**Full Opening of Schools from September 2020 Covid-19 Risk Assessment v01 03/07/2020**



The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection as schools welcome all pupils back in September 2020. It should be updated in line with guidance from the UK Government:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Also see <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents>

**This is a generic risk assessment, which should be built upon to suit individual schools. All actions should be immediate and reviewed in line with guidance updates.**

**All other policies, procedures or risk assessments which will be impacted by the response to Covid-19 (e.g. fire safety, mental health and wellbeing for pupils and staff, lockdown, behaviour policy etc.) should be reviewed also.**

**New fire evacuation procedures should be practiced within the first week after full opening.**

Adults includes staff who work at the setting, visiting staff, contractors, parents, volunteers and essential maintenance workers. Visitors should be only those necessary for the safe operation of the establishment.

This risk assessment should be used in conjunction with the PHE NW Resource booklet for schools. This document details procedures for dealing with suspected and confirmed cases of Covid-19 in schools and is updated regularly. Please check the Head Teacher’s bulletin for updates.

**Title / Activity: Lammack Community Primary School**

**Date completed: 15/07/2020**

**Completed by: Paula Duckworth (Headteacher)**

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| **The “system of control” which should be at the heart of how the school operates is in two parts and is as follows:**1)Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.2) Where recommended, the use of face coverings in schools (**see 3.1**).3) Clean hands thoroughly more often than usual.4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.6) Minimise contact between individuals and maintain social distancing wherever possible.7) Where necessary, wear appropriate personal protective equipment (PPE).8) Always keeping occupied spaces well ventilated (**see sections 3.3 and 3.4**).**Numbers 1 to 5, and number 8, must be in place in all schools, all the time.****Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.****Number 7 applies in specific circumstances**.**Response to any infection:**9) Engage with the NHS Test and Trace process.10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community (**see section 8**).11) Contain any outbreak by following local health protection team advice (**see section 9**).**Numbers 9 to 11 must be followed in every case where they are relevant.** |
| **Prevention** |
| **What is the hazard?** | **Who might be harmed?** | **What are you doing about it?** | **RAG** | **Comment**  | **Complete?** |
| **Pupils** | **Adults** |
|  |  |  |  |  | **In Place****In process****Not in place** |  |
| **1) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;****Reference to PPE means:*** **fluid-resistant surgical face masks (also known as Type IIR);**
* **disposable gloves;**
* **disposable plastic aprons;**
* **eye protection (for example a face visor or goggles).**

**The PPE that should be used when caring for someone with symptoms of coronavirus (COVID-19) is:*** **a face mask if a distance of 2 metres cannot be maintained;**
* **if contact is necessary, then gloves, an apron and a face mask should be worn;**
* **eye protection if a risk assessment determines that there is a risk of fluids entering the eye e.g. from coughing, spitting or vomiting.**

**N.B. A cloth face covering is NOT regarded as PPE.** |  |  | **Inform and remind all members of the school community that there is a requirement to stay at home if they are :*** **ill with the virus;**
* **have tested positive, even if asymptomatic;**
* **have been advised by NHS Test and Trace to do so;**
* **are household members of a positive case, even if that case is asymptomatic;**
* **are required to self-isolate for travel-related reasons.**

**1.1) Child or adult with symptoms outside school**1. **Staff** (and other adults working in the school) notify school ***immediately*** if either they or someone in their home is displaying symptoms of Covid-19 infection and follow the PHE [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) to see if they have coronavirus (Covid-19).
2. **Parents/carers** notify school ***immediately*** if either their child or someone in the child’s household is displaying symptoms of Covid-19 and follow the PHE “Stay at Home” guidance as above and arrange to have a test. Ensure a letter has been sent home informing them of symptoms and a link to the [guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance). **This includes the children of key workers**;
3. Where a family or member of staff is having difficulty accessing a test, schools may support by providing them with a test from the test kits issued directly to schools from central government – guidance is available [here](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers#when-to-provide-a-test-kit).
4. Other members of the household (including any siblings) should self-isolate for 10 days from the day after the individual tested positive and not attend school.

**1.2) Child or adult who develop symptoms in school**1. If it is a member of staff and they can drive themselves home, they should do so **immediately**;
2. All areas they have been should be cleaned down using schools usual cleaning materials following [PHE guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings);
3. Decide on rooms within the setting which can be used as isolation rooms and identify with appropriate signage if in use;
4. Where an **adult** needs to be collected, they should be removed to a room where they can be isolated with the door closed and a window open for ventilation.
5. If a **child** is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, **depending on the age and needs of the child and with appropriate adult supervision if required.**
6. **PPE** **must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).** They must follow the [donning and doffing](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf) guidance. Ideally, a window should be opened for ventilation. More information on PPE use can be found [here](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe).
7. If it is not possible to isolate them, move them to an area that is at least 2 metres away from other people. If they need to use the toilet, a separate one to the rest of the school population should be used if possible.
8. All PPE worn by the supervising adult should be removed as per the [donning and doffing](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf) guidance. This, along with disposable cleaning cloths and tissues, should be put it in a plastic rubbish bag and tied it when full. Place the plastic bag in a second bin bag and tie it. Put it in a suitable and secure place marked for storage for 72 hours, safely and securely kept away from children. Do not put the waste in communal waste areas until the waste has been stored for at least 72 hours.
9. Any member of staff who has provided close contact care to someone with symptoms, **even while wearing PPE**, and all other members of staff or pupils who have been in close contact with that person with symptoms, **even if wearing a face covering,** need to wash their hands thoroughly for 20 seconds but do not need to go home to self-isolate ***unless***:
* the symptomatic person subsequently tests positive;
* they develop symptoms themselves (in which case, they should arrange to have a test);
* they are requested to do so by NHS Test and Trace or the PHE advice service (or the Education Response Team/PHE local health protection team if escalated).
1. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds At this point, they do not need to go home.
2. **Record which staff have looked after/had contact with the symptomatic child;**
3. In an emergency, call 999 if the person is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
4. **Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used. See** [**PHE guidance**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) **for more details.**
5. Consider removing the rest of the children and staff to a different part of the school while cleaning takes place.
6. The symptomatic pupil or adult should be [tested for Covid-19.](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)
7. **In exceptional circumstances**, where the parent/carer is unable to collect the child,, and the school needs to take responsibility for transporting the child home, they should use:

