

## RESPIRATORY INFECTIONS (Including Covid19) Keeping Children Safe at School

This Risk Assessment has been carried out following the changes in restrictions in the Government's plan "Living with Covid" to reduce the risk of transmission of respiratory infections such as COVID 19. It is essential that we all remain alert to the potential dangers and that we all take appropriate action to minimise risk to our pupils and ourselves.

Current general Government guidance:

See: [Coronavirus \(COVID-19\): guidance and support - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/coronavirus-covid-19-guidance-and-support)

Advice if showing symptoms:

See: <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19#what-to-do-if-you-have-a-positive-covid-19-test-result>

### Adults:

Try to stay at home and avoid contact with other people

If you have a positive COVID-19 test result, it is very likely that you have COVID-19 even if you do not have any symptoms. You can pass on the infection to others, even if you have no symptoms.

Many people with COVID-19 will no longer be infectious to others after 5 days. If you have a positive COVID-19 test result, try to stay at home and avoid contact with other people for 5 days after the day you took your test.

During this period there are actions you can take to reduce the risk of passing COVID-19 on to others.

Try to work from home if you can. If you are unable to work from home, talk to your employer about options available to you.

If you have been asked to attend a medical or dental appointment in person, contact your healthcare provider and let them know about your positive test result.

You may wish to ask friends, family or neighbours to get food and other essentials for you.

At the end of this period, if you have a high temperature or feel unwell, try to follow this advice until you feel well enough to resume normal activities and you no longer have a high temperature if you had one.

Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially [those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination](#), for 10 days after the day you took your test.

If you leave your home

If you leave your home during the 5 days after your positive test result the following steps will reduce the chance of passing on COVID-19 to others:

- wear a well-fitting face covering made with multiple layers or a surgical face mask
- avoid crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated
- take any exercise outdoors in places where you will not have close contact with other people
- cover your mouth and nose when you cough or sneeze; wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face

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### Children:

It is not recommended that children and young people are tested for COVID-19 unless directed to by a health professional.

If a child or young person has a positive COVID-19 test result they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can. After 3 days, if they feel well and do not have a high temperature, the risk of passing the infection on to others is much lower. This is because children and young people tend to be infectious to other people for less time than adults.

Children and young people who usually go to school, college or childcare and who live with someone who has a positive COVID-19 test result should continue to attend as normal.

### **PREVENTION MEASURES IN SCHOOL:**

#### **CONTROL MEASURES IN DETAIL**

**Stepping measures up and down-** we have an outbreak Management plan outlining how we will operate if we need to take extra measures in exceptional circumstances.

#### **Control measures should:**

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

## **SCHOOL**

### **We are adopting a staged response as follows**

**Everyday working:** from previous experience we will continue to adopt the following measures:

- lunches in the dining room/hall
- whole school assemblies
- play in phases
- mixing allowed with adventure playground/Astro area following the agreed rota.

**Outbreak Management plan:** (see appendix to Major Incident Plan) in operation upon advice of the Local Health Authority, 'isolation of year groups' no mixing- allocated play areas, no communal indoor rooms used, Teams assemblies, lunches in classrooms, possibly bubbles reintroduced, possibly closure of classes if instructed by local health officials (although unlikely)/ remote learning.



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		<p>mix with other children and should exercise social distancing when mixing with other staff.</p> <p>Staff will still ensure that the children in their group wash their hands several times a day, especially when returning from an activity not in their classroom, when visiting the toilet, before food, after break/lunch and at least once in the afternoon before they go home.</p> <p>Viricidal solution should be used to wipe down all hard surfaces in the classroom several times daily:</p> <ul style="list-style-type: none"> <li>–tables/ desks before and after the pupils eat snack/lunch and at the end of the day.</li> <li>- door handles/touch-plates and light switches- at least twice a day.</li> </ul> <p>KS 1&amp;2: Desks are to be well spaced. Children should use the same work station throughout the day.</p> <p>Children will keep their own water bottle at their work station along with any other belongings.</p> <p>Promote ‘Catch it, bin it, kill it!’ approach to good respiratory hygiene. Younger children should be supervised using hand sanitiser to avoid possibility of ingestion.</p> <p>Tissues will be provided in classrooms.</p>
Ventilation	Staff	<p>A window MUST be open at all times to keep fresh air circulating. Regular full airing of the room should happen during the day-breaktimes and at the end of the day. Doors may be open when someone is present in the room but should be closed when the room is empty.</p> <p>Classrooms will be monitored on a rota basis for the efficiency of ventilation (CO<sup>2</sup> concentration/aerosols).</p> <p>Remedial action will be taken to improve any identified areas with poor ventilation.</p> <p>During the Warmer months, outside spaces staff are encouraged to use outside teaching spaces if feasible.</p>
EYFS & Key stage 1 classes	Staff and Children	<p>Soft toys and furnishings will be washed regularly. Washable toys/resources will be encouraged</p>
Snack time	Staff and Children	<p>The children will have staggered break times. Prior to going to the playground for snack ensure children wash their hands. At the end of break ensure your pupils wash their hands again before returning to your classroom.</p>
Toilets	Staff and Children	<p>Year groups are to use their allocated toilets only regardless of the time of day with the exception of Breakfast Club/ After School Care Club.</p> <p>Everyone should make sure hands are thoroughly washed for 20s after each use.</p> <p>Paper towels will be provided where possible to reduce the use of hand driers.</p>
Playtimes	Staff and Children	<p>All play areas will now be available to the phase group, although the adventure playground and Astro pitch will be on a rota basis for safety. At the start of break, children will be reminded of social distancing.</p> <p>No more than 3 year groups are out to play at one time.</p> <p>Wet play takes place in classrooms.</p>
Mealtimes	Staff and Children	<p>Children will be using the dining room/hall to eat their lunch. There will be a rota system to reduce the number of year groups in the</p>

