



**Coronavirus (COVID-19): Risk Assessment Action Plan for Autumn Term**  
**for Wrockwardine Wood Infant Setting & Oakengates Nursery Federation**

Assessment conducted by: <b>Denise Garner</b> <b>Sara Griffiths</b>	Job title: <b>Executive Headteacher</b> <b>Federated Setting Business Manger</b>	Covered by this assessment: <b>Health &amp; Safety Infection Control</b>
<b>Date of original assessment:</b> Sept 2021	<b>Review Date:</b> 4 January 2022	<b>Next review date:</b> March 2022

The sole purpose of this risk assessment is to support settings for all children in all year groups to return to setting full time from the beginning of the autumn term, **while reducing the risk of coronavirus transmission**

- For the purpose of this risk assessment, the term ‘coronavirus’ refers to coronavirus disease (COVID-19).
- This risk assessment reflects the local setting and context of the setting.
- Staff and unions will be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and some of the controls will be dynamic.
- This risk assessment will be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to settings

When implemented in line with a revised risk assessment, these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced.

<b>Key:</b>	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern.
Risk Controls:	The measures that will be taken to minimise the risk.
Impact:	L=Low M=Medium H=High
Likelihood:	Probability score x Severity score = Risk Rating total Low=1-4 Medium= 5-10 High Risk= 5-25
Responsible person:	The identified staff member(s) responsible for implementing the risk controls

		Executive head Teacher signature	D.S Garner	Date: January 2022			
		Chair of Governors signature	G. Stubbs	Date: January 2022			
Completion Date:		4 January 2022					
Line Manager Check:		Risk has been minimised as far as possible.					
Risk Description/Area of Concern	Level of risk prior to control ↔	Risk Controls	Level of risk is now ↔	Likelihood ↔	Responsible person	Planned completion Date	Line Manager Check
1.The setting lapses in following national guidelines and advice, putting everyone at risk	H	<p>To ensure that all relevant guidance is followed and communicated:</p> <ul style="list-style-type: none"> <li>The setting to keep up to date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care, PHE, Telford &amp; Wrekin Council advice and review its risk assessment accordingly</li> <li>Information on the setting website is updated</li> <li>Children updated as necessary.</li> <li>Any change in information to be shared with Chair of Governors, consulted with employees directly, or through a safety representative that is either elected by the workforce or appointed by trade union and passed on to parents and staff by email</li> </ul> <p><b>As a result, the setting has the most recent information from the government, and this is distributed throughout the setting community.</b></p>		L	EHT DHT SBM	4 January 2022	FGB
2. Poor communication with parents and other stakeholders	H	<ul style="list-style-type: none"> <li>All staff/children aware of current actions and requirements and reminded frequently using setting communication systems</li> <li>Executive Headteacher to share risk assessment with all staff</li> </ul>		L	EHT DHT SBM	4 January 2022	FGB

		<ul style="list-style-type: none"> <li>Parents notified of risk assessment plan and shared with parents via website.</li> <li>Staying Covid19 secure poster displayed clearly for parents and visitors</li> </ul> <p><a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-settings-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-settings-and-colleges-in-the-autumn-term">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-settings-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-settings-and-colleges-in-the-autumn-term</a></p> <p><b>As a result, parents, children, and staff are adhering to current advice.</b></p>					
<b>3. Lack of awareness of policies and procedures</b>	H	<ul style="list-style-type: none"> <li>Setting leaders will ensure that all policies impacted on by coronavirus controls are updated</li> <li>All staff, children and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ Health and Safety Policy</li> <li>➤ Biting policy</li> <li>➤ Infection Control Policy</li> <li>➤ First Aid Policy</li> <li>➤ Intimate care policy</li> <li>➤ Behaviour policy</li> <li>➤ Emotional Health and Wellbeing policy</li> <li>➤ Business Continuity/Resilience Plan</li> <li>➤ Child Protection &amp; Safeguarding</li> </ul> </li> <li>All staff have regard to all relevant guidance and legislation including, but not limited to, the following: <ul style="list-style-type: none"> <li>➤ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> </ul> </li> </ul>		L	SBM EHT DHT	4 January 2022	FGB

		<ul style="list-style-type: none"> <li>➤ The Health Protection (Notification) Regulations 2010</li> <li>➤ Public Health England (PHE) (2017) 'Health protection in settings and other childcare facilities'</li> <li>➤ DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul> <ul style="list-style-type: none"> <li>• The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training.</li> <li>• A comprehensive and current list of key staff members available each day</li> <li>• Staff are made aware of the setting's infection control procedures in relation to coronavirus via email</li> <li>• Parents are made aware of the setting's infection control procedures in relation to coronavirus via letter/social media/poster at entrance to setting – they are informed that they must contact the setting as soon as possible if they believe their child has been exposed to coronavirus</li> <li>• Children are made aware of the setting's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of their start date. All are informed that they must tell a member of staff if they begin to feel unwell</li> <li>• Daily briefing issued to staff when necessary</li> </ul> <p><b>As a result, all staff and children are aware of the policies and procedures in place to keep themselves safe in setting.</b></p>					
<b>4. Clinically Extremely Vulnerable</b>	H	<ul style="list-style-type: none"> <li>• Individual risk assessments are completed for staff identified as clinically extremely vulnerable</li> </ul>		L	SBM EHT	4 January 2022	FGB

<p><b>(High risk) individuals</b></p>		<ul style="list-style-type: none"> <li>HR provide guidance and advice on what additional measures individuals in this group can take tailored to each local restriction.</li> </ul> <p>All clinically extremely vulnerable (CEV) children and young people should attend their education setting unless they are one of the very small number of children and young people under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend.</p> <p>Further information is available in the guidance on <a href="https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3">https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3</a></p>					
<p><b>5. Clinically Vulnerable staff and children</b></p>	<p>H</p>	<p>Clinically vulnerable staff can attend setting unless guidance changes. While in setting they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in in line with the system of controls below of the <b>'PREVENTION'</b> section of this guidance.</p> <p>This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. Work in well ventilated rooms.</p> <p>While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults.</p>		<p>L</p>	<p>EHT SBM SENDCo</p>	<p>4 January 2022</p>	<p>FGB</p>

