



Midsomer Norton  
Schools Partnership

## RISK ASSESSMENT FOR SCHOOL OPERATION FROM January 1st 2022

This risk assessment is based on latest 'Dfe Schools COVID 19 operational guidance' updated 14th December 2021:

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

Date of Risk Assessment: 16th December 2021

Signed (Head teacher)

Signed (Chair of governors): *PEvry*

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



Welton  
Primary School

## SUMMARY OF KEY DFE UPDATES (DEC 2021) - PLEASE READ:

### 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.

The government continues to manage the risk of serious illness from the spread of the virus. The Prime Minister announced on 27 November the temporary introduction of new measures as a result of the Omicron variant and on 8 December that Plan B, set out in the autumn and winter plan 2021, was being enacted. As a result, these measures are reflected in this guidance for schools. This advice remains subject to change as the situation develops. COVID-19 continues to be a virus that we learn to live with and the imperative to reduce the disruption to children and young people's education remains. 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.

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 in schools. 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. You should make sure your contingency plans (sometimes called outbreak management plans) cover the possibility that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups. Any decision to recommend the reintroduction of

'bubbles' would not be taken lightly and would need to take account of the detrimental impact they can have on the delivery of education.

Close contacts in schools are now identified by [NHS Test and Trace](#) and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:

- fully vaccinated adults – people who have had 2 doses of an approved vaccine
- all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status
- people who are not able to get vaccinated for medical reasons
- people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine

Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts.

Pupils with SEND identified as close contacts should be supported by their school and their families to agree the most appropriate route for testing including, where appropriate, additional support to assist swabbing. For further information please see [SEND guidance](#).

Further information is available in [NHS Test and Trace: what to do if you are contacted and in the stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)



	included in the updated 'Return to school' booklet for all staff information. We have agreed that, in the event of a fire, the bell will ring and the school community will make their way out of the closest designated fire escape and children from the whole year group will assemble on the top playground		school as necessary.	
<p><u>First Aid</u></p> <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 aider list will be prominently displayed in all classrooms</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</p>	<p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p>	<p>22<sup>nd</sup> August 2020</p> <p>29<sup>th</sup> August 2020</p> <p>Delivered and ready by 29<sup>th</sup> August 2020 22<sup>nd</sup> August 2020</p>	<p>Checked again 1st Jan 2022 (JS)</p>

	paramount so staff will be provided with PPE if close contact is needed.			
<p><u>Staff working</u></p> <p>All staff are expected to continue to be able to work in school from January. Those in vulnerable or extremely vulnerable groups, including BAME, should discuss any changes to working practices to mitigate risk. Schools will follow the government guidelines.</p> <p>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</p> <p>Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p> <p>Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the <a href="#">COVID-19: review of disparities in risks and outcomes report</a>.</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>All members of staff are expected to return to school.</p>	JS	By 1st Jan 2022 and ongoing.	<p>All staff have reported that they are fit to work.</p> <p>1st Jan 2022</p>
<p><u>Hand Washing</u></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water will be in place.</li> <li>Regular hand washing will be taking place.</li> </ul>	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	JS/DL/All staff	All key pre 1st Jan communicati	Checked 4 <sup>th</sup> March 2021 (JS)



<ul style="list-style-type: none"> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands will be with disposable paper towels rather than dryers</li> <li>• <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></li> <li>• Gel (alcohol-based) sanitisers will be available in any area where washing facilities are not readily available including in classrooms, reception, staff rooms</li> </ul>	<p>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"> <li>• Posters (appropriate to setting) are displayed throughout the school reminding pupils to wash their hands for 20 seconds</li> <li>• Pupils must wash/sanitize their hands on arrival, before and after break and having lunch, after sneezing/using tissue.</li> <li>• There will be support for pupils who have trouble washing their hands independently 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: <b>'Hands Clean, Make Space, Stay Safe.'</b></li> </ul> <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"> <li>• on arrival at school</li> <li>• before and after eating</li> </ul>	<p>Posters/hand sanitizers - JS/Cleaners</p>	<p>on to staff will highlight the need to wash hands regularly.</p> <p>From 1st Jan ready for return, all posters updated/refreshed and posted up around key parts of school. To be completed 5th Jan.</p> <p>Cleaners will fill up stocks of towels, soap and hand sanitizers on a daily basis from 1st Jan 2022.</p>	
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	<ul style="list-style-type: none"> <li>• Before and after playtime and lunchtime</li> <li>• after sneezing</li> <li>• after touching any classroom equipment that is shared by others</li> </ul> <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>Classrooms will be well ventilated with windows open as appropriate.</p>			
<p><u>Cleaning</u></p> <p>We will follow the COVID-19: cleaning of non-healthcare settings guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></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</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 1<sup>st</sup>.</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</p>	<p>JS</p> <p>JS</p>	<p>All stocks and supplies of cleaning materials and school site clean by 1st Jan 2022 and then daily.</p>	<p>1st Jan 2022 (JS)</p>



