



COVID-19 - Risk Assessment (linked to Fierte actions)

Task: Partial re-opening of the school for pupils in Nursery, Reception and Year 1 – 1st June 2020

Assessors: Richard Burns

Assessment completed (ongoing basis): 21st May 2020

This risk assessment should be read in conjunction with the guidance as set out in the following documents:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june?utm_source=91737d92-b868-4b52-a314-d1bd0fa76ba5&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

The principles of the risk assessment can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system where the risk of transmission of infection is substantially reduced. These include:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of the setting
- minimising contact and mixing

Please note that by signing this form and /or clicking the link, you are agreeing that the information provided is correct.

Signed _____ (User) Print _____ Date: _____

**** ESSENTIAL: PLEASE NOTE: IT IS THE STAFF'S RESPONSIBILITY TO ENSURE ALL ASPECTS OF THE RISK ASSESSMENT ARE COMMUNICATED TO THEIR BUBBLE – THIS IS TO KEEP US ALL SAFE! ****

PARENTS CAN ALSO SUPPORT THIS BY COMMUNICATING ESSENTIAL POINTS



Fierté Multi Academy Trust

Violet Way Academy



What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Transmission of COVID-19. Med	Pupils Staff	<p><u>1. Effective infection protection and control - minimising indirect transmission</u></p> <p><u>Handwashing</u></p> <p>Handwashing for both pupils and staff upon entry to the building and at regular intervals during the day (break time, before food, after going to the toilet, before going home, after coughing and sneezing).</p> <p>Handwashing posters up to remind pupils and staff to wash with running water and soap for at least 20 seconds and drying them thoroughly and then applying hand sanitizer, ensuring that all parts of the hands are covered.</p> <p>Remind children and staff not to touch each other or their own faces.</p> <p>Build in new Golden Rules to cover new rules about COVID-19 restrictions.</p>	<p>Use agreed areas:</p> <p>YN will be based in the OPOJ classrooms. YR will use the existing Reception Classrooms. Y1 will use the Y1 classrooms as well as one of the Y2 classrooms. The Valuable children and the key worker children will initially use dining room as their breakfast club and afterschool club base moving to Owls, Woodpeckers classroom and ICT Suite.</p> <p>Hand wash and sanitiser will be available in all areas above.</p> <p>Y1 to use the Y1 and Y2 toilets restricted to 3 at a time. These are timetabled to coincide with breaktimes and lunchtimes. YR will use the Reception toilets and have the same restrictions that apply to them. The toilets in the mobiles will be unisex and assigned to each bubble so that not to contaminate each bubble. Toilets will be cleaned after each breaktime and lunchtime. Children that need to use the toilets in an emergency outside the allocated time slot will be restricted.</p> <p>All children have been taught to sing Happy Birthday twice so that they are able to wash their hands for the recommended 20 seconds. All children to watch hygiene links below (on return) and be reminded daily! Children to watch:</p> <p>KS1 Horrid hands: https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Horrid%20Hands</p> <p>KS1 Super sneezes: https://e-bug.eu/junior_pack_ks1.aspx?cc=eng&ss=2&t=Super%20Sneezes</p>	<p>Handwashing posters up – e-bug</p> <p>Sanitiser and hand wash ordered in rooms and at stations e.g. entrance to school</p> <p>Toilet signage and times managed by staff (review)</p> <p>SOAP in every toilet</p> <p>Hand dryers will be switch off and paper towels will be used instead</p>
Transmission of COVID-19. Med	Pupils Staff	<p><u>2. Effective infection protection and control- minimising indirect transmission</u></p> <p><u>Good respiratory hygiene</u></p> <p>Cough or sneeze into a tissue and dispose of it immediately into a sealed bin.</p> <p>Promote: Catch it, bin it, kill it' approach. Wash hands immediately after.</p> <p>Bins to be emptied more frequently by a person wearing gloves and an apron (Caretaker/Headteacher and Cleaning Staff on duty).</p>	<p>Ensure bins are double bagged and tied off when emptied. Cleaning staff to empty on a regular basis throughout the day.</p> <p>All rubbish MUST be taken outside immediately when bin is emptied. Cleaners and none bubble staff to check in with teachers to see if bin needs emptying.</p>	<p>Bin bags in rooms for immediate cleaner / staff action</p> <p>Tissues in classes</p> <p>Lidded bins ordered</p>