		<p>Where staff meet people, they do not normally see they will wear a face covering indoors if social distancing is difficult.</p> <p><b>Protective measures will be put in place for staff and children, as far as is possible, to ensure that the risk of transmission is reduced</b></p>					
<b>6. Testing of staff</b>	H	<p>The asymptomatic testing programme in education currently covers all staff at setting who take a Lateral Flow Test (LFT). Twice weekly testing will continue. Staff with a positive lateral flow result should self-isolate and get a PCR test to confirm the result. Staff will report asymptomatic test results. Staff have received training on how to administer and report results.</p>		L	SBM Admin	4 January 2022	EHT FGB
<b>7. Poor hygiene practice in setting - General</b>	H	<ul style="list-style-type: none"> <li>• Posters are displayed at the entrance to the setting, around setting and in every classroom reminding staff, children, parents and visitors of the hygiene practice required in setting (e.g. washing hands before entering and leaving setting)</li> <li>• Teachers to reiterate key messages to children to: <ul style="list-style-type: none"> <li>- Cover coughs and sneezes with a tissue</li> <li>- To throw all tissues in a bin</li> <li>- To avoid touching eyes, nose and mouth with unwashed hands.</li> </ul> </li> <li>• Additional alcohol-based sanitiser (that contain no less than 60 percent alcohol) and tissues to be provided for the setting reception area, dining hall, classrooms and other key locations for staff and visitors.</li> </ul>		L	DHT AHT DCM	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>• A COSHH (control of substances hazardous to health) assessment is carried out for any new products</li> <li>• Infection control procedures are adhered to in accordance with the DfE and PHE's guidance</li> <li>• Enough soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all toilets and kitchen areas</li> <li>• Soap dispensers available in classrooms, staff rooms and toilet blocks.</li> <li>• Only one adult to use the staff toilet at a time, one in one out system.</li> <li>• Paper towel to be used when turning off taps.</li> <li>• Children and staff do not share cutlery, cups or food. Cups and utensils will be washed on a high temperature in the dishwasher.</li> <li>• All resources in setting are thoroughly cleaned before and after use</li> <li>• Cleaning products anti-bac spray and wipes are BS EN14476 compliant.</li> <li>• Cleaners are employed by the setting to carry out additional cleaning. Door handles, doors and toilets are cleaned during the day twice daily and paper/hand towels are refilled regularly twice daily</li> <li>• Follow updated cleaning guidance for educational settings</li> </ul> <p><b>As a result, all children and staff are adhering to high standards of hygiene to minimise risk of transmission.</b></p>					
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<p><b>8. Hand Hygiene</b></p>	<p>H</p>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitizer.</p> <p>Settings will ensure that children clean their hands regularly, including:</p> <ul style="list-style-type: none"> <li>✓ when they arrive at setting,</li> <li>✓ when they return from breaks,</li> <li>✓ before and after eating</li> <li>✓ If they change rooms</li> </ul> <ul style="list-style-type: none"> <li>• Hand washing facilities are supervised by staff when children are washing their hands to avoid overcrowding in hand washing areas</li> <li>• Setting will ensure there are enough hand washing or hand sanitizer 'stations' available so that all children and staff can clean their hands regularly (hand sanitizer is for adult use only)</li> <li>• Adults will supervise hand sanitizer given risks around ingestion.</li> <li>• Small children and children with complex needs will continue to be helped to clean their hands properly.</li> <li>• Skin friendly skin cleaning wipes may be used as an alternative</li> <li>• These routines will be built into setting culture.</li> <li>• These routines will be supported by behaviour expectations and adults will ensure younger children and those with complex needs understand the need to follow the rules.</li> <li>• Setting will follow the cleaning guidance for educational settings</li> </ul> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p>		<p>L</p> <p>DHT AHT DCM</p>	<p>4 January 2022</p>	<p>EHT FGB</p>
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		<b>As a result, good hand hygiene will be maintained.</b>					
9. Poor hygiene practice – <b>specific – setting entrance</b>	H	<ul style="list-style-type: none"> <li>• Clear signage in place regarding social distancing</li> <li>• Barriers/screens to be used by admin staff when dealing with parents/visitors/contractors</li> <li>• Admin staff will keep a written log of visitors/contractors</li> <li>• Areas touched to be wiped down</li> <li>• Discourage parents and visitors from entering the setting building unless attending a pre booked meeting</li> <li>• Reduce the amount of people accessing reception area at any one time</li> <li>• Rearrange/remove furniture in reception area to facilitate social distancing if required</li> <li>• Provide alcohol-based sanitiser (that contains no less than 60 percent alcohol) at the setting reception area</li> <li>• Setting will follow the cleaning in setting guidance</li> </ul> <p><b>As a result, the administration staff are protected.</b></p>		L	Admin team AHT DCM EHT T&W cleaning services	4 January 2022	EHT SBM FGB
10. Poor hygiene practice – <b>specific – office spaces.</b>	H	<ul style="list-style-type: none"> <li>• Furniture in the office has been arranged so administrative staff are able to social distance side by side. Admin staff will follow the strict measures of controls.</li> <li>• Staff will wear masks when leaving the office space or if communicating with other members of staff</li> <li>• Non administrative staff must not enter the office spaces</li> <li>• Ensure distancing is maintained between desks</li> </ul>		L	SBM	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>• Tissues/hand sanitiser to be available in office locations</li> <li>• Staff to wash hands on arrival at setting</li> <li>• Everyone is responsible for wiping down their own work area before and after use.</li> <li>• Each individual responsible for wiping down equipment such as telephones, printers, keyboards, and other ICT equipment</li> <li>• Signage will be displayed to limit numbers in the office, staff, photocopier and PPA rooms.</li> <li>• Photocopy room ventilated, if possible, hand sanitiser and cleaning products available for staff to wipe down if required.</li> <li>• Setting will follow the cleaning in setting guidance</li> <li>• Cleaning Products and Antibacterial wipes are BS EN14476 compliant</li> <li>• Cleaning rotas are in place.</li> </ul> <p><b>As a result, office practice in office spaces limits the risk of the spread of any infection.</b></p>					
11. System of controls- <b>PREVENTION</b>	H	<ol style="list-style-type: none"> <li>1) Minimize 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 the setting.</li> <li>2) Ensure face coverings are used in recommended circumstances</li> </ol> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak#face-coverings">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/actions-for-early-years-and-childcare-providers-during-the-coronavirus-covid-19-outbreak#face-coverings</a></p> <ol style="list-style-type: none"> <li>3) Ensure everyone is advised to clean their hands thoroughly and more often than usual</li> </ol>		L	EHT DHT AHT DCM SBM	4 January 2022	FGB