<p>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>wipes for wiping any computer equipment used. All toilet handles/taps/flushes will be anti-bac wiped before and after lunch. This will continue Term 3.</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/DL</p>	<p>22<sup>nd</sup> August 2020 Updated 16th Dec 2021</p>	
<p><u>Social Distancing for staff</u></p> <p>Social Distancing: We will follow the relevant guidance on social distancing.</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>To help reduce the spread of coronavirus (COVID-19) we will be reminding everyone of the public health advice - <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a></p> <p>Posters, leaflets and other materials will be displayed prominently <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></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.</p>	<p>JS/DL</p> <p>JS/DL</p> <p>JS/DL</p> <p>JS</p>	<p>Previous plans for returning to school which will also cover the need for social distancing have been reshared.</p> <p>From 1st Jan 2022, any visitor to the school reception will be encouraged to talk through the</p>	<p>1st Jan 2022 (JS/DL)</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>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>Management checks will take place to ensure this is adhered to through visual checks during the school day and speaking to colleagues.</p> <p>If desks and computers must be shared due to reception rota, for example, these should be wiped between users with alcohol based wipe or other appropriate cleaner.</p> <p>It is important that staff are constantly aware of their social distancing during times of ‘break’ to ensure that they do not increase contact, if necessary, staff will need to use their own classrooms as a safe space.</p> <p>The whole year group will be out at the same time during breaks and lunchtimes.</p> <p>We ask that all staff remain vigilant and remind children of the school mantra at all times. - <b>Hands clean, Make space, Stay safe.</b> Staff refreshment and comfort breaks will be timetabled.</p> <p>We strongly encourage parents and other visitors to take a lateral flow device (LFD) test before entering the school. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</p>	<p>JS/DL</p> <p>JS/DL</p> <p>JS</p> <p>JS/DL</p> <p>JS/DL/Staff</p>	<p>telecom and if necessary to enter the school, will only enter the corridor where the office window will remain closed at all times.</p>	
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	<p><u>Lunchtime organisation</u></p> <p>Lunchtime arrangements will continue as 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><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>(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 remove unnecessary furniture out of classrooms to make more space.</p> <p>The timetable will be adjusted to keep groups apart and movement around the school to a minimum.</p> <p>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.</p>	<p>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.' 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.</p> <p><b>VENTILATION REMAINS HIGHLY IMPORTANT ACROSS THE WHOLE SCHOOL.</b></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 depending on the situation. Further information will be updated as required.</p>	<p>JS/DL plan, All staff to follow.</p>		<p>15th Dec 2021 (JS/DL)</p>



<p>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 mixing.</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 18<sup>th</sup> 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. Pupils will only use their allocated toilets even during break and lunchtimes. No more than 1 pupil from each 'class' should be allowed to go to the toilet at one time. 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>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 18<sup>th</sup> August 2020 for sharing with staff.</p>	<p>15th Dec 2021 (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>Staff to wear face coverings when moving around the school and when in busy areas.</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</p>	<p>JS/DL/MNSP</p>	<p>As per 28<sup>th</sup> August 2020 all stock should have arrived and be in situ.</p>	<p>15th Dec 2021 (JS)</p>

<p><u>PPE: Face masks</u></p> <p>Face coverings help protect the wearer and others against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of COVID-19.</p> <p>In primary schools, we recommend that face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas. Health advice continues to be that children in primary schools should not be asked to wear face coverings.</p> <p>Face coverings do not need to be worn when outdoors.</p> <p>Staff should remember that current guidance emphasises good distancing and handwashing behaviours above all else.</p>	<p>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>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>Close contacts in schools are now identified by <a href="#">NHS Test and Trace</a> and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and</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</p>	<p>JS/DL/All staff</p>	<p>Procedures in place by 19<sup>th</sup> August 2020 for use from 8th March 2020.</p>	<p>15th Dec 2021 (JS)</p>

<p>Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days (or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier) and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p> <ul style="list-style-type: none"> <li>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts</p>	<p>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>Schools should contact the local health protection team to assess what actions need to be taken. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The school will keep a record of pupils and staff associated with each group (bubble) to assist the trace process.</p>			
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Further information is available in [NHS Test and Trace: what to do if you are contacted](#) and in the [stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)

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.

Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do.

They should not come into school if they have symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine). If anyone in your school develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary.