Fierté Multi Academy Trust

Violet Way Academy



		Staff and children can wear a facemask if required. A written agreement MUST be signed by the staff member / child before this is worn.		Provide staff and parents with written agreement if required
--	--	--	--	--

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Transmission of COVID-19. Med	Pupils Staff	<p>3. Additional Cleaning</p> <p>Cleaning of key areas needs to be ongoing throughout the day. This includes frequently touched surfaces; door handles; light switches; tables and taps.</p> <p>Cleaners to clean down thoroughly at the end of the day and a deep clean on Wednesday and Friday (after school on Fri)</p> <p>All play equipment must be cleaned between uses i.e. after one child has played with it; at regular intervals when not in use and must be cleaned at the end of the day. Therefore, it is wise to limit the number of physical resources that pupils are able to access in the day.</p> <p>Outdoor play equipment may not be used by different groups unless it is fully cleaned between uses.</p>	<p>Additional cleaning supplies to be ordered and stored SAFELY in each room. This includes: clothes, sprays, bin bags, computing / screen wipes and computer cleaners. Doors kept open to allow circulating air and to discourage children touching the door handle.</p> <p>Each member of staff, in a particular room, needs to safely store cleaning equipment away from pupils after use (at all times) to minimise the risk of pupils ingesting.</p> <p>Trust computing lead supplying specific alcoholic cleaning rub for all devices. Signage provided to ensure this is clear to all persons (risk assessment completed by computing lead).</p> <p>RB to liaise with cleaning staff on rota to ensure that there are cleaning staff available at key times and throughout the day. Wednesday half day close will enable a thorough deep clean with no children in the building. Ensure priority areas are cleaned more regularly e.g. toilets</p>	<p>Ordering – office / kitchen / cleaners / Fierte IT lead</p> <p>Deliver each to class once in school. Staff to be advised when equipment arrived.</p> <p>Cleaner's time increased.</p>
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Contact with pupils or staff with coronavirus symptoms. Med	Staff Pupils	<p>4. Self –Isolation</p> <p>Children and staff must only come into work if they are symptom free.</p> <p>Self-isolation - If you have been symptomatic, then you may end your self-isolation after 7 days. The 7-day period starts from the day when you first became ill.</p> <p>Household isolation - If you live with someone who has symptoms, you will need to stay at home for 14 days from the day the first person in the home started having symptoms.</p>	<p>Symptoms:</p> <p>A new continuous cough A high temperature A loss or change of taste or smell</p> <p>A thermometer will be on site only if required.</p> <p>In the first instance, Contact the office if a child or the Headteacher asap if a staff member.</p>	

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Contact with pupils or staff	Staff Pupils	5. Isolation if presenting symptoms at school	BusyBees Classroom to be used for main school isolation and medical room for Nursery pupils.	Medical book for recording



Fierté Multi Academy Trust

Violet Way Academy



<p>with coronavirus symptoms.</p> <p>High</p>		<p>If a child or staff member develops symptoms whilst at school, they must immediately get taken to the designated isolation area by the member of staff in full PPE and arrangements will be made for them to go home.</p> <p>If direct personal care needs to be given a facemask should be worn by the supervising adult if a distance of 2-metres cannot be maintained. If direct contact with the child is necessary then gloves, an apron, facemask and eye protection (if necessary) should be worn.</p> <p>Other staff or children present must immediately wash hands following the guidance given in point 1.</p>	<p>If a child is sick or has a bumped head therefore is not presenting Coronavirus symptoms, they will be treated in the normal way in the allocated classroom.</p> <p>A separate medical book will be kept to log any staff / children off school with symptoms therefore a recording / tracking process in place.</p> <p>If bubble leads do not have a second member of staff to lead then they should have a mobile phone available to phone RB (248544 or 07773 406399) in the first instance then MD→LE).</p>	
<p>What are the hazards?</p> <p>Risk Level</p>	<p>Who might be harmed and how?</p>	<p>What are you already doing? List the control measures already in place</p>	<p>What further action / information to be considered?</p>	<p>Action to Complete by who</p>
<p>Contracting COVID-19 for vulnerable and extremely vulnerable people.</p> <p>High</p>	<p>Vulnerable and extremely vulnerable people.</p>	<p>6. Shielding</p> <p><u>Shielded and clinically vulnerable children and young people</u></p> <p>Children who have been classed as 'clinically extremely vulnerable' due to pre-existing medical conditions have been advised to shield. They must not attend school and should be supported at home wherever possible. https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A small minority of children will fall into this category and parents should follow medical advice if their child is in this category.</p> <p><u>Shielded and clinically vulnerable adults</u></p> <p>Clinically extremely vulnerable individuals should not work outside the home. These people should have already been advised by letter if they fall into this category. If you fall into this category, you may only work from home.</p> <p>Clinically vulnerable individuals who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the guidance below) have been advised to take extra care in observing social distancing and should work from home where possible. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they should be offered the safest available on-site roles, staying 2-metres away from others wherever possible. https://www.gov.uk/government/publications/covid-19-staying-at-home-and-away-from-others-guidance-for-young-people</p> <p><u>Living with a shielded or clinically vulnerable person</u></p> <p>If a pupil or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting. If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, it is advised they only</p>		<p>Date</p>