		<p>4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach</p> <p>5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using products which meet BS EN 14476 compliance (leave time 1 minute)</p> <p>6) Consider how to minimise contact across the setting and maintain social distancing wherever possible.</p> <p>7) Keep occupied spaces well ventilated</p> <p><b>In specific circumstances:</b></p> <p>8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary</p> <p>9) Promote and engage in asymptomatic testing, where available</p> <p><b>Response to Infection:</b></p> <p><b>Symptomatic Staff/Pupils:</b></p> <p>Should not attend school if they have symptoms of COVID-19 (fever, new persistent cough, anosmia)—they should isolate, get a PCR and only return if the PCR is negative and they are better (and 24 hours free of any fever and 48 hours free of any diarrhoea/vomiting).</p> <p>If they have what we’ve termed ‘precautionary symptoms’, which is basically any cold, flu or</p>					
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		gastrointestinal symptoms, they should be encouraged to take a PCR test.  <b>The setting will reduce the risk of infection by following these controls.</b>					
12. System of control <b>-Responsive</b>	H	<b>Response to any infection</b>  10) Promote and engage with the NHS Test and Trace process. Display QR code for visitors. Continue to complete track and trace forms for contractors and visitors on site.  11) Manage confirmed cases of coronavirus (COVID-19) amongst the setting community. Manager to advice Health Protection hub via email of positive staff. Complete online form to assist with contact tracing  <a href="https://www.telford.gov.uk/testandtrace">https://www.telford.gov.uk/testandtrace</a>  12) Contain any outbreak by following local health protection team advice and refer to the outbreak management plan.  Setting will follow the cleaning in setting guidance Cleaning Products and Antibacterial wipes are BS EN14476 compliant  <b>As a result of following this system of controls the setting will respond effectively to a possible confirmed case</b>		L	EHT DHT SBM	4 January 2022	FGB
13. Poor hygiene practice – <b>specific - spread of potential infection at the</b>	H	In line with government advice: <ul style="list-style-type: none"> <li>Parents to wear masks when entering the setting site</li> <li>Parents must not come into setting without a confirmed appointment.</li> </ul>		L	EHT SBM DHT	4 January 2022	FGB

<p><b>start of the setting day.</b></p>		<ul style="list-style-type: none"> <li>• Messages for the teacher/parent to be sent via email or telephone message to the setting office</li> <li>• Issue information to, parents, carers and visitors <b>not</b> to enter the setting if they display any symptoms of coronavirus</li> <li>• Issue information to parents about arrival and departure procedures, including safe drop-off and pick-up</li> <li>• Inform each year group and their parents of their allocated times for the beginning and end of their setting day</li> <li>• Inform each year group and their parents of the allocated entrance and exit points to setting and where they should go on arrival</li> <li>• Children to be supervised in accessing hand-washing facilities on arrival, ensuring that children queue while maintaining social distancing as they wait for facilities</li> <li>• All staff to wash hands on arrival in setting</li> <li>• Make it clear to parents and children that they cannot congregate at the front of setting prior to the start of the setting day</li> <li>• Make parents and children aware of government recommendations regarding transport. Inform parents and children of restrictions and plans relating to setting transport.</li> <li>• Issue information to children in relation to restrictions on their movement around the site</li> <li>• Sufficient supplies of hand-washing supplies should be provided to accommodate this procedure at the start of the day.</li> </ul>					
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		<ul style="list-style-type: none"> <li>Setting will follow the cleaning in setting guidance</li> <li>Cleaning Products and Antibacterial wipes are BS EN14476 compliant</li> </ul> <p><b>As a result, the risk of infection is reduced as children and staff arrive at setting.</b></p>					
14. Poor hygiene practice – <b>specific – toilet/changing facilities.</b>	H	<ul style="list-style-type: none"> <li>Staff to wear additional PPE when supporting children with toileting routines – mask, gloves, apron (see PPE guidance for settings)</li> <li>All changing surfaces to be cleaned before and after each use</li> <li>Nappies/soiled items to be disposed of in yellow hazardous waste bags</li> <li>Sealed Alginate bags (which dissolve) will be used to transport laundry to the washing machine</li> <li>First Aid waste and PPE to be disposed of in red hazardous waste bins</li> <li>Staff to follow specific intimate care procedures as per policy. Staff can wear extra protection of face mask and goggles if required</li> <li>Any soiled clothes are put into a plastic bag (double bagged) and sent home.</li> <li>Restrict numbers of children using the toilets to ensure 2m social distancing is maintained children will be supervised</li> <li>Provide paper towels</li> <li>Prop doors open where possible to reduce hand contact surfaces</li> <li>Cleaning routines have been modified accordingly for Early Years and Key Stage 1</li> </ul>		L	DHT AHT DCM SBM	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>• Paper towels will be used to turn off taps children's toilets</li> <li>• Setting will follow the cleaning in setting guidance</li> <li>• Cleaning Products and Antibacterial wipes are BS EN14476 compliant</li> </ul> <p><b>As a result, safe practices are followed, and the risk of infection is reduced for staff and children.</b></p>					
15. Poor hygiene practice – <b>specific - end of the setting day.</b>	H	<ul style="list-style-type: none"> <li>• Parents to wear masks when entering the setting site</li> <li>• Messages for the teacher/parent to be sent via email or telephone message to the setting office</li> <li>• Issue information to parents about departure procedures, including safe pick-up</li> <li>• Inform children and their parents of the allocated exit points and pick up points see table below</li> <li>• Make it clear to parents and children that they cannot congregate at the front of setting/in the playground prior to the end of the setting day. If waiting to collect children, parents are to remain in cars and park safely</li> <li>• Make parents and children aware of government recommendations about transport. Inform parents and children of restrictions and plans relating to setting transport and potential road closures.</li> <li>• Setting will follow the cleaning in setting guidance</li> <li>• Cleaning Products and Antibacterial wipes are BS EN14476 compliant</li> </ul>		L	EHT DHT SBM	4 January 2022	FGB