<p>Further information on this can be found in the use of PPE in education, childcare and children’s social care settings guidance. Any rooms they use should be cleaned after they have left. The household (including any siblings) should follow the <a href="#">UKHSA stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection.</a></p> <p>Asymptomatic testing:</p> <p>Testing remains important in reducing the risk of transmission of infection within schools. Staff and secondary school pupils should continue to test twice weekly at home, with lateral flow device (LFD) test kits, 3-4 days apart. Testing remains voluntary but is strongly encouraged.</p> <p>Schools are strongly encouraged to ask parents and other visitors to take a lateral flow device (LFD) test before entering the school. Further information on Daily Rapid Testing can be found in the Tracing close contacts and isolation section. There is no need for primary age pupils (those in year 6 and below) to regularly test, unless they have been identified as a contact for someone who has tested positive for Covid-19 and therefore advised to take lateral flow tests every day for 7 days.</p>				
<p><u>Symptoms of Covid-19 – pupils</u></p>				

<p>Pupils who are considered Clinically Extremely Vulnerable (CEV) should continue to attend school.</p> <p>Close contacts in schools are now identified by <a href="#">NHS Test and Trace</a> and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.</p> <p>From 14 December 2021, adults who are fully vaccinated and all children and young people aged between 5 and 18 years and 6 months identified as a contact of someone with COVID-19 are strongly advised to take a LFD test every day for 7 days (or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier) and continue to attend their setting as normal, unless they have a positive test result. Daily testing of close contacts applies to all contacts who are:</p>	<p>Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Children and young people who were previously identified as being in one of these groups, are advised to continue to follow the guidance contained in Coronavirus: how to stay safe and help prevent the spread. Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Following government advice, children or adults displaying symptoms, or are unwell, should be immediately isolated in the back office or an area of the school that is well ventilated away from everyone else. PPE should be worn by adults supervising. 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>JS/DL/All staff</p>	<p>As per procedures in place by 19<sup>th</sup> August 2020 for use from 8th March 2020.</p>	<p>15th Dec 2021 (JS)</p>
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<ul style="list-style-type: none"> <li>• fully vaccinated adults – people who have had 2 doses of an approved vaccine</li> <li>• all children and young people aged 5 to 18 years and 6 months, regardless of their vaccination status</li> <li>• people who are not able to get vaccinated for medical reasons</li> <li>• people taking part, or have taken part, in an approved clinical trial for a COVID-19 vaccine</li> </ul> <p>Children under 5 years are exempt from self-isolation and do not need to take part in daily testing of close contacts</p> <p>Further information is available in <a href="#">NHS Test and Trace: what to do if you are contacted</a> and in the <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a></p> <ul style="list-style-type: none"> <li>• The school will designate (if possible) a specific identified room (or area) to isolate someone who shows symptoms of Covid-19</li> <li>• Any pupil who displays signs of being unwell will be moved to the isolation room whilst awaiting collection (whilst still ensuring pupil is safe).</li> <li>• Areas used by unwell pupils who need to go home will be thoroughly cleaned once vacated.</li> <li>• Unwell pupils waiting to go home, should use different toilets (if possible) to the rest of the school to minimise the spread of infection.</li> </ul>	<p>Where Covid-19 is confirmed, the school will contact the <b>DFE Covid helpline - 0800 046 8687</b> and advice will be followed. It may be necessary to adapt school procedures at this time.</p>			
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<p>These facilities should then be cleaned prior to use by others</p>				
<p><u>Confirmed Covid-19 and Riddor reporting</u></p> <p>School will follow national guidelines if a positive case of Covid-19 is confirmed.</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"> <li>• An incident at work has led to possible or actual exposure to Covid-19</li> <li>• A member of staff has Covid-19 caused by exposure at work</li> </ul>	<p>Staff and pupils with a positive LFD test result should self-isolate in line with the <a href="#">stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>. They will also need to <a href="#">get a free PCR test to check if they have COVID-19</a>.</p> <p>Whilst awaiting the PCR result, the individual should continue to self-isolate.</p> <p>If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>Additional information on <a href="#">PCR test kits for schools and further education providers</a> is available.</p> <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&amp;NES</p>	<p>JS with advice from CH</p>	<p>From 1st September 2021 as necessary.</p>	<p>15th Dec 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>The school does not currently make use of any transport providers.</p>	<p>JS</p>	<p>By 28<sup>th</sup> August 2020</p>	<p>Not relevant for Welton.</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>			if appropriate.	29th July 2020 (JS)
<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>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>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>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 should ideally be worn.</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</p>	<p>MNSP/AW/JS</p> <p>JS</p>	<p>Ongoing as required</p>	<p>Already in place – 4th March 2021</p>

	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><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>Carbon dioxide monitors are placed in classrooms and around the school. If levels rise above 1500, all in the room/area should vacate until the levels reduce. Ventilation may need to be improved.</p>	JS	From 8th March 2020	16th Dec 2021 (JS)
<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)</p> <p>Other guidance:  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></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>	JS/DL	Shared with staff from 18 <sup>th</sup> August 2020. Continue to monitor from 8th March 2020.	4th March 2021 (JS)

	<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><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>



Welton  
Primary School