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		dining area at any one time. Children with dietary requirements named and covered plates to avoid cross contamination– Staff will ensure that they are given the correct, labelled meal. Follow usual hygiene rules (children should wash/ sanitise their hands before lunch and eat nicely. Year groups/Nursery will be kept in separate areas of the dining space.
Water Fountains	Staff/Children	Water fountains are ONLY to be used to refill bottles – NOT to drink from. Signs are in place. Staff should ensure children take their bottles out to play with them and that they are clearly named. Staff should tell them not to drink directly from the fountains.
Other staff/ cover teachers	Staff	Staff members will use their own school laptop. Staff who teach across year groups will wash/sanitise hands between classes. Admin staff will observe social distancing, waiting in classroom doorway to communicate as necessary.
Lessons in communal areas	Staff	Children will wash their hands after activities before returning to the classroom. Hands on/ face to face activities should be avoided where the children are from different year groups.
<b>Specialist Lessons:</b>  Sport  Music  ICT - Shared PC/Laptops		<p>Staff who teach across year groups will wash/sanitise hands between classes/ sessions. See any specific activity Risk assessments Sports fixtures will be risk assessed and additional Covid precautions for either school will be adhered to.</p> <p>Where activity involves larger volumes of aerosols being generated e.g. singing/ playing of wind/ brass instruments, staff will be especially mindful of distancing and position:</p> <ul style="list-style-type: none"> <li>• Children/staff not singing/playing facing each other without adequate distancing (staff encouraged to stand at the side)</li> <li>• Control the amount of sound- discouraging raised voices</li> <li>• Mixed year groups distanced</li> <li>• The room should be well ventilated</li> </ul> <p>(Clear plastic screens are available as an additional precaution).</p> <p>The ICT suite times will be booked on the ICT timetable.</p> <ul style="list-style-type: none"> <li>• keyboards and work surfaces will be cleaned down after use by staff or pupils.</li> <li>• Everyone should wash and thoroughly dry their hands after using the ICT suite.</li> <li>• Groups using the ICT suite must be mindful of the other groups using the building.</li> <li>• Groups must use their own toilet area, even if it is in a different building.</li> </ul>
Library	Staff/children	The library can be used by groups but a selection of books will still be in each classroom for the group to exchange. Hands should be washed after visiting the library as this is outside of the classroom.
Staff room	Staff	All staff can now use the staff room. <ul style="list-style-type: none"> <li>• For good ventilation there should be at least 2 windows open on different sides of the room</li> </ul>