		<b>As a result, the risk of infection is reduced as children and staff leave setting.</b>					
16. Ill health in setting.	H	<p>Pupils should not attend school if they have symptoms of COVID-19 (fever, new persistent cough, anosmia)– they should isolate, get a PCR and only return if the PCR is negative and they are better (and 24 hours free of any fever and 48 hours free of any diarrhoea/vomiting).</p> <p>If they have what we've termed 'precautionary symptoms', which is basically any cold, flu or gastrointestinal symptoms, they should be encouraged to take a PCR test, but we would not expect them to miss school unless there were exacerbating factors such as them being the known contact of a positive case.</p> <p>Staff are informed of the symptoms of possible coronavirus infection,</p> <ul style="list-style-type: none"> <li>✓ <i>A high temperature – this means they feel hot to touch on their chest or back (they do not need to measure their temperature</i></li> <li>✓ <i>A new continuous dry cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)</i></li> <li>✓ <i>A change to their normal sense of taste or smell (anosmia)</i></li> <li>✓ Children may also display gastrointestinal symptoms and you should follow advice on the flow chart provided by the Health Protection Hub</li> </ul> <p><i>Staff who do not have the above symptoms above but have other symptoms such as:-</i></p>		L	EHT DHT DCM SBM	4 January 2022	FGB

		<ul style="list-style-type: none"> <li>✓ <i>Headaches</i></li> <li>✓ <i>Sore Throat</i></li> <li>✓ <i>Aches and Pains</i></li> <li>✓ <i>Felling tired for no good reason</i></li> <li>✓ <i>Runny nose</i></li> <li>✓ <i>Sneezing</i></li> </ul> <p><i>Can book a PCR (precautionary) test by selecting the option 'local authority required me to test'</i></p> <p>Infected pupils and staff must go home and are advised to follow the <a href="#">'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</a>,</p> <p>The self-isolation advice for people with coronavirus (COVID-19) has changed. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day.</p> <p>School will complete the setting notification form and send to <a href="mailto:HealthProtectionHub@telford.gov.uk">HealthProtectionHub@telford.gov.uk</a></p> <ul style="list-style-type: none"> <li>✓ Any pupil who displays signs of being unwell is immediately referred to either the EHT, AHT's or the DHT and DCM at Oakengates Nursery.</li> <li>✓ Any staff member who displays signs of being unwell immediately refers themselves to persons above and leaves setting immediately if they are well enough to do so.</li> </ul>					
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- ✓ Staff ensure that any unwell child is moved to the **designated room/area** below whilst they wait for their parent to collect them.

Isolation Rooms		
WWI Setting	WWI Nursery	Oakengates
Rainbow Room 1 (Robins/Wrens toilet)	Library (Disabled toilet)	Curved room (outside toilet) or isolation table before and after school club and non-term time

- ✓ Staff supporting the child will ensure the '**Do not enter**' sign is displayed on door of isolation room.
- ✓ The sign will remain on the doors for the cleaner to indicate a deep clean of the isolation room is required
- ✓ The setting admin team will contact parents immediately.
- ✓ T&W cleaning will be informed so a deep clean can take place of the classroom.
- ✓ Parents will be advised to follow the staying at home guidance above and will be asked to arrange a test.
- ✓ If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.

- If there is a risk of splashing, eye protection should also be worn.
- ✓ Staff will follow the 'Donning and Doffing' protocol for PPE
  - ✓ Staff dispose of PPE in Red hazardous waste bins
  - ✓ The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen

Hazardous waste (bodily fluids) will be double bagged and stored for 72 hours.

<b>WWI</b>	<b>Oakengates</b>
Storage of waste for 72 hours in the cellar	Storage of waste for 72 hours in the maintenance storage shed

- ✓ If a pupil needs to use the bathroom, they should use a separate bathroom

<b>WWI</b>	<b>Oakengates</b>
Toilet near Robins and Wrens so this can be locked after use until cleaned	Toilet in the Rising 2's room

If a dynamic risk assessment suggests pupils could be at risk of other dangers if the second adult leaves the class to accompany the child to the isolation room, an isolation area close to an open external door or window will be used for the infected pupil until the parent arrives. The adult