• A vehicle with a bulkhead;• The driver and passenger should be 2m apart;• The driver should wear PPE and the passenger should wear a fluid resistant surgical facemask if old enough to do so. |  | **Regular information sent to parents via email and newsletter.** **Staff – Ring Paula/Nosheen *immediately* (weekends/eveninngs if necessary) if they or someone in household has symptoms. Follow PHE stay at home guidance + school helpsheet.** **(SLT - If test then complete Appendix 1/2 and return to Andrew Hutchinson)****Home-school agreement – parents must inform school immediately on answerphone. If symptoms – must have a test. Notify school immediately of result on head@lammack email.** **Twice weekly testing beginning imminently for all staff in school.** **Information around isolation periods is shared regularly by email /newsletter****Child or adult immediately removes themselves from the classroom – meeting room is the isolation space.** **Cleaning rota – a member of the cleaning team in school at all times.** **Children to be removed outside whilst classroom cleaned (Use hall if raining)****Meeting room remains isolation room (must be cleaned after the child leaves).** **PPE kept replenished in each classroom ready for such instance – staff to inform Site supervisor if anything used/needs replacing –** martin.coan**@lammack.blackburn.sch.uk****Meeting room used for isolation and cleaned down afterwards. ‘Out of action’ signs for the interim period between child going home and room being cleaned.** **Staff to don PPE in the classroom/stockcupboard and doff PPE in disabled toilet opposite HT office. Used PPE to be placed in the clinical waste bin. This toilet to be cleaned after use. (additional signage required).** **It is recommended that Staff jewellery to be kept to a minimum during this time.****Parents called immediately to collect.** **Emergency contacts keep up to date. Fortnightly email to remind parents to let us know about changes.** **Use the disabled toilet opposite the headteacher’s office. Must be cleaned after use. (Signs ‘not in use’ to be available from the office)****Used PPE to be put in medical waste bin (disabled toilet opposite HT office, disabled toilet bottom of ramp, ladies toilet in KS1)** **Follow the bubble guidance – only close if a positive case is confirmed. Bubble closed sign on the classroom door for the duration of the closure.****Office keep a record sheet (name, date, who the child was, adults involved, and afterwards result of test). Return appendix 3/MDS to Edresponseteam if a positive case.** **If a b**ubble is closed – place ‘Bubble Closed Do Not Enter’ sign on classroom door. Cleaning team to leave the room for at least 72 hours before deep clean takes place. **Children wait outside if possible or use hall with windows open until room is cleaned.** **Senior Leaders will arrange transport if absolutely necessary.**  |  |
| **2) Transmission of virus due to insufficient hand hygiene** |  |  | 1. Schools must ensure that pupils and staff clean their hands (can be a combination of washing and/or sanitising) with **frequency and rigour**, including **when they arrive at school, when they go for and return from breaks, when they change rooms, before and after removing face coverings and before and after eating**;
2. Where there are only a limited number of wash basins on site, schools may wish to consider installing more;
3. Ensure access to soap, warm water, paper towels and hand sanitizer and skin friendly sanitizer wipes if appropriate in all classrooms and social areas;
4. Pupils (and staff) wash hands for 20 seconds following PHE guidance. See “[six steps to hand-washing](https://campaignresources.phe.gov.uk/schools)” poster in KS2 lesson and [NHS video](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public);
5. Staff to help small children and those with complex needs to wash their hands thoroughly;
6. Have prominently displayed hand washing posters throughout the setting in order to build regular hand washing into the culture of the school;
7. Ensure hand sanitizer stations are located away from light switches, lift buttons and well clear of Bunsen burners in labs;
8. Ensure use of hand sanitizer is supervised where necessary to avoid risk of ingestion;
9. Increase the frequency at which bins are emptied regularly throughout the day.
 |  | **Classroom staff to organise logistics for their bubble. (Signing sheet for each bubble to be provided). Covid folder with all relevant paper work in each class.** **Hand wash on arrival, after breaktimes, before and after lunch.****Classroom staff to use class sinks and toilet sinks to wash hands and spread children out/save time. (T and TA to organise).** **Teachers to inform site supervisor if stocks run low by email** **martin.coan@lammack.blackburn.sch.uk****Younger children/SEN children will require closer supervision for washing hands.** **All bubbles to watch the handwashing videos regularly to remind children of the correct method. Use Powerpoint with videos and songs.** **Hand washing posters to be displayed near the sink in each classroom and bath rooms. (Cleaning team to ensure these posters are in place in bathrooms). KS1 child friendly ones.** **New handsanitiser stations throughout school plus Gojo machines. (Cleaning team to replenish).** **T/TA/ welfare staff to supervise children using sanitiser correctly.** **Cleaning team to check bins throughout the day. T to ensure bins is accessible to enable site supervisor ease of access in lesson time.** **Windowsills, tops of units/cupboards and teacher desks to be kept clear for wiping down at end of day.** **Staff code of conduct to say minimal jewellery (wedding ring) and no bracelets to be worn.****Cleaning staff through the day to empty bins as required** |  |
| **3) Transmission of virus due to insufficient respiratory hygiene**  |  |  | **3.1) Face coverings**1. Face coverings must be worn by pupils (over the age of 11) and staff who come to school by public transport ([unless they are exempt);](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#when-you-do-not-need-to-wear-a-face-covering)
2. The expectations regarding the wearing, and the process for removing a face covering on arrival at school should be communicated clearly and before the start of the Autumn Term;
3. Pupils arriving at primary school wearing a face covering must be instructed **not to touch the front** of their face covering during use or when removing it. They must **wash their hands immediately on arrival** (as is the case for all pupils), dispose of temporary face coverings in a covered bin (**do not put in with recycling**) or place reusable face coverings in a sealable plastic bag they can take home with them, and then **wash their hands again** before heading to their classroom. Guidance on [safe working in education, childcare and children’s social care](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care) provides more advice.
4. BwDBC acknowledges that some staff working in schools may wish to consider cloth face coverings as a wellbeing consideration as part of their risk assessment. Therefore, if teaching can take place with this individual measure in place and the colleague **provides their own** face coverings then this would seem reasonable. Colleagues would need to **ensure they have completed training of donning and doffing of face coverings**. Disposal of any cloth face coverings would also need to be done in the appropriate way. It would also be advised that **we remind the individual that this would not replace the regularity required for hand hygiene measures and routines**;
5. Staff in both primary and secondary schools are advised to wear cloth face coverings (unless exempt) in situations outside of the classroom where 2m social distancing cannot be maintained, for example, in corridors, communal areas, staff rooms and meetings. The same process for removal should be followed as for pupils in 3.1c) and 3.1e).
6. Where a face covering becomes damp, it should be replaced carefully. Once removed, reusable face coverings should be stored in a sealable plastic bag. Single use face should be disposed of it in a residual waste bin. They must not be put in a recycling bin.
7. Have a small contingency supply of face coverings in school if pupils are unable to access them for any reason.

**3.2) Ensuring good respiratory hygiene*** 1. Promote the [**catch it, kill it, bin it**](https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf)approach – display posters prominently in classrooms and around school in order to embed this into the culture of the school;
	2. Ensure all rooms are well ventilated;
	3. Schools must ensure there are sufficient stocks of tissues in place for pupils and staff to use;
1. Schools must ensure there are sufficient covered bins in place and that they are emptied regularly throughout the day;
2. In line with national recommendations staff are **not** required to wear a face covering in the class room even when social distancing is not possible. Where schools or staff would prefer that face coverings are worn during 1:1 work in class, **a face covering in conjunction with a visor should be worn rather than a visor alone, as the virus can easily travel around the visor**. This is not a substitute for social distancing.
3. Schools must ensure young children and those with complex needs receive support and are able to get this right;
4. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.