Fierté Multi Academy Trust

Violet Way Academy



		attend an education or childcare setting if stringent social distancing can be adhered to. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.	
--	--	---	--

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date																																																																																								
<p>Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.</p> <p style="text-align: center;">Med</p>	<p>Staff Pupils</p>	<p><u>7. Minimising contact and mixing - class groupings</u></p> <p>Children and staff (where possible), only mix in a small, consistent group and that small group stays away from other people and groups. Wednesday afternoon school will close to all for intense cleaning, ensuring a safe environment.</p> <p>Groups should be kept apart but brief, transitory contact, such as passing in a corridor is low risk, however, a one-way system will be actioned. Playground marked using semi-permanent markings to ensure clearly assigned areas. The playground will be zoned off as well as the woodland area and the sports court will also be utilized for timetabled playtimes and lunchtimes. Spots (inside) and painted markings (outside) to clearly mark 2-metre distances.</p> <p>First aid: Children will be supervised administering the basic first aid for bumps and grazes. If more pressing injuries are displayed then these can be directed to PPE personnel. Staff who will follow relevant directives especially if personal attention is required e.g.</p>	<p>NORMAL REGISTERS FOR YEAR GROUPS / CURRENT ONGOING REGISTER FOR KEY WORKER CHILDREN.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Staff</th> <th>Classroom</th> <th>Start</th> <th>Outdoor classroom allocations</th> <th>Playtime</th> <th>Lunch time</th> <th>Lunch Time Staff member</th> <th>Outdoor classroom spaces</th> <th>M T Th F Finish</th> <th>Wednesday Finish</th> </tr> </thead> <tbody> <tr> <td>Key worker chn in through main gates</td> <td>Y1 – SS MM Y2 – JS VD YN/R – KT HH</td> <td>Y2 mobiles ICT suite mobile</td> <td>8.45</td> <td>Woodlands</td> <td>10am – 10.20 playground and woodlands in three groups</td> <td>11.45-12.45pm Dinner first then woodlands in 3 groups</td> <td>LW SG</td> <td>Holding area bottom part of play ground</td> <td>3.15 Main gate/ Nursery gate</td> <td>3.15 Main gate/ Nursery gate</td> </tr> <tr> <td>Year 1 Bubble Dragonflies</td> <td>MH</td> <td>Dragonflies classroom</td> <td>9.00</td> <td>Sports court</td> <td>10.25 -10.40 Woodland zone Upper</td> <td>11.55pm – 12.55pm Dinner first then Sports Court</td> <td>LH</td> <td>Woodlands</td> <td>2.35 Main exit</td> <td>12pm Main exit</td> </tr> <tr> <td>Year 1 Bubble Busy Bees</td> <td>KW DR SP</td> <td>Kestrels classroom</td> <td>9.10</td> <td>Holding area</td> <td>10.35 – 10.50 Woodland lower</td> <td>12.00 - 1pm Playground middle then dinner</td> <td>DR/ SP</td> <td>Sports court</td> <td>2.45 Main exit</td> <td>12.10pm Main exit</td> </tr> <tr> <td>Year 1 Bubble Ladybirds</td> <td>SM</td> <td>Ladybirds Classroom</td> <td>9.20</td> <td>Outside ladybirds classroom</td> <td>10.45 – 11.00 Playground zone lower</td> <td>12.05- 10.5pm Playground lower then dinner</td> <td>DH</td> <td>Woodlands</td> <td>2.55 Main exit</td> <td>12.20pm Main exit</td> </tr> <tr> <td>Year R Bubble Foxes</td> <td>DC PG</td> <td>Foxes Classroom</td> <td>9.30</td> <td>YR Outdoor area</td> <td>10.55 – 11.10 Woodlands lower</td> <td>12.10 – 1.10pm Dinner first then top of playground</td> <td>PG</td> <td>Top playground by climbing frame</td> <td>2.55 Nursery exit</td> <td>12.30pm Main exit</td> </tr> <tr> <td>Year R Bubble Squirrels</td> <td>SAM JA</td> <td>Squirrels Classroom</td> <td>9.40</td> <td>Middle playground</td> <td>11.05 – 11.20 Woodland upper</td> <td>12.15 – 1.15pm Dinner first then lower playground</td> <td>JA</td> <td>YR outdoor area</td> <td>3.05 Main exit</td> <td>12.40pm Main exit</td> </tr> <tr> <td>Year R Bubble Badgers</td> <td>BP RH</td> <td>Badgers Classroom</td> <td>9.50</td> <td>Top playground by climbing frame</td> <td>11.10 – 11.25 Top playground</td> <td>12.20 – 1.20pm Dinner first then woodlands</td> <td>RH</td> <td>Woodlands</td> <td>3.05 Nursery exit</td> <td>12.50pm Main exit</td> </tr> </tbody> </table>		