		<p>supporting will wear PPE. Areas will be identified as out of bounds, thoroughly cleaned, and disinfected once vacated.</p> <p>Following a suspected case, the Headteacher will follow Public Health Hub guidance.</p> <p><b>As a result, any member of the setting community who becomes unwell is isolated quickly and appropriate action is taken to minimise the risk of infection.</b></p>					
<p><b>17. Poor management of pupil numbers reduces the ability of children and staff to practice social distancing</b></p>	H	<ul style="list-style-type: none"> <li>• If teachers are delivering remote learning alongside classroom teaching, statutory ratios will be maintained in the Early Years classrooms</li> <li>• To maintain effective social distancing numbers of children in each classroom will be a maximum of 15 during if setting is forced to close due to a national/local lockdown</li> <li>• The overarching principle will be to reduce the number of contacts between children and staff while delivering a broad and balanced curriculum.</li> <li>• Class bubbles will be maintained during lesson time, playtimes, and lunchtimes.</li> <li>• Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.</li> <li>• We will therefore work through the hierarchy of measures set out: <ul style="list-style-type: none"> <li>➤ Avoiding contact with anyone with symptoms</li> </ul> </li> </ul>		L	DHT AHT DCM SBM	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>➤ Frequent hand cleaning and good respiratory hygiene practices</li> <li>➤ Regular cleaning of settings</li> <li>➤ Minimising contact and mixing where possible</li> <li>➤ Adequate ventilation</li> </ul> <ul style="list-style-type: none"> <li>• Timetables are reviewed and refreshed, and programme communicated to teachers and staff</li> <li>• Where possible, independent pupil movement will be limited to make social distancing easier children will always be supervised during transitions.</li> <li>• Transition times may be staggered,</li> <li>• Different exits will be used for each year group to avoid passing in corridors at WWI.</li> </ul> <p><b>See details of actions here:</b>  <a href="https://www.gov.uk/government/publications/actions-for-settings-during-the-coronavirus-outbreak/guidance-for-full-opening-settings#setting-workforce">https://www.gov.uk/government/publications/actions-for-settings-during-the-coronavirus-outbreak/guidance-for-full-opening-settings#setting-workforce</a></p> <p><b>As a result, staff and children are clear about where they should be, the times that they should be there and what they are delivering.</b></p>					
<b>18. Mental Health and Wellbeing for children</b>	H	<p>Where year groups are returning to setting after isolation or closure, we will expect leaders and teachers to;</p> <ul style="list-style-type: none"> <li>➤ consider their children' mental health and wellbeing and identify any pupil who may need additional support, so they are ready to learn</li> </ul>		L	DHT AHT SENDCo	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>➤ assess where children are in their learning, and hence what adjustments to their curriculum may be needed over the coming weeks</li> <li>➤ identify and plan how best to support the education of high needs groups, including disadvantaged children, SEND and vulnerable children</li> <li>➤ Plan for a stronger emphasis on PSHE so children have opportunities to discuss their feelings and emotions in relation to the pandemic and returning to setting</li> </ul> <p>The government has recently launched the <u>Wellbeing for Education Return programme</u>, which will provide training and resources for teachers and staff in all state-funded settings to respond to the wellbeing and mental health needs of children and young people as a result of coronavirus (COVID-19). The training provides practical examples to support staff, children and young people within a setting.</p> <p><b>As a result, all children's needs will be met</b></p>					
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<p><b>19. A pupil is tested and has a confirmed case of coronavirus.</b></p>	<p>H</p>	<p>In line with government advice the setting will take swift action and follow guidance from the Test and Trace team in the Health Protection Hub if someone has tested [positive for coronavirus (COVID19)</p> <p>Based on their advice, close contact with the person who has tested positive will be asked to take a PCR test.</p> <p>Positive cases will be asked to self-isolate. It is now possible to end self-isolation after 7 days, following 2 negative LFD tests taken 24 hours apart. The first LFD test should not be taken before the sixth day</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face-to-face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>HPH will provide definitive advice. To support them in doing so, we recommend settings keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <p><b>As a result, swift action is taken to reduce the spread of the infection in the community</b></p>		<p>L</p>	<p>EHT SBM</p>	<p>4 January 2022</p>	<p>FGB</p>
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<p><b>20. Insufficient staff to run face-to-face sessions for children.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Staff to follow the ‘hierarchy of measures’ above and maintain social distancing where this is feasible.</li> <li>• Leaders to ensure that they have a complete list of shielded and vulnerable adults for their setting</li> <li>• Protocols for staff to inform leaders if they need to self-isolate are clearly in place.</li> <li>• Leaders ensure there is a rota in place for cover in the instance that staff have to self-isolate.</li> <li>• Staff continue to follow the Absence Management Policy</li> </ul> <p><b>As a result, sufficient staff cover in place to provide the face-to-face support sessions for children.</b></p>		<p>L</p>	<p>EHT SBM</p>	<p>4 January 2022</p>	<p>FGB</p>
<p><b>21. Pupil movement between lesson, at break time and lunchtime increases the risk of infection.</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• Children will be supervised at all times through corridors to ensure social distancing is maintained as much as possible and to avoid class/year group bubbles mixing.</li> <li>• Different doors for entry and exit are also being used by each bubble.</li> <li>• Staggered drop off and pick up times if necessary</li> <li>• Staggered playtimes and lunchtimes if necessary</li> <li>• Allocated outdoor areas for each class bubble in each year group to be identified for break time and lunchtime</li> <li>• Use of seating plans if appropriate</li> <li>• Children advised not to play contact games at break time or lunchtime if required</li> </ul>		<p>L</p>	<p>DHT DCM AHT SENDco SBM</p>	<p>4 January 2022</p>	<p>EHT FGB</p>

		<ul style="list-style-type: none"> <li>• Children to be supervised in washing hands before and after lunch</li> <li>• The catering team will remain in the kitchen during lunch.</li> <li>• Lunchtime supervisors will lay tables and collect each child's meal.</li> <li>• Tables to be cleaned prior to use and at the end of session.</li> <li>• Dining tables are not shared by different groups at lunchtime</li> <li>• Catering staff to maintain strict levels of hygiene in food preparation areas and follow whole staff guidance in reporting illness</li> <li>• Setting will follow the cleaning in setting guidance</li> </ul> <p><b>As a result, the risk of infection during unstructured time is reduced.</b></p>					
<b>22. Spread of infection in classrooms/shared areas.</b>	H	<ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble. These should be cleaned regularly, along with all frequently touched surfaces.</li> <li>• Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently.</li> <li>• When sharing equipment between different bubbles, we will either: <ul style="list-style-type: none"> <li>○ Clean it before it is moved between bubbles</li> <li>○ Allow them to be left unused for a period of 48 hours (72 hours for plastics)</li> </ul> </li> </ul> <p>Equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory</p>		L	DHT DCM AHT SENDco SBM	4 January 2022	EHT FGB

		<p>equipment. Will be cleaned and disinfected between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> <li>• Restricted to one user</li> <li>• Left unused for a period of 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Outdoor playground equipment will be more frequently cleaned than normal. This also applies to resources used inside and outside by wraparound care and out of setting settings providers.</p> <p>Pupils should limit the amount of equipment they bring into setting each day, excluding essentials such as:</p> <ul style="list-style-type: none"> <li>• Lunch boxes</li> <li>• Hats and coats</li> <li>• Book bag</li> </ul> <ul style="list-style-type: none"> <li>• Children will be seated side by side wherever possible</li> <li>• Movements will be staggered around the classroom where possible</li> <li>• Ideally adults should maintain 2 Metres distance</li> <li>• Unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other we are taking this into account and will work through the hierarchy of measures set out in the system of controls above.</li> <li>• Tissues/hand sanitisers and soap dispensers to be located in each classroom/learning space</li> </ul>					
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		<ul style="list-style-type: none"><li>• Bins to be emptied each day in classrooms.</li><li>• Contact with communal surfaces, such as door handles etc. to be minimised. Doors to be kept open.</li><li>• Where possible, windows and doors to be opened to provide ventilation.</li><li>• Classrooms have a thermometer to check thermal comfort is maintained at 16 degrees.</li><li>• Children/staff to clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use</li><li>• Shared telephone handsets to be cleaned with anti-bacterial wipes before and after each use</li><li>• If any bodily fluids come into contact with classroom equipment, ensure that gloves are worn to remove the piece of equipment before it is thoroughly cleaned</li><li>• Guidance through signage and training has been issued.</li><li>• Staff to be reminded to adhere to social distancing at all times in communal areas such as the staffroom and offices.</li><li>• Bubbles should not linger in corridors or cloakrooms outside of the classroom as these areas are not as well ventilated.</li><li>• Hand sanitiser and cleaning wipes are available where telephones, computer or copying equipment are used.</li><li>• Before entering a shared space staff must wash their hands.</li><li>• Staff will wash and dry their own cups, plates and utensils, using disposable towels if the dishwasher is full.</li></ul>				
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		<ul style="list-style-type: none"> <li>The Nurseries on both sites will be cleaned at lunchtime including all touch points before the afternoon children arrive.</li> <li>Setting will follow the cleaning in setting guidance</li> <li>Cleaning Products and Antibacterial wipes are BS EN14476 compliant</li> </ul> <p><b>As a result, the risk of infection to staff and children in classrooms is reduced.</b></p>					
<b>23. Face Coverings</b>	H	<ul style="list-style-type: none"> <li>There is a process for when face coverings are worn within setting and how they should be removed.</li> <li>Staff have received training on 'donning' and 'doffing' face masks. Posters are displayed for guidance.</li> </ul> <p>Safe wearing of face coverings requires the;</p> <ul style="list-style-type: none"> <li>Cleaning of hands before and after touching, this includes removal and putting on</li> <li>Safe storage of them in individual, sealable plastic bags</li> </ul> <p>In primary settings, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Children in primary setting do not need to wear a face covering.</p> <p>This is an additional precautionary measure for a limited time during this period of high coronavirus (COVID-19) prevalence in the community. When face coverings become damp, it should not be</p>		L	SBM DHT AHT	4 January 2022	EHT FGB