**3.3) Ventilation – ensuring a supply of fresh air**1. Adjust mechanical ventilation systems to increase the ventilation rate wherever possible;
2. Check to confirm that their normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply);
3. Air conditioning systems that mix some of the extracted air with fresh air and return it to the room do not need to be adjusted as this increases the fresh air ventilation rate;
4. Systems in individual rooms or portable units do not need to be adjusted as these operate on 100% recirculation. You should still however maintain a good supply of fresh air ventilation in the room.
5. In cooler weather, open windows just enough to provide constant background ventilation **at all times** when classrooms are in use;
6. Open windows more fully during breaks to purge the air in the space;
7. Wedge internal doors open (with the exception of fire doors) to create a throughput of air,, but ensure they can’t slam shut and cause injury to staff or children;
8. External opening doors may also be used (as long as they are not fire doors and where safe to do so);

**3.4 Ventilation – temperature control**1. Open high level windows to low level reduce draughts where possible;
2. Increase ventilation when rooms are unoccupied;
3. Providing flexibility to allow additional, suitable indoor clothing. For more information see [School uniform](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-uniform);
4. Rearrange furniture where possible to avoid direct drafts;
5. Use heating as necessary to ensure comfort levels are maintained particularly in occupied spaces;

Use fan heaters only when rooms are unoccupied, switch off when children and staff are in.1. Ensure internal office spaces are well ventilated at all times. Keep doors open to allow air flow. Do not use fan heaters when the office is occupied.
 |  | **Staff to wear face masks and full PPE if cleaning up bodily fluids.** **Children not to wear masks as they cannot follow the strict guidelines for donning and doffing.** **Staff who wish to wear a face covering should discuss this with their line manager.** **All staff to follow this if wearing a face covering following discussion with line manager.** **No pupils wearing masks currently. If a parent requests this we will deal with one to one.** **Since January 4th all parents entering school grounds must wear a mask.** **All bubbles to go through this at start of term and remind regularly. Use PPT Mrs Duckworth emailed in September.** **Open windows where possible.** **T to inform sitesupervisor if stocks are running low.** **Sneezeguards in place – 2 for each class. One T and one TA for 1-1 work.** * 1. **discuss with Mrs Majid issues regarding social distance and prepare a RA.**

**1-1 staff to wear facemask and visor to work in close contact with 1-1 child.** **All staff to wear face coverings in communal areas inside school. If staff wish to wear in class – discuss with senior leader/line manager.** **Some face masks to be kept at main reception for staff and visitors.****Posters displayed in every class, display in the KS2 hall.****Open windows – staff and children to wear extra layers.** **Classroom stock monitored by classroom staff – email** **martin.coan@lammack.blackburn.sch.uk** **when necessary.** **Reception, Y1 and other staff - visor alone not sufficient – mask and visor to be worn or just a mask.** **1 -1 risk assessments for support staff****Extractors to be switched on AM and turned off PM by site/cleaning staff.** **KS1 heating system – site supervisor checked****Ensure doors are not at risk of slamming shut****Ensure fire doors are kept shut****Windows to be open in some way throughout the day but open further during breaks and lunchtime.** **Parents have been informed that children can wear extra layers including body warmers if necessary.** **Fan heaters to only be used by staff out of hours. These must be checked by Electrical PAT testing.** **Ensure 1T use the ventilation provided** |  |
| **4) Transmission of virus through insufficient cleaning of surfaces** |  |  | 1. Follow the [Covid-19: cleaning in non-healthcare settings guidance;](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings)
2. **Increase the frequency of cleaning of all surfaces and document;**
3. **Remove all difficult to clean items such as soft toys and furnishings;**
4. **Clean all shared rooms and shared areas between different groups;**
5. **Clean toilets regularly throughout the day - different groups can be allocated their own toilet blocks where possible;**
6. **All staff** should know how to safely put on and take off PPE, please see PHE links to [donning and doffing of PPE](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf).
7. All staff should complete the [MeLearning](https://blackburn.melearning.university/user/login) course ‘**Infection Prevention Control for Frontline Workers’.**
8. Appropriately trained and designated staff clean frequently touched surfaces before the start of each school day using the school’s standard cleaning products. These surfaces include- door handles, hand rails, chairs, desks, IT equipment, toys, play equipment, mobile phones, toilet doors, flush handles, taps, bin lids, dining tables, etc.
9. Bins used to dispose of cleaning materials such as sanitizing wipes and paper towels should be lidded. The rubbish should be double bagged before disposal with each bag being sealed separately.
10. Cleaning materials ordered by HT and issued by Site Supervisor, ***staff inform when they need more but before they run out***;
11. Supervising staff mirror this cleaning regime (including personal mobile phones and tablets) throughout the day during transition times e.g. break, lunch, while pupils are outside, changing from one type of activity to another;
12. Evidence cleaning routine – use tick sheet signed and dated by the person carrying out the cleaning for each area.
13. Allocate hand-sanitizing stations around school including in classrooms and communal areas where appropriate. Teach pupils the correct way to use hand sanitizer. See poster [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886216/Best_practice_hand_rub.pdf).
14. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools may wish to consider what support they are able to offer to families who struggle to clean uniform regularly;
15. Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.
16. Keep surfaces clutter free to facilitate regular cleaning.

Consider identifying the **most** frequently touched surfaces such as door release buttons, door plates, handles etc. with coloured stickers as a visual reminder for frequent cleaning.  |  | **Site supervisor to share this with cleaning team.** **Additional cleaning throughout the school day****Soft furnishing removed and in green storage shed****KS2 Hall = only shared space – cleaned after breakfast club. Check welfare still cleaning between groups****All bubbles using own toilet block or cubicle including during breakfast club or after school club.****Everyone working in school has completed the Infection Control training – certificate to Sarah.** **Cleaning team to ensure these areas are cleaned each day and throughout the day. T and TA to support in this where possible. Tick sheet to be signed daily with own signature and time.** **Waste cleaning materials eg wipes must be double bagged.** **Used PPE to be disposed of in the clinical waste bins (disabled toilet oppositr head office, disabled toilet on ramp, ladies toilet in KS1).** **Cleaning staff to ensure sufficient supplies, Site supervisor to replenish.** **T/TA and welfare to wipe surfaces throughout the day and sign tick sheet.** **All classes to put coasts on chairs.** **Hand soap in all classrooms with sinks.** **Cleaning team to use uniforms/overalls/aprons/tabbards.** **School uniform to be worn from September. Only outdoor PE kit required for Autumn term. Children to wear outdoor kit on their PE day – share this in the welcome to class meetings.** **Cloakrooms not in use. Coats on the backs of chairs. No large bags in school, no PE bags, only reading book and diary to be coming in to school each day.** **Update home school agreement – all parents to sign electronically. On School comms for parents to sign.** **All staff to adhere to a ‘clean desk policy’. Clear as much from desks daily as possible- to assist cleaner but also to avoid GDPR issues.** **Stickers to identify often touched points. – are there any being produced to buy?** |  |
| **5) Transmission of virus through contact between individuals** * Schools must do everything possible to minimise contacts and mixing **while delivering a broad and balanced curriculum.**
* Schools should strike a balance between both reducing the number of contacts between children and staff through keeping groups separate (in ‘bubbles’), and through maintaining distance between individuals.
* It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.
 |  |  | **Groupings for Key Worker and Vulnerable Children during National Lockdown – From 5th January 2021 onwards in addition to other measures listed in this section**1. **Whilst schools are attended by vulnerable children and the children of critical workers only, where possible schools should keep group (bubble) sizes small.**
2. **Avoid contact between different bubbles;**
3. Children old enough should be supported to maintain distance and not touch staff where possible.
4. Arrange classrooms with forward facing desks with pupils seated side by side and facing forwards, rather than face to face or side on. This might include moving unnecessary furniture out of classrooms to make more space;
5. Additional space available where there are lower numbers of pupils attending, should be used wherever possible to maximise the distance between pupils and between staff and other people;
6. Depending on the age of the children, and their needs, staff should maintain 2 meters distance as much as possible;
7. Staff maintain 2 metres distance from each other as much as possible;
8. Schools with the capability to do it should take steps to limit interaction and the sharing of rooms and social spaces between groups as much as possible;
9. Issue children and staff with their own set of frequently used resources such as pens, pencils and other stationary;
10. **Avoid sharing any other classroom resources**. If this is not possible, consider use on a rota basis and clean between different children;
11. **Avoid sharing resources between groups**. If this is not possible, ensure they are thoroughly cleaned between groups or quarantined out of reach for 72 hours;
12. Where children are using IT equipment (e.g. lap tops and headphones) in school to take part in their usual classes’ online learning, label the equipment and ensure it is only used by that child;
13. Where children have to share IT equipment on a rota basis, ensure that the same small cohort uses the same equipment, clean between users and label it with the names of the children in the cohort;
14. Clean all surfaces (including but not restricted to desks, chairs door/window handles, door plates, door release buttons, IT equipment, mobile phones, photocopiers) more frequently throughout the day including during breaks and lunchtimes. Document this with a schedule for cleaning initialled by the person who has carried it out;
15. Where possible, clean outdoor resources between groups of children. If this is not possible, do not use them;
16. Reinforce the importance of good hand and respiratory hygiene and follow established procedures;
17. Increase the frequency of hand washing/use of sanitiser;
18. Remove all soft toys and soft furnishings;
19. Remove any resources/toys with small parts which are difficult to clean;
20. Do not allow toys/stationary/books to be brought in from home and do not allow children to take the above from school to home.
21. Ensure that staff do not take marking home;
22. Ensure used spaces are well ventilated **at all times.**

