



This document sets out our risk assessment for managing infectious diseases. It will be reviewed every two weeks or in the event of a significant incident.

### Specific Advice for COVID-19

**It is imperative that parents continually monitor signs of COVID-19 within their household. If anyone at home is showing signs or waiting for test results, keep your child at home and contact us immediately – DO NOT SEND YOUR CHILD TO SCHOOL. We will advise you of what to do based on the latest guidance. If your child is unwell at school they will be isolated and you will be asked to collect them.**

## The 4 Stages of Response

Response Stage	Trigger	Key Actions	Who
<b>STAGE 1</b> General / Everyday	None	<ul style="list-style-type: none"> <li>- General reminders about hygiene</li> <li>- Effective handwashing facilities and soap</li> <li>- Follow usual absence procedures for sickness</li> <li>- Maintain usual cleaning schedules &amp; procedures</li> </ul>	Staff Children SBM Site
<b>STAGE 2</b>  Prevention	<b>Increased risk present</b> <ul style="list-style-type: none"> <li>- Increased absence rates of pupils or staff</li> <li>- Local increase in sickness e.g. flu,</li> <li>- Public health alerts</li> <li>- Suspected cases of specific illness in school or within the community</li> </ul>	<ul style="list-style-type: none"> <li>- Inform key people (staff, pupils and families, users of the site)</li> <li>- Increase frequency of handwashing, particularly before eating</li> <li>- Specific hygiene lessons in class / worship</li> <li>- 48hr stay at home after symptoms have stopped for all fever, sickness, diarrhoea etc.</li> <li>- Deeper clean of affected / high contact areas</li> <li>- Consider arrangements for activities, eg trips and events</li> <li>- Review Core Control Measures and amend as necessary</li> <li>- Daily review of the situation</li> </ul>	SLT Admin Site
<b>STAGE 3</b>  Mitigate/ Delay	<b>Significant risk present</b> <ul style="list-style-type: none"> <li>- National increase in sickness, eg norovirus or coronavirus</li> <li>- Direct case / increased risk of</li> <li>- Public health advice for restrictions</li> </ul>	<ul style="list-style-type: none"> <li>- Introduce social distancing as per guidance</li> <li>- Review activities: worship, carpet time, group discussion, resource sharing, events, visits etc</li> <li>- Consider screening measures e.g. use of a thermometer in school</li> <li>- Send symptomatic children home and increase time of isolation from school for those with symptoms, beyond 48hrs &amp; based on government guidance</li> <li>- Additional / deeper cleaning, assess capacity of site team &amp; monitor, audit &amp; reorder cleaning supplies</li> </ul>	SLT Staff SBM
<b>STAGE 4</b>  Containment	<b>Specific / significant change or need for restrictions</b> <ul style="list-style-type: none"> <li>- National / international increase in sickness</li> <li>- High levels of sickness &amp; absence</li> <li>- Significance risk to health posed by disease / illness</li> </ul>	<ul style="list-style-type: none"> <li>- Part / full closure of classes / school</li> <li>- Lockdown of affected areas within school for 72 hrs</li> <li>- Deep cleaning of affected / high contact areas</li> <li>- Cancel lettings</li> <li>- Reduction / exclusion of visitors</li> </ul>	HT CoG SBM & Site