Staff	Classroom	Start	Outdoor classroom allocations	Playtime	Lunch time	Lunch Time Staff member	Outdoor classroom spaces	M T Th F Finish	Wednesday Finish	Key worker chn in through main gates	Y1 – SS MM Y2 – JS VD YN/R – KT HH	Y2 mobiles ICT suite mobile	8.45	Woodlands	10am – 10.20 playground and woodlands in three groups	11.45-12.45pm Dinner first then woodlands in 3 groups	LW SG	Holding area bottom part of play ground	3.15 Main gate/ Nursery gate	3.15 Main gate/ Nursery gate	Year 1 Bubble Dragonflies	MH	Dragonflies classroom	9.00	Sports court	10.25 -10.40 Woodland zone Upper	11.55pm – 12.55pm Dinner first then Sports Court	LH	Woodlands	2.35 Main exit	12pm Main exit	Year 1 Bubble Busy Bees	KW DR SP	Kestrels classroom	9.10	Holding area	10.35 – 10.50 Woodland lower	12.00 - 1pm Playground middle then dinner	DR/ SP	Sports court	2.45 Main exit	12.10pm Main exit	Year 1 Bubble Ladybirds	SM	Ladybirds Classroom	9.20	Outside ladybirds classroom	10.45 – 11.00 Playground zone lower	12.05- 10.5pm Playground lower then dinner	DH	Woodlands	2.55 Main exit	12.20pm Main exit	Year R Bubble Foxes	DC PG	Foxes Classroom	9.30	YR Outdoor area	10.55 – 11.10 Woodlands lower	12.10 – 1.10pm Dinner first then top of playground	PG	Top playground by climbing frame	2.55 Nursery exit	12.30pm Main exit	Year R Bubble Squirrels	SAM JA	Squirrels Classroom	9.40	Middle playground	11.05 – 11.20 Woodland upper	12.15 – 1.15pm Dinner first then lower playground	JA	YR outdoor area	3.05 Main exit	12.40pm Main exit	Year R Bubble Badgers	BP RH	Badgers Classroom	9.50	Top playground by climbing frame	11.10 – 11.25 Top playground	12.20 – 1.20pm Dinner first then woodlands	RH	Woodlands	3.05 Nursery exit	12.50pm Main exit	<p>Review of rotas in line with increasing numbers in school.</p> <p>Once numbers are clear, staff may need to be moved from certain groups to cater for other areas of need before timetable commences.</p>
	Staff	Classroom	Start	Outdoor classroom allocations	Playtime	Lunch time	Lunch Time Staff member	Outdoor classroom spaces	M T Th F Finish	Wednesday Finish																																																																																		
Key worker chn in through main gates	Y1 – SS MM Y2 – JS VD YN/R – KT HH	Y2 mobiles ICT suite mobile	8.45	Woodlands	10am – 10.20 playground and woodlands in three groups	11.45-12.45pm Dinner first then woodlands in 3 groups	LW SG	Holding area bottom part of play ground	3.15 Main gate/ Nursery gate	3.15 Main gate/ Nursery gate																																																																																		
Year 1 Bubble Dragonflies	MH	Dragonflies classroom	9.00	Sports court	10.25 -10.40 Woodland zone Upper	11.55pm – 12.55pm Dinner first then Sports Court	LH	Woodlands	2.35 Main exit	12pm Main exit																																																																																		
Year 1 Bubble Busy Bees	KW DR SP	Kestrels classroom	9.10	Holding area	10.35 – 10.50 Woodland lower	12.00 - 1pm Playground middle then dinner	DR/ SP	Sports court	2.45 Main exit	12.10pm Main exit																																																																																		
Year 1 Bubble Ladybirds	SM	Ladybirds Classroom	9.20	Outside ladybirds classroom	10.45 – 11.00 Playground zone lower	12.05- 10.5pm Playground lower then dinner	DH	Woodlands	2.55 Main exit	12.20pm Main exit																																																																																		
Year R Bubble Foxes	DC PG	Foxes Classroom	9.30	YR Outdoor area	10.55 – 11.10 Woodlands lower	12.10 – 1.10pm Dinner first then top of playground	PG	Top playground by climbing frame	2.55 Nursery exit	12.30pm Main exit																																																																																		
Year R Bubble Squirrels	SAM JA	Squirrels Classroom	9.40	Middle playground	11.05 – 11.20 Woodland upper	12.15 – 1.15pm Dinner first then lower playground	JA	YR outdoor area	3.05 Main exit	12.40pm Main exit																																																																																		
Year R Bubble Badgers	BP RH	Badgers Classroom	9.50	Top playground by climbing frame	11.10 – 11.25 Top playground	12.20 – 1.20pm Dinner first then woodlands	RH	Woodlands	3.05 Nursery exit	12.50pm Main exit																																																																																		