**5.1 Grouping in Secondary schools. NA.** **5.2 Groupings in primary schools**1. Have class bubbles with older children keeping their distance from each other as much as possible; When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can be reduced by keeping pupils in smaller groups;
2. Staff can operate across classes, **but this should be minimised as much as possible.** Where staff do need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults;
3. Staff can operate across classes. With older children, they should stay at the front of the class and 2m distant where possible.
4. Where volunteers are used to support the work of the school, Mixing of them across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible;
5. With younger children, this may not be possible, so good hand and respiratory hygiene and an enhanced cleaning schedule is important.

**5.3 In Classrooms**1. Ensure good ventilation at all times;
2. Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone;
3. This will not be possible when working pupils who have complex needs or who need close contact care. These pupils’ educational and care support should be provided as normal;
4. Where pupils are old enough, they should be supported to maintain distance and not touch staff and their peers where possible through reminders from staff and appropriate signage;
5. Allocate smaller, class sized bubbles where children are too young to maintain social distancing;
6. Adapt classrooms to facilitate more distancing by removing unnecessary furniture;
7. Optimise respiratory hygiene by having pupils facing forwards rather than face to face or side on.
8. **If the school is in a ward with additional restrictions, remove soft toys and furnishings.**

**5.4 Music, Dance and Drama Lessons**[Guidance](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school) has been updated and **schools should risk assess on an individual basis depending on the lessons they offer**. In general:1. Keep groups separate and in their usual bubbles;
2. Maintain social distance between individuals;
3. Where staff move between bubbles, they should keep 2m distance between themselves and children/other adults;
4. The social distancing requirement for these lessons may limit the activity/numbers in each group – risk assess on an individual basis;
5. No physical correction by teachers and contact between pupils in dance and drama;
6. Keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.
7. If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing;
8. If possible, do not share microphones. If they are shared, follow the guidance on handling equipment.
9. **Schools should not host any performances with an audience.**

**Group music lessons**1. Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, use a room with as much space as possible, e.g., larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission. See guidance on [Safer Singing](https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing);
2. If playing indoors, limiting the numbers to account for ventilation of the space and the ability to social distance. **Ensure good ventilation at all times**;
3. Keep singing, wind and brass groups small and observe strict social distancing (2 metres) between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists;
4. Use seating where practical to help maintain social distancing;
5. Position pupils back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible;
6. Position wind and brass players so that the air from their instrument does not blow into another player.

**Handling equipment and instructions**1. Increase handwashing before and after handling equipment, especially if being used by more than one person.
2. Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists’ own sticks and mallets;
3. If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and **always between users**, following government [guidance on cleaning and handling equipment available at hygiene: handwashing, sanitation facilities and toilets](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses#factories-5-5);
4. Instruments should be cleaned by the pupils playing them, where possible;
5. Limit handling of music scores, parts and scripts **to the individual using them;**
6. Consider limiting the number of suppliers when hiring instruments and equipment. Schools should agree whose responsibility cleaning hired instruments is with the suppliers.
7. Clean hire equipment, tools or other equipment **on arrival and before first use;**
8. Store equipment and instruments in a clean location if delivery is taken before they are needed. **Clean before first use and before returning the instrument.**
9. Arrange pick up and drop off collection points where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand.

**Individual lessons**1. In individual lessons for music, dance and drama, 2 metres social distancing should be maintained wherever possible, meaning teachers should not provide physical correction.
2. levels which do not encourage teachers or other performers to raise their voices unduly.

**5.5 Physical activity in schools**1. Pupils should be kept in their consistent groups (bubbles);
2. Sports equipment should be thoroughly cleaned between each use by different bubbles;
3. Contact sports should be avoided;
4. Prioritise outdoor sports;
5. Use large indoor spaces where using outdoor space is not possible and ensure good
6. ventilation at all times;
7. Pay scrupulous attention to cleaning and hygiene due to the way people breathe during exercise;
8. Do not use the indoor gym in school if there is one;
9. External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities;
10. Schools can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so following the protective measures in place in school. External coaches, instructors etc. should maintain 2m social distance at all times where possible unless;
11. Where schools are considering offering team sports, schools must only consider those sports whose national governing bodies have developed guidance under the principles of the government’s guidance on team sport and been approved by the government i.e. sports on the list available at [guidance on the phased return of sport and recreation](https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation) and guidance from [Sport England](https://www.sportengland.org/how-we-can-help/coronavirus) for grass root sport;
12. Also refer to advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf.) and the [Youth Sport Trust](https://www.youthsporttrust.org/coronavirus-support-schools).
13. During the period of the national lockdown commencing November 5th 2020, competition between schools should not take place.