		<p>worn, and the face covering should be replaced carefully</p> <p>Exemptions -Some individuals are exempt from wearing <a href="#">face coverings</a></p> <p>We will have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> <li>• are struggling to access a face covering</li> <li>• are unable to use their face covering as it has become damp, soiled or unsafe</li> <li>• have forgotten their face covering</li> </ul>					
<b>24. Ventilation</b>	H	<ul style="list-style-type: none"> <li>• When the setting is operational, it is important to ensure that it is well ventilated whilst maintaining a comfortable teaching environment. Classrooms have a thermometer to monitor temperature to ensure it is 16 degrees.</li> <li>• Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened fully during breaks to purge the air space. Opening internal doors can also assist with creating a throughput of air.</li> <li>• Classrooms also have Carbon Monoxide monitors. If the monitor goes beyond 800 extra ventilation will be added to the room</li> </ul> <p>The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p>		L	DHT AHT DCM SBM	4 January 2022	EHT FGB

		CIBSE - <a href="#">CIBSE - Coronavirus COVID 19</a>					
<b>25. Music Lessons</b>	H	<ul style="list-style-type: none"> <li>As there may be an additional risk of infection when large groups are singing, chanting, playing wind or brass instruments or shouting, children will be taught in their classrooms by year groups per term.</li> <li>As there may be an additional risk of infection when large groups are singing, chanting, playing wind or brass instruments or shouting children will play and sing outdoors where possible</li> <li>Singing practise and assemblies will take place via Microsoft Teams when the school/nursery is in stepped up measures</li> <li>Children will be positioned either back to back or side by side for singing and chanting nursery rhymes.</li> <li>If singing takes place indoors classes can use a larger space such as the hall which has good ventilation and higher ceilings.</li> <li>Musical instruments must be cleaned before shared use and left for 72 hours if possible.</li> </ul> <p><b>As a result, the risk of infection to staff and children in classrooms is reduced.</b></p>		L	DHT AHT DCM SBM	4 January 2022	EHT FGB
<b>26. Physical Activities</b>	H	<ul style="list-style-type: none"> <li>Outdoor sports will be prioritised where possible</li> <li>The hall will be used for PE natural ventilation flow must be maintained</li> <li>Scrupulous attention to cleaning and hygiene</li> <li>The setting will follow DfE and Public Health Hub guidance.</li> </ul>		L	DHT AHT DCM SBM	4 January 2022	EHT FGB

		<b>As a result, the risk of infection to staff and children is reduced.</b>					
<b>27. Breakfast club/After setting provisions</b>	H	<ul style="list-style-type: none"> <li>Where possible the setting will keep to year group and setting bubbles by allocating space for each</li> <li>Parents need to pre-book places so the setting knows how many pupils to expect each day</li> <li>No contact sport will take place</li> <li>The setting will follow DfE and Public Health Hub guidance.</li> </ul> <b>As a result, the risk of infection to staff and children is reduced.</b>		L	EHT SBM	4 January 2022	FGB
<b>28. Poor pupil behaviour increases the risk of the spread of the infection.</b>	H	<ul style="list-style-type: none"> <li>Children are reminded of the behaviour policy on their return to setting including the new rules with regards to hierarchy of control measures</li> <li>Sanctions (and how they will be applied in the context of social distancing) will be clearly communicated to children and parents.</li> <li>The Behaviour Policy will be adjusted if required</li> <li>Children' individual behaviour plans will be reviewed and specific control measures identified and shared with children and staff where necessary.</li> <li>DfE and Public Health Hub guidance will be followed if necessary.</li> </ul> <b>As a result, children and staff understand the behaviour policy and individual plans.</b>		L	EHT DHT AHT SENDCo	4 January 2022	FGB
<b>29. Children with complex needs are not adequately prepared for a return to</b>	H	Where a pupil is unable to attend the setting because they are complying with clinical and/or public health advice, the setting will offer access to remote education. The class teacher and setting		L	SENDCO DHT DCM	4 January 2022	EHT FGB

setting or safely supported		<p>leaders will monitor engagement with home/setting learning.</p> <p><b>As a result, children with complex needs are well supported.</b></p>					
30. Vulnerable children and children with SEND do not receive appropriate support.	H	<ul style="list-style-type: none"> <li>• Appropriate planning is in place to support the mental health of children returning to setting</li> <li>• Agree what returning support is available to children with SEND in conjunction with families and other agencies.</li> </ul> <p><b>As a result, children with SEND and those concerned about returning to setting are well supported.</b></p>		L	SENDCO EHT	4 January 2022	FGB
31. Increased number of safeguarding concerns reported after lockdown.	H	<ul style="list-style-type: none"> <li>• Agree safeguarding provision to be put in place to support returning children</li> <li>• Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns</li> <li>• Follow up any referrals made by staff swiftly</li> </ul> <p><b>As a result, safeguarding remains of the highest priority and practice.</b></p>		L	Learning Mentor DSL's	4 January 2022	FGB
32. Emergency evacuation due to fire etc.	H	<ul style="list-style-type: none"> <li>• Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained</li> <li>• Practice fire drill completed when all children return</li> <li>• Leaders to communicate procedures to all staff</li> <li>• Staff to communicate emergency evacuation procedures to children at the beginning of each day.</li> <li>• SBM to review any actions as per fire safety policy</li> </ul> <p><b>As a result, social distancing is maintained, where possible, in the event of an emergency evacuation.</b></p>		L	SBM EHT DHT	4 January 2022	FGB