		<p>gloves, apron, mask, eye protection.</p> <p>Classes should normally be split in half, with no more than 15 pupils per small group and one teacher. If there are any shortages of teachers then teaching assistants can be allocated to lead a group under the direction of a teacher.</p> <p>If bubble leads do not have a second member of staff to lead then they should have a mobile phone available to phone RB (248544 or 07773 406399) in the first instance then MD→LE).</p> <p>SEND: Mrs Dawson will be available to deal with chn with specialist needs and complete and evaluate individual Risk Assessments</p> <p>Breakfast club & After School Club The Care Club will be available for existing Key Worker and Valuable children that have accessed the provision after lock down and prior to 1st June opening. The facility will not be available for other year group children. Children accessing the breakfast club will form the bubble in the dining room, Key worker & valuable children will join the bubble at 9.00am and they will locate in the Y2/ICT Suite classroom. For after school provision, the bubble will move back to the dining room where the children will be collected at their regular & agreed pick up time.</p>		
What are the hazards?	Who might be	What are you already doing?	What further action / information to be considered?	Action to



Risk Level	harmed and how?	List the control measures already in place	Complete by who Date																																																												
<p>Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.</p> <p>Med</p>	<p>Pupils Staff</p>	<p>8. Classroom layout and resources</p> <ul style="list-style-type: none"> - Any unnecessary equipment removed from rooms and stored out of reach of pupils within the classroom or in already allocated storage spaces such as own cupboard, resource room or library (ensure clear labelled!). -All surfaces must be book, paper, resource free to ensure all areas are easily cleaned otherwise germs will harbor. -Individual resources will continue to be used (trays for each child), ensuring that they do not mix up their resources. Staff ask for additional resources if required. - Remove soft furnishings and soft toys (where possible) and anything that is more difficult to clean. -Where settings can keep children and young people in those small groups 2-metres away from each other, they should do so. Open windows and doors for ventilation when required-Doors should remain open - Where possible, utilise the outdoor spaces as frequently as you can but not in conjunction with other groups - they should remain separate (teachers check in with each other daily). -Stagger break times and lunchtimes – Playground and Woodland areas to be zoned when more than 1 year group outside. - If wet play – dinner ladies MUST ensure social 	<p>Additional school staff - MD RB LE</p> <p>Lunchtime Staff – LH DH SG LW – Main school - ND, LB, BHH to Nursery - 11.15 – 12.15</p> <p>Playtime/ lunch time zones</p> <table border="1"> <tr> <td>Zone 1 Sports court</td> <td>Zone 2 Woodlands From bottom part to middle area</td> <td>Zone 3 Woodland From middle area to top</td> <td>Zone 4 Play ground Top area near the climbing frame</td> <td>Zone 5 Playground middle area</td> <td>Zone 6 Playground From outside woodpeckers/ owls class to Middle part</td> </tr> </table> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Key worker bubble</th> <th>Year 1 bubble</th> <th>Year 1 Bubble</th> <th>Year 