## COVID-19 Key Actions

Issue	Action	Who
Information, Guidance & Support	Senior Leadership Team to check the latest government and local authority guidance on a daily basis. <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings">https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings</a>	
Suspected or confirmed case in school (staff or pupil)	<ul style="list-style-type: none"> <li>- Person isolated in medical room until they are collected (PPE available for person and supervisor)</li> <li>- Deep clean of affected area / resources</li> <li>- Infected person and household to self-isolate (infected person for 10 days and all others 14 days or until tested negative)</li> <li>- Person is required to be tested and the outcome communicated to the school as soon as possible</li> <li>- Inform PHE South East Protection Team: 0800 046 8687 and seek guidance re next steps, eg closure of a class / school etc</li> <li>- Inform staff and parents as per advice from PHESEPT</li> </ul>	SLT SBM / Admin
Suspected or confirmed case in a family	<ul style="list-style-type: none"> <li>- Parent to contact 111 and follow guidance</li> <li>- Parent to notify school</li> <li>- Children and family to self-isolate (infected person for 8 days and all others 14 days or until tested negative)</li> <li>- Deep clean affected areas &amp; resources</li> </ul>	Parent / Staff Admin
Teacher shortage	<ul style="list-style-type: none"> <li>- Emergency cover through SLT, LSA, Premier Education or reallocation of leadership time</li> <li>- Known absence covered through identified LSAs, additional hours for part-time teachers or supply staff</li> <li>- Dispersal of groups or partial closure in event of severe staff shortage (year groups divided into two, attending on a rota basis).</li> </ul>	SLT
Support staff shortage	<ul style="list-style-type: none"> <li>- Prioritise children with most need and reallocate support</li> <li>- Reallocate tasks for staff in school</li> </ul>	SENDCo
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>- Identify &amp; risk assess vulnerable children e.g. underlying health conditions, CP / CIN, LAC or subject to social care intervention</li> <li>- Discuss with parents and agree key actions, ie remote learning, school place, barriers to learning, additional needs</li> </ul>	SENDCo
Persons who have significant health concerns, are screening or who are pregnant	<ul style="list-style-type: none"> <li>- Person to seek medical advice on their condition &amp; follow relevant guidance</li> <li>- Staff to talk to line manager / HT; parents to talk to Headteacher</li> <li>- Work from home arrangements put in place</li> </ul>	HT SENDCo SBM
School meal service unavailable / restricted	<ul style="list-style-type: none"> <li>- AIP / parent to supply packed lunch</li> <li>- School to consider alternative arrangements for FSM (vouchers etc)</li> </ul>	SLT AIP Parents
Leadership shortage	<ul style="list-style-type: none"> <li>- Remote access via email / phone / MS Teams</li> <li>- Reallocation of roles / appropriate person to act up</li> <li>- Rota of available SLT to limit risk of shortage</li> </ul>	SLT SBM
Admin shortage	<ul style="list-style-type: none"> <li>- Cover support from LSAs</li> <li>- Cover / support from local schools</li> <li>- Inform parents and request incoming communication restricted to emergency email only</li> </ul>	SLT SBM
Other school users (contractors etc)	<ul style="list-style-type: none"> <li>- Inform of control measures</li> <li>- Monitor activity</li> </ul>	SBM Site
Long period closure	<ul style="list-style-type: none"> <li>- HT to consult CoG and follow Buckinghamshire Schools procedures for school closure</li> <li>- Provide remote learning</li> <li>- Seek further guidance re Health &amp; Safety checks prior to reopening (legionella etc) and prepare for a deep clean</li> </ul>	CoG SLT Staff