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		<ul style="list-style-type: none"> <li>• Surfaces need to be sprayed down at the end of each phase's break period</li> <li>• Staff will use their own cups</li> <li>• Staff will distance as much as possible especially if mixing year groups</li> <li>• All personal/class belongings should be taken back to own rooms not left in the staff room when staff leave</li> </ul>
Belongings/ Homework/ reading books	Children	<p>Only essential personal items should come in and go home from school, e.g. outdoor wear, bags, trainers &amp; PE items, water bottles, packed lunches, medication.</p> <p>Birthday treats must be individual and pre-packaged and will not be consumed on site but be given out at the end of the day in line with guidelines in parent's handbook.</p>
Cleaning communal areas	Site Manager and cleaning staff	<p>High touch areas in corridors/ shared areas will be sterilised daily including</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Push plates</li> <li>• Bannisters/ handrails</li> <li>• Toilet door locks/handles/flush handles/taps</li> <li>• Photocopier</li> </ul>
Waste		<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> <li>1. Should be put in a plastic rubbish bag and tied when full</li> <li>2. The plastic bag should then be placed in a second bin bag and tied</li> <li>3. This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ol> <p>This waste should be stored safely and kept away from children. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>
First Aid	All staff	<p>At breaktime and lunchtime there is an allocated First Aider on duty. If the child requiring First Aid is not in their group they will keep a 1+m distance. They must wear gloves and further PPE can be worn if the first aider wishes.</p>
Remote learning	All teaching staff	<p>If a child is at home learning due to isolation or because they are shielding, teachers will provide remote learning unless the child is too unwell to work at home. Teachers will provide feedback as appropriate. If a child is not engaging the teacher will try to make contact with the child/family and if unsuccessful, the teacher will inform the headteacher who will then contact the family. Further support will initially be provided by the class teacher, then, if necessary, a support package will be arranged via the SENDCo in discussion with the Headteacher.</p>
Assemblies and meetings	All staff	<p>Staff should stand at the side for singing activities not facing the children. The children should not sing face to face. Singing assembly will be in Key stage groups, distanced as much as possible across the hall.</p>

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Communication		Teams will be still be mainly used for meetings and communication between staff. Communication with parents will be via Teams/email or telephone, although some face to face meetings can be arranged if necessary.
Visits	Teaching staff	There must be a full and thorough risk assessment in place in relation to all educational visits which should include any public health advice, such as hygiene and ventilation requirements and any specific requirements from the venue relating to Covid precautions.
Absences	Parents Office staff	Parents are asked to provide details of why their child is absent including main symptoms of illness. Data collection may be requested by Ofsted (EYFS only) If a child has Covid 19 or is waiting for a test result, parents should inform the school so we can support the child/family and keep the school's data accurate. Anyone with symptoms of Covid 19 should not attend school and should isolate following current guidance. See advice at the beginning of this document.
After School Care Club	ASCC staff	ASCC will take place in the dining room (indoors) or outside if weather permits. ASCC will use the hall toilets which will be cleaned at the beginning and end of ASCC. Children will wash their hands before going home. All dining tables, benches and doors will be sanitised once ASCC Club is finished. Parents are notified to ring the ASCC phone number to pick up their child. Children are taken to no.47 gate by staff. No parents are allowed on site.
Visitors/Contractors  Tours of the School	Site Manager Operations Bursar Headteacher MH	All visitors to the school should sanitise their hands when they arrive and before they leave. Visitors will be required to sign in. No one with symptoms of Coronavirus will be allowed on school premises. All tours are accompanied by the headteacher or other senior member of staff. They will observe social distancing. Visitors may choose to wear a face covering.

## NURSERY

HAZARD	CONTROL	ACTION
Arrival and Departure of children	Staff	Parents should ring the appropriate bell for their child's group. Staff will answer and take the children in to wash their hands before entering their group area. No parents will be allowed through the gate. Parents may wish to wear a face covering when dropping off /collecting children as this is a public space.
Moving around the school grounds	Staff and children	Social distancing should be observed as much as possible outside of the Nursery.
Organisation	Staff and Children	Key workers should exercise social distancing as much as possible. Staff should supervise the children in their group washing their hands several times a day especially at these times: before snacks, after play outside, before lunch, after lunch, whenever returning from an activity not in their zone and before they go home. Everyone should be encouraged/taught to wash their hands for 20seconds.