1 Bubble</th> <th>Year R Bubble</th> <th>Year R Bubble</th> <th>Year R Bubble</th> </tr> <tr> <th>Y2</th> <th>Y1</th> <th>YR/N</th> <th>Dragonflies</th> <th>Busy Bees</th> <th>Ladybirds</th> <th>Foxes</th> <th>Squirrels</th> <th>Badgers</th> </tr> </thead> <tbody> <tr> <td>Number of chn in bubble</td> <td>Max 16</td> <td>Max 10</td> <td>Max YR -8 YN - 4</td> <td>15</td> <td>13</td> <td>10</td> <td>13</td> <td>12</td> <td>11</td> </tr> <tr> <td>Staff</td> <td>JS /VD</td> <td>SS MM*</td> <td>KT/ HH</td> <td>MH</td> <td>KW DR/ SP*</td> <td>SM</td> <td>DC PG</td> <td>SAM JA</td> <td>BP RH</td> </tr> <tr> <td>Wednesday pm cover</td> <td>VD</td> <td>MM</td> <td>LW</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> </tr> </tbody> </table> <p>SP – Wednesday am, Thursday, Friday MM – Wednesday pm Thursday and Friday</p> <p>OOSC Timetable</p> <table border="1"> <tr> <td>Breakfast Club 7.15am-9.15am</td> <td>Laura Whetton and Amy lamb every morning</td> </tr> <tr> <td>After School Club 2.45pm – 6pm</td> <td>Vik Dawson and Ashley Jefferies every afternoon except Friday afternoon – Amy Lamb in for Vik Dawson</td> </tr> </table>	Zone 1 Sports court	Zone 2 Woodlands From bottom part to middle area	Zone 3 Woodland From middle area to top	Zone 4 Play ground Top area near the climbing frame	Zone 5 Playground middle area	Zone 6 Playground From outside woodpeckers/ owls class to Middle part		Key worker bubble			Year 1 bubble	Year 1 Bubble	Year 1 Bubble	Year R Bubble	Year R Bubble	Year R Bubble	Y2	Y1	YR/N	Dragonflies	Busy Bees	Ladybirds	Foxes	Squirrels	Badgers	Number of chn in bubble	Max 16	Max 10	Max YR -8 YN - 4	15	13	10	13	12	11	Staff	JS /VD	SS MM*	KT/ HH	MH	KW DR/ SP*	SM	DC PG	SAM JA	BP RH	Wednesday pm cover	VD	MM	LW	-	-	-	-	-	-	Breakfast Club 7.15am-9.15am	Laura Whetton and Amy lamb every morning	After School Club 2.45pm – 6pm	Vik Dawson and Ashley Jefferies every afternoon except Friday afternoon – Amy Lamb in for Vik Dawson	<p>Menu for dinner to be sent out and child order to be given to staff.</p> <p>Staff obtain additional resources, if required before June 1st. Only take what is needed – no stock piling!</p> <p>Plastic cups in classes along with big jugs available</p>
Zone 1 Sports court	Zone 2 Woodlands From bottom part to middle area	Zone 3 Woodland From middle area to top	Zone 4 Play ground Top area near the climbing frame	Zone 5 Playground middle area	Zone 6 Playground From outside woodpeckers/ owls class to Middle part																																																										
	Key worker bubble			Year 1 bubble	Year 1 Bubble	Year 1 Bubble	Year R Bubble	Year R Bubble	Year R Bubble																																																						
	Y2	Y1	YR/N	Dragonflies	Busy Bees	Ladybirds	Foxes	Squirrels	Badgers																																																						
Number of chn in bubble	Max 16	Max 10	Max YR -8 YN - 4	15	13	10	13	12	11																																																						
Staff	JS /VD	SS MM*	KT/ HH	MH	KW DR/ SP*	SM	DC PG	SAM JA	BP RH																																																						
Wednesday pm cover	VD	MM	LW	-	-	-	-	-	-																																																						
Breakfast Club 7.15am-9.15am	Laura Whetton and Amy lamb every morning																																																														
After School Club 2.45pm – 6pm	Vik Dawson and Ashley Jefferies every afternoon except Friday afternoon – Amy Lamb in for Vik Dawson																																																														