## Core Control Measures

Risk	Control Measure	Control Stage	Action / Notes	Who
Spread of coronavirus through coughs, sneezes and contact with surfaces	Respiratory Hygiene	1	<ul style="list-style-type: none"> <li>- Education and regular reminders about respiratory hygiene: 'catch, kill &amp; bin' and using crook of elbow in absence of tissues</li> <li>- Tissues and unwanted masks to be placed in lidded bin</li> <li>- Ensure adequate stock levels of tissues for each class / office &amp; replenish as needed</li> <li>- Face coverings remain non-statutory within school (see additional guidance for pupils, staff and first aid)</li> </ul>	Staff SBM & Site
	Soap & Hand Sanitiser	1	<ul style="list-style-type: none"> <li>- Additional dispensers in reception, entrances to hall, staffroom, shared areas and each classroom</li> <li>- Daily check to ensure dispensers are replenished</li> <li>- Ensure adequate stock levels</li> </ul>	SBM Site
	Personal Hygiene	2-4	<ul style="list-style-type: none"> <li>- Inform staff, children and parents of hygiene expectations</li> <li>- Regular handwashing / sanitising: on entry to school, before eating, and after play</li> <li>- Separate hand wash facilities for each social bubble</li> <li>- Classes to teach children hand washing techniques (2x Happy Birthday!)</li> <li>- Reinforce message through signage &amp; regular reminders</li> </ul>	Staff Children Parents
	Social Distancing	3-4	<ul style="list-style-type: none"> <li>- Social distancing (2m rule and 1m+) guidance shared and monitored (reminders as required); all adults to model distancing</li> <li>- Make good use of outdoor spaces for learning</li> <li>- Reinforce message through signage and modelled behaviour</li> <li>- Pupils sit in rows and face forward with 2m+ space at front of room for teaching</li> <li>- Use a one way system in school (as far as practicable) and outside of school for drop off and collection</li> <li>- Appropriate space for fire assembly points (use of playground and field)</li> <li>- Provide staggered start, break, lunch and end times for different groups to facilitate social distancing; non-contact games only</li> <li>- Additional playground space provided through share MUGA (John Hampden) and rear car-park</li> <li>- No gathering of more than one year group; classes to sit at least 3m apart during collective worship</li> <li>- Stagger use of staff room and provide additional facilities elsewhere in school as appropriate</li> <li>- Postpone / cancel activities / events as required (separate risk assessments to be completed for events / visits)</li> </ul>	SLT Staff Children Site
	Reduce physical contact	2-4	<ul style="list-style-type: none"> <li>- Risk assess activities that involve physical contact or sharing of items (equipment to be cleaned or quarantined before further use)</li> <li>- Pupils given pack of equipment for their sole use that remains in school</li> <li>- Outdoor play equipment to be closed to pupils and only school equipment to be used (nothing from home)</li> <li>- Educate everyone not to share items, such as water bottles, cups or food</li> <li>- Review procedures for first aid and provide PPE as required (see external guidance)</li> <li>- Verbal feedback given in lessons and stamps used instead of written comments; good use made of self and peer assessment</li> </ul>	Staff SLT SBM
	Removal of waste	2-4	<ul style="list-style-type: none"> <li>- Waste bins from working rooms emptied at least each day with secure disposal of contents</li> <li>- Immediate removal and secure disposal of any waste generated by person thought to be infected</li> </ul>	Site
	Review of cleaning	2-4	<ul style="list-style-type: none"> <li>- Review cleaning arrangements with relevant staff and amend practice as necessary (daily rota and possible need of deep clean)</li> <li>- Identify high contact areas, eg touch plates, and clean during the day (where appropriate, prop doors open)</li> <li>- Review capacity of site team and make further arrangements as needed</li> </ul>	HT SBM Site
	PPE	2-4	<ul style="list-style-type: none"> <li>- Staff who are in closer contact to individuals or groups to be advised to wear masks / visors as appropriate.</li> </ul>	Staff
	Testing	3-4	<ul style="list-style-type: none"> <li>- Twice weekly lateral flow device testing in place for staff (separate risk assessment available)</li> </ul>	Staff