**5.6 Measures elsewhere**1. Keep groups of pupils apart by avoiding large gatherings such as assemblies or collective worship;
2. Minimise movement around school where possible – have staff rather than pupils move if feasible;
3. Stagger movement times and avoid bottlenecks at entrances/exits;
4. Continue to operate one way systems with appropriate signage in place;
5. Continue to stagger breaks and lunch where possible to allow cleaning of surfaces in dining halls between groups;
6. School kitchens should be fully open for the Autumn Term and must comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19).
7. Decide on arrangements for pupils who bring packed lunches to school. Schools may decide to follow protocols devised for extended opening if feasible with larger numbers;
8. Set up staff workrooms to facilitate 2m social distancing;
9. Minimise use of staff room and ensure access to cleaning products for staff to wipe surfaces etc. before and after use;
10. Additional cleaning of touched surfaces should be considered before and after adults use the bathroom

**5.7 Arriving and leaving school****Given the pressures on public transport services it may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate.** 1. a) Please refer to [new guidance on Transport to School](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-autumn-term-2020) published on August 11th 2020. Schools who commission or provide their own transport to school should use this guidance to inform their Travel to School RA. All schools should use the guidance to share information with parents/carers and pupils who will use public or dedicated school transport from the start of the Autumn Term 2020.
2. Parents/carers and pupils should be encouraged to avoid using public transport and walk to school where possible.
3. Families using public transport should refer to the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers).
4. See Section 3.1 above on face coverings.
5. Consider staggered start and finish times where possible to keep groups apart as they arrive and leave school, but do not reduce the amount of teaching time;
6. Keep parents/carers informed of new routines and remind them not to gather in groups or enter the school grounds without an appointment;
7. Maintain/adjust drop-off/pick-up protocols as necessary and inform parents/carers;
8. All staff and pupils must wash their hands on arrival at school;
9. Request that only 1 parent/carer collects children from school to reduce the number of adults waiting to collect children;

**5.8 Other considerations**1. In the first instance, conduct meetings with parents remotely if appropriate IT equipment is availableWhere there is no alternative but to arrange face to face meetings with a parent/carer, only one person plus an interpreter should attend. Ensure the room is well ventilated and large enough to allow for social distancing;
2. Consider the use of screens at such meetings and at the main school reception; If screens are used, school staff and parents should wear face coverings. Visors can be used with but not instead of face coverings;
3. Prepare pupils with SEND (EHCP or on SEN support) individually to the changes in routine using social stories if appropriate;
4. Update individual SEND risk assessments as necessary.
5. As Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, ensure they understand that they must minimise contact and maintain as much distance as possible from other staff. This includes Specialists, therapists, clinicians and other support staff for pupils with SEND who should provide interventions as usual, following Covid-19 hygiene procedures established in school;
6. Maintain established Covid-19 procedures for contractors and similar visitors to the school site, arranging for them to come out of school hours where possible and ensuring a record is kept of who has been on site;
7. Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child;
8. Ensure that staff and pupils have their own set of frequently used resources such as pens, pencils, maths equipment etc. kept in a wipeable case;
9. Classroom based resources, such as books and games, can now be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces using standard cleaning products. Keep a track of what has been cleaned, by whom and when and evidence this with a tick sheet;
10. Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Again, keep a track of and evidence this as above;
11. Continue to limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones, all of which can be brought in in a bag;
12. Pupils and teachers can take books and other shared resources home but only where necessary. Staff and pupils should clean hand before and after using these resources, and they should be cleaned quarantined as in g) above on return to school;

**5.9 Supervised Tooth brushing Programmes**These programmes can resume from the start of the autumn term. New guidance was issued on August 13th 2020. Please [follow this link](https://www.gov.uk/government/publications/covid-19-supervised-toothbrushing-programmes/covid-19-guidance-for-supervised-toothbrushing-programmes-in-early-years-and-school-settings) to the guidance from which a separate risk assessment should be developed. |  | **12 maximum size of a bubble in school currently.** **Do not enter someone else’s bubble. Staff who have to work across two bubbles must wear masks at all time. Extra care with handwashing etc.** **Rec and Y1 – space children out. Do not use carpet time where possible – maintain distance between children****Classroom staff to arrange tables so space is maximised at the fron of the classroom to mainitain distance between staff and children.****Staff to maintain 2m distance even within a bubble. Staffroom reorganised to minimmise numbers and utilise chairs without soft furninshings.** **Children to have their own stationary and pens.** **Do not share resources. Laptops to be labelled and kept for individuals where possible or wiped down between uses.** **Make sure headphones are labelled and only used by individual children.** **Label laptops for use by individual children.****Classroom staff to ensure class tick sheet to be completed daily. Wipe tables at breaktimes and lunchtimes. Remove additional tables to the back of the classroom in order to reduce the number of tables in use.** **Outdoor climbing equipment not in use. Play equipment to be wiped.** **Remind about washing hands and coughing into elbow etc. PPT with songs and messages in staff shared - !!covid – ‘Returning to school PP for children’****Classroom staff to look at the classroom equipment available in class and remove if necessary****Work packs to be kept in school. If children need to have packs at home then an additional pack will need to be provided.** **Desks in classes from Y2 up in rows. Y1 and Rec to have groups but attempt to keep social distancing where possible.** **Each class to have 2 screens –cleaned between members of staff (eg PPA staff).** **Class bubbles to be adhered to.. Welfare staff assigned to a class/year group – not to mix year groups.** **All classes below 30 (except Y5 who are in the largest classrooms within school. Keep rooms ventilated well.** **T/TA/Welfare to wash hands with children regularly throughout the day.** **Open windows as much as possible only to be closed if raining in on children.** **Staff to socially distance (especially in the staffroom). Booster room, KS1 Library and purple room to be additional staffroom spaces. See breaktime rota and lunch timetable for allocated spaces.** **Reminders to be shared.** **Rec and Y1 to try to maintain bubbles within class – groups not to be mixed where possible.** **All soft furnishings to be removed from classrooms – new storage container** **Seating to be arranged in rows – all facing the same way or back to back.** **No singing in groups larger than 15.** ***WOPS – Y4 - Start date – 8.10.2020******Timetable given to all Y4 staff.******Mr Holland to wipe down any surfaces used – such as computer or white boards.******Any paper copies that are used as singing sheets or notes are to be kept under that child’s possession or as a group already established by the class teacher.*** ***Windows and doors will be open where possible.******5 Minute gap in between each lesson.******Tutor code of conduct followed.******Mr Holland to follow school guidance when moving around school – one way system and face covering.*** ***Ukulele – start 12.11.20******Children will be either sat on the floor or stood whilst singing and playing.******15 ukuleles + staff per group. Each group will have a coloured sticker on. These will then be left in quarantine for a week after use.******Children will not be taking them home.*** ***Mr Holland to tune ukuleles before children use them and to use the wipes provided to clean after use.*** **Outdoor games only in Autumn term.** **No contact sports – any equipment used will need wiping down after use.** **Hall not to be used until BWD out of Tier 3 restrictions****Focus on skills/individual fitness rather than games.** **No use of indoor apparatus.** **Afterschool sports clubs – class bubbles currently so no after school sports clubs until after Christmas Break.** **Bfast Club and After School Club - in KS2 Hall. Table set up for each class. Staff to provide toys to the tables. Children’s movement to be kept to a minimum. Children to use own yr grp toilets. All staff to clean tables and equipment as the club takes place.** **No assemblies – zoom/video assemblies to be organised. AHT –organise values assemblies. HT send out weekly video. AHT video for achievement assembly. 2 days = RE lesson and in class assembly.** **No assemblies first 3 days.** **No sets in Year 5/6 until BWD out of Tier 3 restrictions.** **Staggered start/finish of day/lunch/break. Keep in class bubbles on the yard. KS2 yard to be split into 6 separate areas. See break timetable and lunch timetable for allocated areas.** **Establish the drop off and collection points with parents.** **One way system to continue with some relaxations – Y2 can go down the ramp to the toilet. Y3 and Y6 corridor during lesson times can go to the toilet through those corridors. Children encouraged to not go to the toilet in the middle of lessons – get stricter on this as term progresses. One way back in operation at ‘busy’ times.****Mr Patel to share the lunch plan with all welfare staff on inset day. Children facing the same way during lunch to enable cleaning between year groups. Only one class bubble in one area of playground at a time.** **Miss Trobe to create risk assessment for the kitchen from this guidance and work with her staff team. Visors for serving hatch. One-way system in the kitchen.** **Reception children eat in classrooms. All other children to have usual dinners in the hall. Hot puddings removed from the menu. Packed lunches in bubbles - eat at the same time and place as hot dinners.****Staff to be informed to bring own plates and cutlery as dish washer still out of use.** **Staggered playtimes so only one class on their area of yard at a time. 1m spots in place in the halls for lining up.** **During Natioanl Lockdown kitchen to operate in 2 bubbles****PPA to be done at homeunitl BWD out of Tier 3 restrictions. (Team meeting with year group to start the day – one day fortnightly for PPA). All staff on PPA to be prepared if needed to attend school at short notice – for staff absence etc.** **Two additional staffrooms in place as explained earlier. PPA rooms not in use until BWD out of Tier 3 restrictions.** **Seating in staff room replaced with wipeable furniture. Number of seats in staffroom reduced.** **Consider a rota for the staffroom if numbers not working.** **Wipes available in the toilets for staff to use.** **Mr Ainscough to look at this for swimming – when BWD allow swimming to take place** **Staggered start and end to the day****A-K surnames 8.40 – 8.55 drop off****L-Z surnames 8.55 – 9.10 drop off** **A-K surnames 2.45 – 3.00 collection****L – Z surnames 3.00 – 3.15 collection****September start = children with no siblings return on 2nd September families to return on 3rd Sept.** **SLT on the yard to help parents find drop off and collection points.** **First task in school to wash hands immediately.** **Entering school – fit in with one-way system and ensure no bottle necks through particular doors (as explained earlier)****Y1 – Glass corridor** **2c/2T – through Y2 entrance****Y3 through main entrance****4E and 2D through door at bottom of ramp.** **Y4 through classroom doors****5R through main entrance****5A classroom door****Y6 Classroom doors.** **See Gritting Guidance for Icy morning procedures. Parents not allowed on site until one-way system can be in place.** **During National Lockdown – Rec through main entrance. All other groups through usual doors.** **All meetings taking place over the phone or on Teams.** **Informal chats take place outside on yard or in picnic area.** **Parents and staff all wear facemasks.** **NM reviewing****All visitors outside school day to minimise numbers of adults in school.** **Minimise face to face meetings – arrange telephone calls instead or emails through** **office@lammack.blackburn.sch.uk****Class emails set up for new classes. Sneeze guards could be used if meeting isn’t possible to arrange via telephone/email.*** 1. **staff to work with individual children to establish new routines. Only 1 new EHCP in reception.**
	2. **staff to complete and Senco to monitor.**