		<p>distancing from children as moving between bubbles.</p> <ul style="list-style-type: none"> -Water bottles not to be used – plastic cups then thrown away -Children can wear own clothes but uniform can be worn if preferred. Children must have clean clothes on for each day. 	
--	--	---	--

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date																																																																																								
<p>Contact with other pupils or staff who may be carrying Coronavirus but are not displaying symptoms.</p> <p>Med</p>	<p>Pupils Staff</p>	<p>9. Minimising adult: adult contact</p> <ul style="list-style-type: none"> - Parent protocol in place for drop off and pickups to minimise adult contact. - No congregating parents - need to drop and go. -Main gate to be locked after the drop off/pick up window. Office to be closed during the drop off/pick up window. - No parents to come into school without prior appointments only for meetings deemed essential. All contact with teachers should be initiated via email or telephone call. Parents to understand that teachers will contact as soon as possible but will be after school. No discussion before school – Office member to ensure messages are passed on. - To avoid groups coming together, only one parent/carer to come onto school premises to drop child off. - Stagger drop off and collection times. RB to meet and greet along with bubble lead. member to co-ordinate 	<p>Parent protocol to be sent out.</p> <p>Signs to be put up to remind parents about entrance and exit signs – These MUST be adhered to for your own safety.</p> <p>Ensure ladies' toilets are considered.</p> <p>RB/LE/MD to check on staff for toilet breaks, ensuring social distancing in followed.</p> <table border="1"> <thead> <tr> <th></th> <th>Staff</th> <th>Classroom</th> <th>Start</th> <th>Outdoor classroom allocations</th> <th>Playtime</th> <th>Lunch time</th> <th>Lunch Time Staff member</th> <th>Outdoor classroom spaces</th> <th>M T Th F Finish</th> <th>Wednesday Finish</th> </tr> </thead> <tbody> <tr> <td>Key worker chn in through main gates</td> <td>Y1 – SS MM Y2 –JS VD YN/R – KT HH</td> <td>Y2 mobiles ICT suite mobile</td> <td>8.45</td> <td>Woodlands</td> <td>10am – 10.20 playground and woodlands in three groups</td> <td>11.45- 12.45pm <i>Dinner first then woodlands in 3 groups</i></td> <td>LW SG</td> <td>Holding area bottom part of play ground</td> <td>3.15 Main gate/ Nursery gate</td> <td>3.15 Main gate/ Nursery gate</td> </tr> <tr> <td>Year 1 Bubble Dragonflies</td> <td>MH</td> <td>Dragonflies classroom</td> <td>9.00</td> <td>Sports court</td> <td>10.25 -10.40 Woodland zone Upper</td> <td>11.55pm – 12.55pm <i>Dinner first then Sports Court</i></td> <td>LH</td> <td>Woodlands</td> <td>2.35 Main exit</td> <td>12pm Main exit</td> </tr> <tr> <td>Year 1 Bubble Busy Bees</td> <td>KW DR SP</td> <td>Kestrels classroom</td> <td>9.10</td> <td>Holding area</td> <td>10.35 – 10.50 Woodland lower</td> <td>12.00 - 1pm <i>Playground middle then dinner</i></td> <td>DR/ SP</td> <td>Sports court</td> <td>2.45 Main exit</td> <td>12.10pm Main exit</td> </tr> <tr> <td>Year 1 Bubble