Spread of coronavirus between social bubbles	Social Bubble Groups	2-4	<ul style="list-style-type: none"> <li>- Each class to form an initial social bubble with no bubble larger than a year group</li> <li>- Pupils to remain with their class bubble wherever possible</li> <li>- Staggered entry, break, lunch and exit times used to restrict pupils to a year bubble</li> <li>- Inform and work with PHESEPT in the event of a suspected / confirmed case</li> </ul>	SLT, SBM All Staff
	Identify risks posed by travel	3-4	<ul style="list-style-type: none"> <li>- Inform parents of associated risks of social contact with people recently arrived from high risk areas</li> <li>- Staff members to inform SLT of any travel arrangements to high risk areas (including close friends &amp; family)</li> <li>- Guidance re school transport and car-sharing shared with parents (children encouraged to walk, cycle or scoot)</li> </ul>	SLT Admin Staff
	Visitors	2-4	<ul style="list-style-type: none"> <li>- Only essential visitors admitted to school with number strictly limited</li> <li>- Parents to visit school office for emergencies only and not before 9am; telephone &amp; email used as primary method of communication</li> <li>- Parents to adhere to arrangements for dropping off and collecting pupils, including social distancing requirements</li> <li>- Compulsory handwashing / sanitising by anyone entering school premises</li> <li>- Meetings with parents / outside agencies and outside agency intervention will be remote wherever appropriate (MS teams), otherwise a well-ventilated location that enables all to socially distance (2m) will be used in school (this will be cleaned / sanitised before and after use with all other appropriate COVID precautions being taken (see appendices for detailed guidance)</li> <li>- Postpone / cancel events as required and bar visitors from school if required</li> </ul>	SBM Admin SLT
	Other users of the building	2-4	<ul style="list-style-type: none"> <li>- Contact users and inform of usage expectations / restrictions</li> <li>- Restriction or suspension of usage</li> </ul>	SBM
Mental Health and well being	Curriculum Provision	3-4	<ul style="list-style-type: none"> <li>- Review of curriculum and inclusion of specific units / lessons as appropriate</li> <li>- Learning resources available online as well as in school (blended learning)</li> </ul>	SLT / Yr Leads Teachers
	Safe & Well Checks	3-4	<ul style="list-style-type: none"> <li>- Regular checks on pupils assessed to be most vulnerable / in need</li> <li>- Completion of risk assessments using LA model</li> <li>- Additional provision / support organised as appropriate</li> </ul>	DSL / SENDCo / LSA
	Support for parents	3-4	<ul style="list-style-type: none"> <li>- Support materials and external links provided through newsletters, updates and school website</li> <li>- Safe &amp; Well checks to include conversations with parents as appropriate</li> </ul>	SLT DSL / SENDCo
	Support for Staff	2	<ul style="list-style-type: none"> <li>- Promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and offer support:  <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>  <a href="https://www.hse.gov.uk/stress/mental-health.htm">https://www.hse.gov.uk/stress/mental-health.htm</a> </li> <li>- Regular communication of mental health information and open door policy is in place for those who need additional support.</li> <li>- A pack of information is available about local and/or national support groups, include PAM Assist website, Education Support charity , Healthy Mind Bucks  <a href="https://schoolsweb.buckscs.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/">https://schoolsweb.buckscs.gov.uk/covid-19-corona-virus-latest-advice/covid-19-well-being-support-for-school-staff/</a> </li> <li>- Systems are in place so staff can talk to key members if they need to.</li> </ul>	SLT SBM Staff
Safeguarding	DSL & Reporting Concerns	3-4	<ul style="list-style-type: none"> <li>- DSL available on site each day with increased non-contact time for DSLs and SENDCo</li> <li>- Reporting of concerns through email to DSL and move to online system</li> </ul>	DSL SLT
	Safe & Well Checks	3-4	<ul style="list-style-type: none"> <li>- Regular checks on pupils assessed to be most vulnerable / in need</li> <li>- Completion of risk assessments using LA model</li> <li>- Additional provision / support organised as appropriate</li> </ul>	DSL / SENDCo / LSA



## Keeping Safe at School

These protocols are in place to keep us all safe. They are subject to constant review and may be revised at short notice.

### **Areas currently in use:**

- All areas of the school are currently in use and are subject to enhanced cleaning
- At break and lunchtimes, the two playground areas are used by year groups on rotation
- Classrooms are used solely by class members
- Spare classrooms and shared areas are used for individual and small group intervention
- The hall is used for collective worship for no more than one year group at a time
- All areas are kept well ventilated
- Areas that are used by different groups must be cleaned before and after use

### **On entry to school:**

- All pupils to enter at designated times and through designated entry points
- Pupils should observe social distancing requirements
- Everyone must wash hands thoroughly on entry to school at their designated point
- All doors to be propped open during busy periods with most doors remaining open throughout the day

### **In class:**

- Pupils to sit at their designated seat and only use their personal kit unless otherwise directed by an adult
- Pupils remain in their seat unless directed to move by an adult and do not turn around
- Adults to model social distancing requirements as set out in the school risk assessment for infectious diseases
- Verbal feedback will be given in addition to self and peer assessment
- Any equipment that is shared will be sanitised before and after use or subject to 72 hours quarantine
- Pupils should sanitise their hands whenever they enter the classroom