**Internal PPA staff now working mainly full days within classes to minimise the risk of transmission.** **Use sneezeguards to hear readers and give verbal feedback or assistance – clean before and after use.** **All visitors to sign in electronically but wipe down screen before and after use.** **Site Supervisor to Arrange contractor meetings before 8.40 and after 3.15.****Pencil cases for every child to keep own stationary in in school.** **Staff to wipe clean as necessary.** **Tick sheet signed for additional cleaning each day – itemised.** **Shared resources to be kept to a minimum. Cleaned between groups.** **Home readers to be quarantined for 48 hours. Quarantine boxes ordered for each class. Homework to be brought in on Mondays and marked on Thursdays or mark with the class.** **Children only to bring coat, waterbottle, lunch box (if necessary) no PE bags or school bags – just reading book in readingbag/plastic wallet.** **Homework in plastic wallet/book bag weekly. No large rucksacks etc in school.** **Reading books quarantined.****If this is to take place in school – guidance link to be followed.** |  |
| **6) Transmission of virus due ineffective use of PPE** |  |  | 1. **All staff** should know how to safely put on and take off PPE, please see PHE links to [donning and doffing of PPE](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster__.pdf).
2. All staff should complete the [MeLearning](https://blackburn.melearning.university/user/login) course ‘**Infection Prevention Control for Frontline Workers’.**
3. Staff should wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained as in **Section** **1.2 f above;**
4. Staff should wear PPE where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used;
5. Staff should wear PPE as per BwD guidance for First Aiders in Appendix A.
6. For more specific guidance on safe working in education, click [here](https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#how-to-work-safely-in-specific-situations-including-where-ppe-may-be-required).
 |  | **All staff to relook at the donning and doffing document once more before September.** **Ensure we have certificates from all staff (JT, YM returning from Maternity leave).****PPE to be worn when dealing with an individual who is unwell – with any symptoms.** * 1. **toiletting staff must wear PPE.**

**First aiders wear usual PPE unless dealing with fluids.**  |  |
| **Response to infection** |
| **7) Test and Trace****Testing kits for schools can be ordered by following** [**this link**](https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers#making-an-order-for-additional-coronavirus-tests) |  |  | 1. Schools must ensure they understand the procedures they must follow in the PHE NW Resource Pack for Schools. Please monitor the HT bulletin/Services for Schools website for the most up to date version.
2. Schools must communicate with staff and parents/carers so that they understand they must be ready to [book a test](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested) if they or a child is displaying symptoms, give details of anyone they have been in close contact with if they test positive or are asked by a contact tracer and [self-isolate](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) if they have been in close contact with someone who develops coronavirus (Covid-19) symptoms or someone who tests positive for coronavirus (Covid-19);
3. Schools must ask staff and parents/carers to contact them immediately if the result is negative.
4. If the result is **positive,** they must follow the [stay at home guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) for households with possible or confirmed Coronavirus (Covid-19) 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.
5. Schools should be familiar with and implement the [NHS COVID-19 app in schools and further education colleges guidance.](https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges#contents)
6. If a setting has premises on site that are within the scope of the Health Protection (Coronavirus, Collection of Contact Details and Related Requirements) Regulations 2020, as described in the current [guidance for maintaining records of staff, customers and visitors to support NHS Test and Trace](https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace), then they are legally required to have a NHS QR poster for this space See [here](https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges#required-action-leaders-must-display-a-qr-code-for-any-activities-or-provision-in-their-setting-where-members-of-the-public-take-part-or-make-use-of-premises-for-hospitality-leisure-or-close-contact-services) for further details.
 |  | **All staff to read this document and sign.** **School to contact PH BWD if a suspected case. (email** **Andrew.hutchinson@blackburn.gov.uk** **Complete appendix ½ in NW PH document.** **All staff or parents to email** **head@lammack.blackburn.sch.uk** **to confirm test result.** **Positive = stay at home.** **Negative return to school.**  |  |
| **8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community** |  |  | 1. Follow the procedures outlined in the PHE NW Resource Pack for Schools. **This is updated regularly – updates are posted on the HT bulletin or contact** **edresponseteam@blackburn.gov.uk**
2. Confirmed cases **must** be reported to the LA in a timely manner (i.e.on the day the result is received) via **edresponseteam@blackburn.gov.uk**
 |  | **Version 9 to be followed** |  |
| **9) Contain any outbreak by following local health protection team advice** |  |  | 1. Follow procedures set out in the PHE NW Resource Booklet;