<p><b>33. Cleaning is not sufficiently comprehensive</b></p>	<p>H</p>	<ul style="list-style-type: none"> <li>• The setting will ensure that all cleaning and associated health and safety compliance checks have been undertaken prior to opening</li> <li>• A cleaning schedule is in place to ensure cleaning is enhanced in classrooms and shared spaces</li> <li>• Bubbles are allocated their own dining table so groups do not share the same table.</li> <li>• Frequently touched surfaces will be cleaned more often than normal</li> <li>• Adults will monitor children when hand washing to ensure cleanliness is maintained in toilet blocks</li> <li>• A nominated member of staff will monitor the standards of cleaning and identify any additional cleaning measures</li> <li>• T&amp;W cleaning service will provide cleaning of high touch areas after setting</li> <li>• Staff will clean high touch areas during the day as close to midday as possible</li> <li>• When children are not in rooms, staff will clean tables and high touch areas such as door handles with a disinfectant spray and disposable yellow cloth.</li> <li>• PPE to be worn during this and hands washing afterwards</li> <li>• Cleaning products are available in all communal use areas for IT equipment (key board and mouse), telephones, photocopier, tables</li> <li>• Cleaning products are BS EN 14476 compliant</li> <li>• Staff are aware of 'leave' time on products used for cleaning this is 1 minute.</li> </ul>		<p>L</p>	<p>DHT DCM AHT SBM</p>	<p>4 January 2022</p>	<p>EHT FGB</p>
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		<ul style="list-style-type: none"> <li>• Cleaners to act upon guidance normally linked to 'deep cleans' as part of their daily procedures</li> <li>• The setting will follow T&amp;W cleaning in setting guidance.</li> </ul> <p>See further guidance for cleaning in educational settings for advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <p><b>As a result, high standards of cleanliness are maintained in setting.</b></p>					
<p><b>34. Contractors, deliveries and visitors increase the risk of infection.</b></p>	H	<ul style="list-style-type: none"> <li>• All contractors to be checked to ensure that they are essential visitors prior to entry to the setting.</li> <li>• All contractors and visitors will be asked to use the track and trace QR code and complete a track and trace declaration form.</li> <li>• Agree arrival and departure times with contractors to reduce contact with staff or children.</li> <li>• Contractors and visitors are directed to specific/designated handwashing or sanitising facilities</li> <li>• Meetings with visitors may take place outdoors or in well ventilated larger spaces with windows and doors open.</li> <li>• Visitors and contractors will be asked to wear a face covering when it's hard to stay away from other people – particularly indoors or in crowded places.</li> <li>• All areas in which contractors work are cleaned in line with government guidance</li> </ul>		L	SBM ADMIN	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>• Contractors to bring own food, drink and utensils onto site.</li> <li>• Staff who receive deliveries to the setting to wash hands in line with government guidance after handling</li> <li>• Where possible, staff to identify safe/designated place for delivery without need for contact with staff.</li> <li>• Drivers should not be allowed to enter the setting premises when making deliveries. If drivers have to enter the setting site, ensure that they are asked to maintain social distancing, use hand sanitiser and wear a mask before entering the building.</li> <li>• Surfaces to be cleaned after any deliveries have been made.</li> <li>• <b>As a result, any external visitors/contactors are kept safe and the risk to other members of the setting is minimised.</b></li> </ul>					
<b>35. Professional Visitors</b>	H	<ul style="list-style-type: none"> <li>• All visitors to make an appointment prior to visiting.</li> <li>• Visitors to be checked to ensure that they are <b>essential visitors</b> prior to entry to the setting</li> <li>• The school/nursery declaration form should be completed by a professional visitor confirming: <ul style="list-style-type: none"> <li>○ contact details</li> <li>○ no symptoms</li> <li>○ no contact with anyone with symptoms</li> </ul> </li> <li>• Agree arrival and departure times with professional visitors to avoid unnecessary contact with other staff or children</li> <li>• All professional visitors to wash hands on entry to the setting site</li> </ul>		L	SBM ADMIN	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>• All visitors to wear a mask and or visor if observing in the classroom.</li> <li>• Professional visitors are directed to designated handwashing facilities/hand sanitiser.</li> <li>• There are specific allocated areas for professionals to work alongside individual children</li> <li>• These allocated areas have cleaning stations and are cleaned in line with government guidance</li> <li>• The allocated areas have open windows so air is circulated frequently</li> <li>• Professional visitors to bring own food, drink and utensils onto site.</li> <li>• Professional visitors to be responsible for cleaning their own equipment and personal belongings</li> <li>• The setting has displayed the QR code for visitors who have the <b>NHS Test and Track app</b></li> </ul> <p><b>As a result, any professional visitors are kept safe and the risk to other members of the setting is minimised.</b></p>					
<b>36.Transport</b>	H	<ul style="list-style-type: none"> <li>• Setting will ensure parents and young people are aware of recommendations on transport to and from setting and nursery <u>Coronavirus (COVID-19): safer travel guidance for passengers</u></li> </ul> <p><b>As a result, parents and children will reduce risk when travelling to setting</b></p>		L	EHT SBM	4 January 2022	FGB