### **Break and lunchtimes:**

- Staggered break times will be used with pupils remaining in their classroom / outside area
- Pupils should be encouraged to use the toilet before going out to break or during the time allocated for eating lunch
- Pupils should observe social distancing requirements throughout social time (1m+ within classrooms)
- All pupils must wash their hands thoroughly before eating and sanitise their hands at the end of break and lunchtime

### **Leaving school:**

- Pupils should sanitise their hands before leaving school
- Pupils must leave by the designated point and follow the one way system, observing social distancing requirements

### **First Aid:**

- Pupils who feel unwell / require first aid should report to the school office as usual
- Social distancing should be maintained if possible or PPE worn
- Separate protocols are displayed in the medical room for dealing with suspected COVID cases



## Guidance for meetings and visits from external services

Wherever possible, meetings should continue to be held remotely. However, where this is not appropriate, or where it is considered that a face to face meeting would be more beneficial, the following precautions must be taken.

### **Location of meeting:**

- Ensure the room is well ventilated
- Ensure that each person is able to socially distance (2m)
- Prop open doors to reduce contact with surfaces

### **Visitors:**

- Ensure that any visitors have read the school risk assessment for infectious diseases and understand the protocols we follow
- Everyone must sanitise their hands on entry to the school

### **Enhanced Cleaning:**

- Ensure that all surfaces (tables and chairs) have been cleaned prior to and after the meeting
- Any equipment that is to be shared must be sanitised before and after use

### **Maintain good respiratory hygiene:**

- Protocols as set out in the risk assessment must be followed
- Ensure that any used tissues are placed in a lidded bin

### **Sharing of documents:**

- All documents should be shared digitally wherever possible prior to the meeting
- Minutes of meetings will be shared by email
- If it is necessary to share paper copies, individual packs should be produced and stored in a plastic wallet (the person producing these should sanitise their hands immediately prior to handling the paper / wallets), otherwise the paper copies should be placed in quarantine for 72 hrs prior to use

### **Use of face coverings:**

- Visitors may wear protective face coverings as appropriate (this applies particularly to people who are vulnerable or likely to be working within 1m of a child for more than 15 minutes)
- Face covering should be clean and fit properly