Contact edresponseteam@blackburn.gov.uk |  | **PH will advise if outbreak meeting required** |  |
| **Risks involving school operations** |
| **10) Transmission of virus on transport** |  |  | **10.1) Dedicated school transport** (services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only). See Section 5.7a)DFE has published [**Transport to School guidance**](https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020#part-b-guidance-for-dedicated-transport-to-schools-and-other-places-of-education-for-autumn-term-2020) which schools should use if they provide or commission their own transport; or use when working with the LA and transport providers when ensuring the transport needs of the pupils are met.1. Consider the feasibility of being able to have groupings on school transport reflecting the bubbles pupils are in within school;
2. Children should clean hands before boarding and again on disembarking;
3. Consider providing hand sanitizer on school transport;
4. Consider extra cleaning of transport between groups of pupils;
5. Organisation of queueing and boarding;
6. Distancing within vehicles if possible;
7. The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.
8. Communicate protocols and expectations to parents and pupils before the start of the Autumn Term.
9. For more detail, [click here.](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations)

**10.2) Public transport**1. If feasible, work with partners to stagger start and finish times to minimise the numbers of pupils traveling on public transport during rush hours;
2. Encourage parents/carers, staff and pupils to walk or cycle to school;
3. Consider the feasibility of establishing “walking buses”;
4. Investigate working with the LA to secure funding to support walking or cycling to school.
5. Remind parents/carers and pupils that wearing face coverings is mandatory for children over the age of 11 on public transport;
6. Ensure families who use public transport are aware of the [safer travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers).
 |  | **Need to look at this if swimming returns. JA to complete.** **No children travel to school by public transport.**  |  |

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| **11) Risks to vulnerable groups within the school population** |  |  | 1. School should be aware of any pupil, staff or family member with a serious underlying health condition;
2. Any school roles which can be done from home should be if feasible and appropriate (e.g. administrative roles);
3. **Anyone who has been classified as clinically extremely vulnerable (CEV) MUST NOT attend the school for the period of national lockdown commencing 5th January 2021*.*Employees and children falling into this category will have or will be receiving a letter notifying them of this. They must share this letter with the Head teacher to ensure appropriate action is taken.**

**11.1) Shielding/self-isolating pupils**1. From 1st August 2020, the shielding measure was ‘Paused’ by the Government nationally however due to the current rates of infection within Blackburn with Darwen Borough this date is subject to change. Head teachers must monitor the bulliten and follow local instructions regarding shielding. **Children who are clinically extremely vulnerable, (and this had been confirmed by their GP/clinician) must not attend their educational setting and their school should make arrangements for remote learning.**
2. Schools must work with the LA to be aware of any changes in local infection rates which could lead to local changes in shielding advice
3. Parents/carers with children under the care of a specialist my need to take advice from them before returning to school after the 7th September if full shielding is lifted in BwD;
4. Have remote education in place for any pupils unable to attend due to clinical/public health advice;
5. Communicate Covid-19 control measures in place in school to provide reassurance to families where pupils/relatives have been shielding or where there are increased risk factors such as BAME, obesity or diabetes;
6. Risk assess all vulnerable pupils individually.

**11.2) Staff who are clinically vulnerable or extremely clinically vulnerable**1. **Anyone who has been classified as clinically extremely vulnerable (CEV) MUST NOT attend the school for the period of the national lockdown commencing 5th January 2021.Employees falling into this category will have a letter from the NHS notifying them of this. They must share this letter with the Head teacher to ensure appropriate action is taken. CEV Employees must work from home, if they cannot work from home they must not attend the workplace for the period of lockdown.**
2. Clinically Vulnerable (CV) staff can remain in the workplace subject to completion of a robust risk assessment using the LAs People (Education) Risk Assessment. A full definition of CV staff is included in the LA People RA, but does include BAME, all staff aged 60+, and **all** pregnant women. For any further information contact:

health.safety@blackburn.gov.uk for the latest version;1. The risk assessment will inform the Managers/Head Teachers if it is appropriate for the staff member to return to the workplace and if so what control measure are required.
2. Based on the People Risk assessment outcome and where appropriate control measures can be implemented, the Staff member may be able to return to work.
3. It is important that all staff are properly risk assessed before attending work. It is also strongly advised that where possible, deployment options are discussed with this group of staff to enable remote working **for at least part of the working week in order to reduce their level of risk.**
4. If based on the people risk assessment and all appropriate control measures are in place, (these must include stringent hand and respiratory hygiene practices and strict social distancing.) The individual may be able to return to the work place as long as all these can be observed at all time. Advice for [guidance on shielding and protecting the extremely vulnerable](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19).
5. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.
6. Where staff have characteristics that put them more at risk (see [Covid-19: review of disparities in risks and outcomes report](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf)) and are concerned about returning to work, discuss concerns and risk assess individually;
7. **Where there are concerns about the mental wellbeing of those staff who are being advised to stay at home and we would recommend that you share the EAP support that is available to them through your school.**

**11.3 Pregnant staff (classed as clinically vulnerable)**1. Pregnant women over 28 weeks, **should not be in the workplace and should work from home**
2. It is **strongly recommended** that women under 28 weeks carry out roles which enable them to **work flexibly within their job/role in a position that allows them to maintain strict social distancing at all times.** If this is not possible (e.g. because the worker is a teacher or a TA with a classroom role where strict social distancing is not possible, including small group work), it is advised that alternate roles/jobs should be sought or it is recommended that work should be sought that can be undertaken from home.
3. **Government advice on pregnancy can be found** [**here**](https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees)**.**

**For other staffing considerations, including staff support, deployment, recruitment, temporary and peripatetic, ITT trainees, staff leave etc. see** [**Actions for Schools – guidance for full opening Section 2**](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-2-school-operations) **and scroll down to the appropriate section.** |  | **All children shielding must receive work** 1. **same as rest of class or**
2. **workpack or**
3. **CGP books**

