to enter school at prearranged times. Meetings will be held in open, airy rooms. If held face to face, attendees will sit at least 2m apart. It is recommended that meetings continue to take place virtually or via telephone if possible. Face masks may be worn.</p>	<p>MNSP/AW/JS</p> <p>JS</p>	<p>Ongoing as required</p>	<p>Already in place – 4th March 2021</p>

<p>We will communicate with contractors coming to site so they are aware of appropriate arrival times, entrances/exits to use and procedures that are in place.</p>	<p>Staff are sometimes required to meet parents and representatives from other organisations. Staff must continue to follow social distancing during meetings, using larger airy spaces such as the main school hall or, preferably dining hall when possible, or outdoors in the outdoor classroom. If a confidential meeting with parents needs to take place, these should occur via telephone or in a safe place within the school building. If documents need to change hands during any essential meeting, care should be taken to wash hands afterwards.</p>			
<p><u>Environmental issues</u></p> <p>Schools with air conditioning will keep this turned off as much as possible to avoid the recirculation of air. Natural ventilation is encouraged and windows should be opened where it is safe and appropriate.</p> <p>Where lights need to be turned on, these should be left on (frequent touching of switches to be avoided)</p>	<p>School does not have any air conditioning however windows and external doors will remain open if it is safe to do so (e.g. temperature).</p> <p>Lights will be kept on all day.</p>	<p>JS</p>	<p>From 1st September 2020</p>	<p>4th March 2021 (JS)</p>
<p><u>Mental Health</u></p> <p>Management will promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Staff can call the Employee Assistance Helpline at any time (0800 030 5182) Other guidance:</p>	<p>JS /DL to keep regular channels of communication with staff and if issues arise, direct to helplines and advice channels. Plans to engage in positive wellbeing training in staff meetings e.g. mindfulness. Future staff meeting plans will include a focus on wellbeing and support for colleagues.</p>	<p>JS/DL</p>	<p>Shared with staff from 18th August 2020. Continue to monitor from 1st</p>	<p>4th March 2021 (JS)</p>

<p>https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support. Also senior leader will refer to MAT Central HR team when in doubt.</p>		<p>September 2020.</p>	
<p><u>BAME staff and students</u></p> <p>Government statistics released that show BAME members of the population are at a greater risk from COVID 19 than those from other ethnic groups. At Welton we recognise that BAME students and staff need to feel safe.</p>	<p>BAME students have been identified and class teachers/adults working with these students ensure that they are following procedures thoroughly. School mantra is made clear: Make Space, Clean Hands, Stay Safe.</p> <p>JS to meet with BAME parents and/or sending a letter home as necessary to explain that the school is taking necessary precautions to ensure their child(ren) is safe. Any concerns to be relayed to JS.</p> <p>We are ensuring that the risks identified in this document are covered. The issue will be discussed with staff as required to ensure colleagues feel safe. A personal risk assessment may need to be created if needs be.</p>	<p>JS</p>	<p>JS identified BAME students. JS to meet with these parents to discuss any concerns.</p>	<p>As discussed with parents 15th June 2020 (JS)</p>