# Keeping Safe at School



**Wash your hands with soap and hot water for at least 40 seconds.**



**Catch coughs and sneezes and put tissues in the bin.**



**Sit 2m away from other children or adults. Keep the windows open.**



**Tell someone if you are feeling unwell.**



**Don't hug your friends or play games that cause you to be close.**

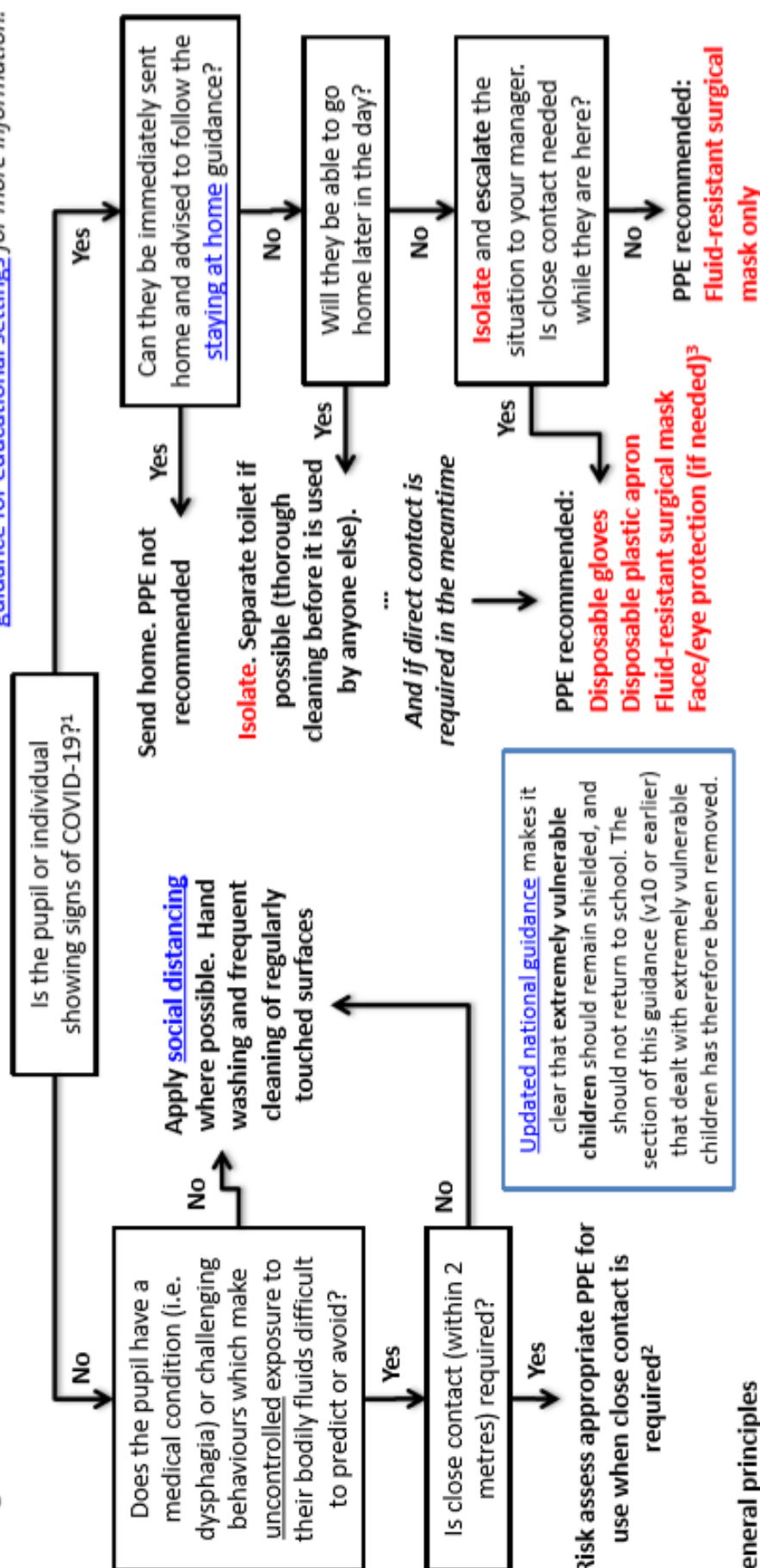


**Don't share items unless they have been cleaned by an adult.**

## **We all need to do our best to keep each other safe.**

*Outside of health and care settings the best defence against COVID-19 infection is hand hygiene, social distancing and enhanced cleaning. Please refer to the [PHE guidance for educational settings](#) for more information.*