37. Hiring of premises	H	<p>The setting hires out the setting hall for use by the Parish Council and other organisations, such as external coaches or after-setting or holiday clubs or activities. In doing so, we will work with the Clerk of the Parish Council to consider how we can operate within the wider protective measures and we will also have regard to any other relevant government guidance. For example, in line with government guidance on <u>working safely during coronavirus (COVID-19) for providers of grassroots sport and gym or leisure facilities</u></p> <p>Hire of the setting hall will be suspended during stepped up measures.</p>		L	EHT SBM Parish Clerk	4 January 2022	FGB
38. Educational visits	H	<ul style="list-style-type: none"> <li>• Overnight or overseas educational visits can resume</li> <li>• Domestic educational visits can resume</li> <li>• Pupils to be kept to the setting bubbles</li> <li>• Destination should be COVID-secure.</li> <li>• Ensure that any public health advice, such as hygiene and ventilation requirements form part of the educational visit risk assessment.</li> </ul> <p><b>As a result, contact will be minimised to reduce the risk of infection</b></p>		L	EHT DHT SBM	4 January 2022	FGB
39. Capacity and organisation of teaching spaces, staffroom and offices	H	<ul style="list-style-type: none"> <li>• Two staff rooms have been organised</li> <li>• A sign is displayed to show the maximum of persons allowed</li> <li>• Appropriate signage around school to remind everyone to maintain social distancing</li> <li>• Strict hygiene routines will be maintained by adults</li> <li>• Where possible adults should avoid prolonged contact time in staff rooms particularly with adults from different bubbles</li> </ul>		L	DHT AHT DCM SBM	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>All office space has limited capacity signage and a cleaning station</li> </ul> <p><b>As a result, prolonged contact will be minimised to reduce the risk of infection</b></p>					
<b>40. Playtimes</b>	H	<p>When infection rates are high:</p> <ul style="list-style-type: none"> <li>Year group playtimes will take place at staggered times</li> <li>Children will remain in their class bubble with their designated adult</li> <li>Children will play in a designated area</li> <li>Children will always be supervised and will take part in <ul style="list-style-type: none"> <li>the daily mile activity</li> <li>non-contact games e.g. traffic lights</li> <li>physical activity with equipment will be for the sole use of the bubble</li> </ul> </li> </ul> <p><b>As a result, contact will be minimised to reduce the risk of infection</b></p>		L	DHT AHT DCM SBM SENDCo	4 January 2022	EHT FGB
<b>41. Movement around the setting</b>	H	<p>Children are always supervised to ensure social distancing is maintained. Each year group bubbles will enter and exit different doors and different times to avoid passing in corridors.</p> <p><b>As a result, contact will be minimised to reduce the risk of infection</b></p>		L	DHT AHT SENDCo DCM SBM	4 January 2022	EHT FGB
<b>42. Catering and Cleaning Staff</b>	H	<ul style="list-style-type: none"> <li>Will follow T&amp;W services risk assessments and guidelines which have been considered when writing this RA action plan</li> </ul> <p><b>As a result, any catering and cleaning staff are kept safe and the risk to other members of the setting is minimised.</b></p>		L	EHT DHT SBM	4 January 2022	FGB
<b>43. Toilets</b>	H	<ul style="list-style-type: none"> <li>Children will be supervised in small groups</li> <li>Toilets will be cleaned twice a day.</li> <li>Children will be taught and reminded about social distancing and hygiene routines when visiting the toilet.</li> </ul>		L	DHT AHT SENDCo DCM	4 January 2022	EHT FGB

		<ul style="list-style-type: none"> <li>Children will be supervised to ensure they wash in between their fingers and around their thumbs</li> <li>Children will be encouraged to sing '<i>Happy Birthday</i>' or similar song so the required length of time is met</li> </ul> <p><b>As a result, hand hygiene standards will remain high to reduce the risk of infection</b></p>					
<b>44. Contingency Plans</b>		<p>For individuals or groups of self-isolating pupils, remote education plans are in place.</p> <p>These will meet the same expectations as those for any pupils who cannot yet attend setting at all due to coronavirus (COVID-19). Click on the link to see <a href="#">remote education support</a></p> <p>Where further guidance or control measures are advised locally or nationally, we will follow the outbreak management plan and the national contingency framework.</p> <p>In local areas, where restrictions have been implemented for certain sectors (from national direction), we anticipate that settings will usually remain fully open to all.</p>		L	DHT AHT SENDCo DCM	4 January 2022	EHT FGB

<b>Risk Rating</b>				
<b>SEVERITY</b>			<b>PROBABILITY</b>	
<b>outcome</b>	<b>example</b>	<b>score</b>	<b>outcome</b>	<b>score</b>
<b>MINOR</b>	Bruising, minor cuts, mild irritation to skin or eyes	<b>1</b>	<b>Unlikely</b> (eg no previous history)	<b>1</b>
<b>SERIOUS</b>	Loss of consciousness , burns, broken bones, injury or condition resulting in 3 or more days absence	<b>2</b>	<b>Possible</b> (eg similar incidents have happened in the past)	<b>2</b>

<b>MAJOR</b>	Permanent disability , major notifiable injury or disease	<b>3</b>	<b>Probable</b> (eg same situations have happened in the past)	<b>3</b>
<b>FATAL</b>	DEATH	<b>5</b>	<b>Highly probable</b> (eg has occurred recently here or in another organisation)	<b>5</b>
<b>Probability score x Severity score = Risk Rating total Risk rating total: 1-4=Low Risk 5-10=Medium Risk 15-25=High Risk</b>				

### Useful links:

Guidance for full opening of setting: <https://www.gov.uk/government/publications/actions-for-settings-during-the-coronavirus-outbreak/guidance-for-full-opening-settings>

Guidance for full opening: Special settings and other specialist settings: [https://www.gov.uk/government/publications/guidance-for-full-opening-special-settings-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-settings-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Action for early years and childcare providers during coronavirus (COVID-19) outbreak: [https://www.gov.uk/government/publications/guidance-for-full-opening-special-settings-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-settings-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-settings-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-settings-and-colleges-in-the-autumn-term>

Actions for setting a during the coronavirus outbreak: [https://www.gov.uk/government/publications/actions-for-settings-during-the-coronavirus-outbreak?utm\\_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/actions-for-settings-during-the-coronavirus-outbreak?utm_source=572d62e4-ce85-4056-8338-e87b1cbaf0c5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Protective measures for holiday or after setting clubs and other out of setting settings for children during coronavirus: [https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-setting-clubs-and-other-out-of-setting-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm\\_source=4b581021-d798-4565-8fa0-579175be88cb&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-setting-clubs-and-other-out-of-setting-settings-for-children-during-the-coronavirus-covid-19-outbreak?utm_source=4b581021-d798-4565-8fa0-579175be88cb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

Providing free setting meals during coronavirus: [https://www.gov.uk/government/publications/covid-19-free-setting-meals-guidance?utm\\_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/covid-19-free-setting-meals-guidance?utm_source=17707caa-1f12-4a5e-b1dc-611eb591a116&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>