**List of children involved to be produced****Risk assessments completed with vulnerable staff.** **Look at roles which could be done from home – at least some days.** **All staff given the information re: shielding. Personal RA to be carried out by line managers before individual can begin work in school in September.** **Staff and Parents must be transparent with school about suspected/confirmed cases to assist track and trace.** **Local rise in infection could lead to shielding being imposed – have bubbles at home. Home learning to be implemented immediately.** **Compiling list of children who we need separate risk assessment for.****Look at CGP books for this instance. Questionnaire to be completed by parents over summer re technology at home.** **Information for parents for September. Informative emails being sent over this final week of holidays.** **Staff and Pupils shielding to stay at home – require a doctor’s letter.** **Carry out risk assessments with staff in school but who were working from home using Aug 1st RA.** **EAP helpline information is available to all staff – contact Paula or karen****School well-being email set up for staff, parents and children. Well-being@lammack.blackburn.sch.uk** |  |
| **12) Estates considerations** |  |  | 1. As all staff and pupils will need to wash their hands more frequently, some schools may wish to consider installing extra wash basins.
2. Where schools have electric hand driers, these can be used, but pupils (and staff) **must** wash their hands thoroughly for 20 seconds following PHE guidance. See “[six steps to hand-washing](https://campaignresources.phe.gov.uk/schools)” poster in KS2 lesson and [NHS video](https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public). They must then follow the hand drier manufacturer’s instructions for drying hands (usually to hold hands under the air stream for 30 – 40 seconds **without** rubbing hands together until dry).
3. Ensure all statutory safety checks are carried out;
4. Where buildings have been closed or have had reduced occupancy, follow the guidance on [Legionella risks during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm);
5. Ensure all classroom windows that can be opened are able to be opened safely. Safety devices may need to be fitted in some instances;
6. Where the school has an air conditioning system, follow advice in the Health and Safety Executive guidance on [air conditioning and ventilation during the coronavirus outbreak](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm).
7. Refer to guidance on [managing school premises during the Coronavirus (Covid-19) outbreak](https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak).
8. Educational visits are exempt from restrictions at all national restrictions tiers and during the November 5th to December 2nd lockdown, but as this continues to be a dynamic situation, please monitor the HT bulletin for any changes.
 |  | **Year groups to only use their own toilets. Y3/4 to section off particular cubicles for Y3 and Y4.** **Hand driers to remain off in children’s toilets. Paper towels to be used. Cannot be certain children wash hands correctly or use the drier as per the manufacturers instructions.** **Signing sheets to still be used in all toilet blocks.** **Site supervisor to check this over summer holiday as usual****All windows in use.**  |  |
| **13) Educational Visits** |  |  | No educational visits should take place during the period of national lockdown.  |  | **No visits during lockdown** |  |
| **14) Extra-curricular Provision** |  |  | 1. Where schools are offering breakfast and after school provision to vulnerable and key worker children, they should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible;
2. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups;
3. Schools should advise parents to limit the number of different wraparound providers they access, as far as possible;
4. Contact sports should not take place;
5. For further detail, please see the guidance produced for summer holiday childcare, available at [Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak).
 |  | Separate tables for each class. All windows/doors in hall open .Each class to have own equipment – DT and team to wipe down after each use.Individual pencil cases – we will provide. During first week Donna to organise sets of equipment.  |  |
| **15) Behaviour Expectations** |  |  | 1. Update the behaviour policy in line with new school rules/procedures;
2. Set out clearly at the earliest opportunity the consequences for deliberately breaking the rules to reduce the transmission of Covid-19;
3. Work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs;
 |  | New behaviour section for Covid-19 – need to discuss issues at dept meeting and change accordingly. Share on home-school agreement informationLook at how GT is kept or lost with staff – what is affected by Covid 19? department meeting. lInked to home-school agreement. New wet play games – PTA to fund. No sharing during one session but can swap the following week.   |  |
|  |  |  |  |  |  |  |
| **16) Monitoring** | **🗸** | **🗸** | 1. The HT should have mechanisms in place to ensure regular monitoring of the implementation of control measures in this risk assessment.
2. Where schools have purchased the Health and Safety SLA from the LA, please contact health.safety@blackburn.gov.uk

for any support required. If not, please contact your Health and Safety provider. |  | Tick sheet to be produced from BWD for HT to complete each week.  |  |

**Head Teacher Signature**:  **Date:** 19/01/21 **Date of Review:** End of National Lockdown

**Chair of Governors/Trust CEO: Date: Date of Review:**

**Local Authority/Trust CEO: Date: Date of Review:**

**Appendix A**

**Advice for First Aiders in Schools/Early Years Settings during Covid-19**

We recognise that first aid remains a crucial skill even as the country deals with the COVID-19 pandemic. We have put together the below advice for first aiders so that you can continue to support others where required and keep yourself safe.

Government guidance on first aid response during Covid-19 can be found [here.](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov)

**Keep yourself safe**

During the Covid-19 pandemic, it is recommended that you wear gloves and a facemask for all first aid incidents. Eye protection and an apron may also be required, where there is a risk of coming into contact with bodily fluids. PPE can be found with/in first aid kits.

Please see Public Health guidance on how to how to safely put on [(don)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878677/PHE_11606_Putting_on_PPE_062_revised_8_April.pdf) and take off [(doff)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/878678/PHE_11606_Taking_off_PPE_064_revised_8_April.pdf) PPE, advice posters should be located with first aid kits. It is recommended that employees who are first aiders familiarise themselves with safe use of PPE as soon as possible, so they are able to keep themselves and the casualty safe, when they respond to a first aid incident.

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty. Avoid touching your mouth, eyes and/or nose.

Ensure that you do not cough or sneeze over a casualty when you are treating them, if you need to cough, do this into your elbow.

* Do not lose sight of other cross contamination that could occur that is not related to COVID-19.
* Wear gloves at all times
* Cover cuts and grazes on your hands with waterproof dressing
* Dispose of all waste safely – double bag and place in a bin
* Do not touch a wound with your bare hand
* Do not touch any part of a dressing that will come in contact with a wound

**Cardiopulmonary resuscitation (CPR) – Adults**

*Full statement from the Resuscitation Council can be found* [*here*](https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/)

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (this would be a “dynamic risk assessment” at the time) and adopt appropriate precautions for infection control.

Do not go down close to the casualty to check breathing just look at the chest and abdomen. Ring 999, ensure you are wearing a mask and start compressions.

For adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; **perform chest compressions only**. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest due to lack of oxygen).

If a decision is made to perform mouth-to-mouth ventilation, you must use a resuscitation face shield or mask from your first aid kit.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on isolation.

**Cardiopulmonary resuscitation (CPR) – Paediatric Advice**

We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child’s chances of survival. However, for those not trained in paediatric resuscitation, **the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation, call 999 immediately.**

**The importance of calling an ambulance and taking immediate action cannot be stressed highly enough**. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths may increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

If a decision is made to perform mouth-to-mouth ventilation, you must use a resuscitation face shield or mask from your first aid kit.

**Paediatric First Aid Ratios and Validity**

Current guidance states that if children aged 2-5 are within a setting, providers must use their ‘best endeavours’ to ensure one person with a full PFA certificate is on-site. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a risk assessment and ensure that someone with a current First Aid at Work or Emergency PFA Certification is on site at all times children are on premises.

‘Best endeavours’ means to identify and take all the steps possible within your power, which could, if successful, ensure there is a Paediatric First Aider on site when a setting is open, as per the usual EYFS requirement on PFA.

New entrants (levels 2 and 3) will not need to hold a Paediatric First Aid (PFA) certificate within their first 3 months in order to be counted in staff:child ratios, during the COVID-19 outbreak.

Additionally, if PFA certificate requalification training is prevented for reasons associated directly with COVID-19, or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020.

**Providers remain responsible for ensuring all children in their care are kept safe at all times.**