### 3. Educational settings and other non-clinical settings





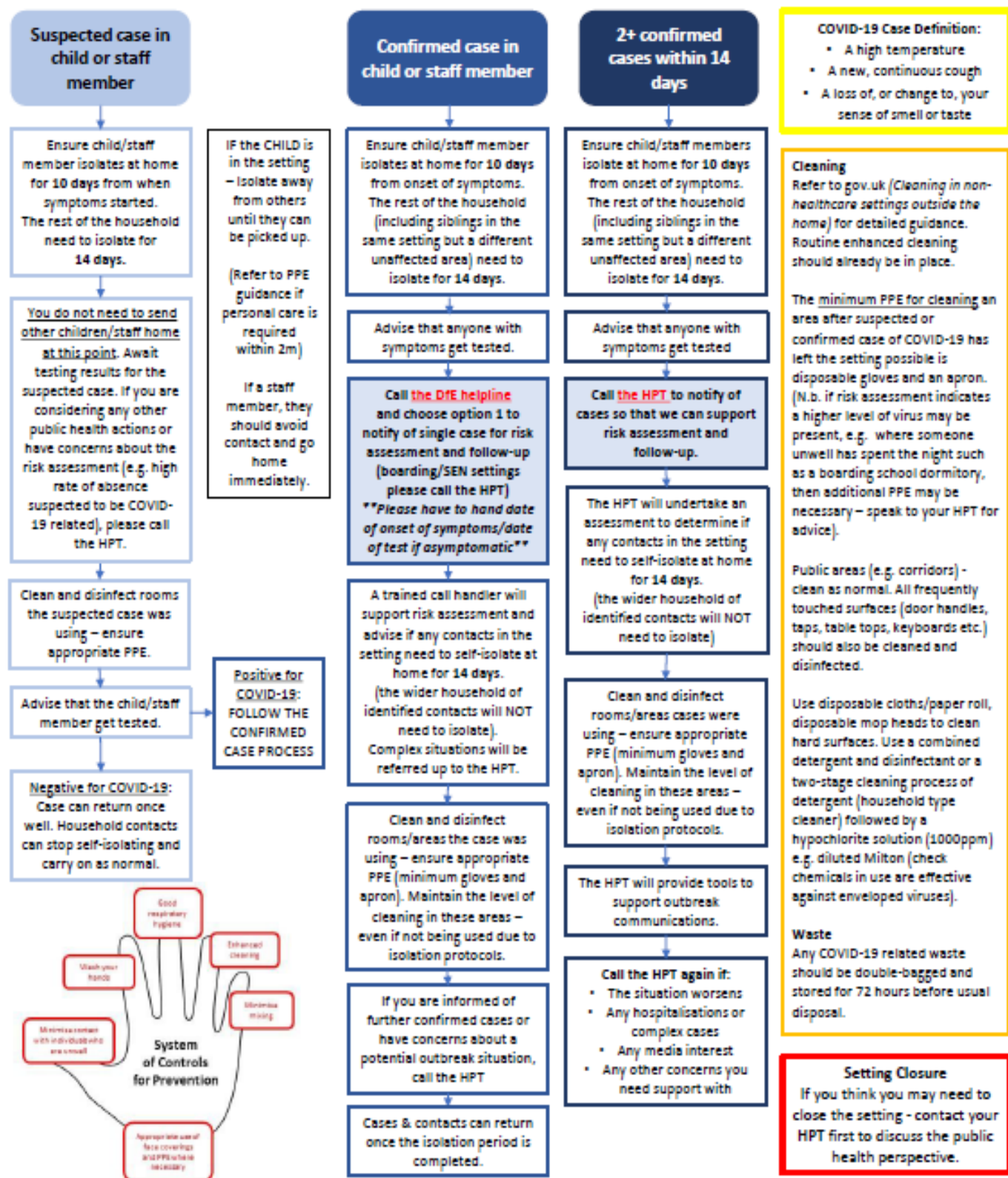
## PHE South East Health Protection Team:

### Managing Suspected and Confirmed COVID-19 cases in Childcare and Educational Settings

Version 4.1 Date 23/9/2020

**\*\*Prevent the spread of infection by maintaining high standards of hygiene, including hand washing and regular cleaning and disinfection of surfaces.\*\***

- To notify of 2+ confirmed cases or for advice about a potential outbreak situation, call **Thames Valley Health Protection Team (HPT)** on 03442253861, Option 4 (08449670083 out of hours). If the matter is not urgent you can email [TVPHE@phe.gov.uk](mailto:TVPHE@phe.gov.uk)
- For general queries about COVID-19 in educational settings, or to notify of a single confirmed case, contact the **DFE Helpline** on 0800 046 8687 (option 1 for confirmed cases). The line is open Monday-Friday 8am-6pm and Saturday-Sunday 10am-4pm.
- For detailed COVID-19 guidance for educational settings, see [www.gov.uk/coronavirus/education-and-childcare](http://www.gov.uk/coronavirus/education-and-childcare)
- To book a coronavirus test, see [www.nhs.uk/ask-for-a-coronavirus-test](http://www.nhs.uk/ask-for-a-coronavirus-test) (call 119 if you don't have internet access)





## The school Environment