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		<p>Versan/viricidal solution should be used to wipe down all hard surfaces in the rooms several times daily:</p> <ul style="list-style-type: none"> <li>-tables before and after the children eat snack/ return from lunch and at the end of the day.</li> <li>- door handles/touch-plates and light switches- at least twice a day.</li> <li>- shared PC/laptops- after use</li> </ul> <p>Children will have their own water bottle. Promote 'Catch it, bin it, kill it!' approach to good respiratory hygiene. Tissues will be provided in zones.</p>
Ventilation	Staff	<p>A window must be open at all times in each area to keep fresh air circulating. Regular full airing of the room should happen during the day- breaktimes and at the end of the day. Doors may be open when someone is present in the room but should be closed when the room is empty. Rooms will be monitored on a rota basis for the efficiency of ventilation (CO<sup>2</sup> concentration/aerosols). Remedial action will be taken to improve any identified areas with poor ventilation. During the warmer months, staff are encouraged to use outside spaces if feasible.</p>
EYFS toys and play equipment	Staff and Children	Soft toys and furnishings will be washed regularly. Washable toys/resources will be encouraged
Mealtimes	Staff and Children	Nursery will share the dining room with other year groups but should keep to their own end of the dining room. Nursery staff will serve lunch to Nursery pupils only.
Cover staff	Staff	Use of external cover staff may be necessary but they will be made aware of this Risk assessment and its control measures. Other Nursery/school staff may be asked to cover, but this will be kept to a minimum to avoid close contact between groups.
Staff room	Staff	<p>All staff can now use the staff room.</p> <ul style="list-style-type: none"> <li>• For good ventilation there should be at least 2 windows open on different sides of the room</li> <li>• Surfaces need to be sprayed down at the end of each phase's break period</li> <li>• Staff will use their own cups</li> <li>• Staff will distance as much as possible especially if mixing year groups</li> <li>• All personal/class belongings should be taken back to own rooms not left in the staff room when staff leave</li> </ul>
Cleaning communal areas	Site Manager and cleaning staff/ Nursery housekeeper	<p>High touch areas in corridors/ shared areas will be sterilised daily including</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Push plates</li> <li>• Bannisters/ handrails</li> <li>• Toilet door locks/handles/flush handles/taps</li> <li>• Photocopier</li> </ul>
Waste		<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ul style="list-style-type: none"> <li>• Should be put in a plastic rubbish bag and tied when full</li> </ul>



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		<ul style="list-style-type: none"> <li>The plastic bag should then be placed in a second bin bag and tied</li> <li>This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> </ul> <p>This waste should be stored safely and kept away from children. If the individual tests negative, this can be disposed of immediately with the normal waste. If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p>
Singing	All staff	Staff should stand at the side for singing activities not facing the children. The children should not sing face to face.
Meetings Communication	All staff	Teams will be used for meetings and communication between staff in school as much as possible.
Absences	Parents Nursery staff	Parents are asked to provide details of why their child is absent including main symptoms of illness. Attendance is notified daily to DfE. Data collection may be requested by Ofsted (EYFS only)
Visitors/Contractors Tours of the Nursery	Site Manager Operations Bursar Headteacher MH Nursery Manager	All visitors to the school should sanitise their hands when they arrive and before they leave. Visitors will be required to sign in. No-one with symptoms of Coronavirus will be allowed on school premises. All tours are accompanied by the headteacher or other senior member of staff. They will observe social distancing. Visitors may choose to wear a face covering.

### 1. RESPONSE TO ANY INFECTION:

#### Procedure when a child is unwell

Parents have been advised that if any child shows any of the recognised symptoms of Covid 19 (new and persistent cough, high temperature, loss of or change in, their normal sense of taste and smell), they should not attend school. See advice section at the beginning of this document.

If a child in the group displays symptoms of a respiratory infection

- send them to the School office immediately
- child isolated and supported in the sick bay - Office staff to wear appropriate PPE
- Call parents immediately to collect the child
- Teaching zone and office/sick bay should be thoroughly cleaned down (Office to call site manager for assistance)
- Parents asked to keep the school advised of how the child is

#### **Managing confirmed cases of coronavirus (COVID-19) amongst the school /Nursery community (See also the advice section at the beginning of this document)**

The Health Protection Team /local council dedicated health team will be contacted by MD or AP if case numbers rise significantly denoting a possible outbreak.

Additional action will be implemented as advised by the Health Protection Team if an outbreak is declared and additional precautions may be put back in place. The school will also implement its Outbreak Management Plan

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accordingly. These measures will be implemented as a last resort and for the shortest time possible. Parents/staff will be advised and kept updated.

Remote learning will be reinstated for pupils at home self-isolating. It is recommended that parents of younger children should supervise their use of the internet.

Parents are asked to notify the nursery/school of any test results as soon as possible in term time or holidays so the emergency protocols can still be implemented and parents informed as soon as possible. This reduces the risks to others in our school community.

School policy is that if a child is at home self-isolating we will provide remote learning via Teams, but if they are unwell we will not provide work until they are fit enough.

### **2. Further Local outbreaks or Government restrictions**

Where a pupil is unable to attend school because they are complying with clinical or public health advice, the school will be able to immediately offer them access to remote education- see above.

### **3. Wellbeing**

Reassurance and wellbeing are part of our normal daily range of activities as part of PSHEE. Parents are encouraged to communicate with class teachers by email and can request telephone meetings with staff to update them or discuss concerns about home matters that may affect their child's wellbeing.

Any additional educational support that is identified can be referred to the SENDCo using the usual referral process. This will then be discussed with the headteacher and class teacher and any action required decided in consultation with parents.

Advice is also available here: [MindEd Hub](#)