Ladybirds</td> <td>SM</td> <td>Ladybirds Classroom</td> <td>9.20</td> <td>Outside ladybirds classroom</td> <td>10.45 – 11.00 Playground zone lower</td> <td>12.05- 10.5pm <i>Playground lower then dinner</i></td> <td>DH</td> <td>Woodlands</td> <td>2.55 Main exit</td> <td>12.20pm Main exit</td> </tr> <tr> <td>Year R Bubble Foxes</td> <td>DC PG</td> <td>Foxes Classroom</td> <td>9.30</td> <td>YR Outdoor area</td> <td>10.55 – 11.10 Woodlands lower</td> <td>12.10 – 1.10pm <i>Dinner first then top of playground</i></td> <td>PG</td> <td>Top playground by climbing frame</td> <td>2.55 Nursery exit</td> <td>12.30pm Main exit</td> </tr> <tr> <td>Year R Bubble Squirrels</td> <td>SAM JA</td> <td>Squirrels Classroom</td> <td>9.40</td> <td>Middle playground</td> <td>11.05 – 11.20 Woodland upper</td> <td>12.15 – 1.15pm <i>Dinner first then lower playground</i></td> <td>JA</td> <td>YR outdoor area</td> <td>3.05 Main exit</td> <td>12.40pm Main exit</td> </tr> <tr> <td>Year R Bubble Badgers</td> <td>BP RH</td> <td>Badgers Classroom</td> <td>9.50</td> <td>Top playground by climbing frame</td> <td>11.10 – 11.25 Top playground</td> <td>12.20 – 1.20pm <i>Dinner first then woodlands</i></td> <td>RH</td> <td>Woodlands</td> <td>3.05 Nursery exit</td> <td>12.50pm Main exit</td> </tr> </tbody> </table>		Staff	Classroom	Start	Outdoor classroom allocations	Playtime	Lunch time	Lunch Time Staff member	Outdoor classroom spaces	M T Th F Finish	Wednesday Finish	Key worker chn in through main gates	Y1 – SS MM Y2 –JS VD YN/R – KT HH	Y2 mobiles ICT suite mobile	8.45	Woodlands	10am – 10.20 playground and woodlands in three groups	11.45- 12.45pm <i>Dinner first then woodlands in 3 groups</i>	LW SG	Holding area bottom part of play ground	3.15 Main gate/ Nursery gate	3.15 Main gate/ Nursery gate	Year 1 Bubble Dragonflies	MH	Dragonflies classroom	9.00	Sports court	10.25 -10.40 Woodland zone Upper	11.55pm – 12.55pm <i>Dinner first then Sports Court</i>	LH	Woodlands	2.35 Main exit	12pm Main exit	Year 1 Bubble Busy Bees	KW DR SP	Kestrels classroom	9.10	Holding area	10.35 – 10.50 Woodland lower	12.00 - 1pm <i>Playground middle then dinner</i>	DR/ SP	Sports court	2.45 Main exit	12.10pm Main exit	Year 1 Bubble Ladybirds	SM	Ladybirds Classroom	9.20	Outside ladybirds classroom	10.45 – 11.00 Playground zone lower	12.05- 10.5pm <i>Playground lower then dinner</i>	DH	Woodlands	2.55 Main exit	12.20pm Main exit	Year R Bubble Foxes	DC PG	Foxes Classroom	9.30	YR Outdoor area	10.55 – 11.10 Woodlands lower	12.10 – 1.10pm <i>Dinner first then top of playground</i>	PG	Top playground by climbing frame	2.55 Nursery exit	12.30pm Main exit	Year R Bubble Squirrels	SAM JA	Squirrels Classroom	9.40	Middle playground	11.05 – 11.20 Woodland upper	12.15 – 1.15pm <i>Dinner first then lower playground</i>	JA	YR outdoor area	3.05 Main exit	12.40pm Main exit	Year R Bubble Badgers	BP RH	Badgers Classroom	9.50	Top playground by climbing frame	11.10 – 11.25 Top playground	12.20 – 1.20pm <i>Dinner first then woodlands</i>	RH	Woodlands	3.05 Nursery exit	12.50pm Main exit	<p>Parent protocol to be sent</p> <p><i>Staff toilets – signs for door</i></p>
	Staff	Classroom	Start	Outdoor classroom allocations	Playtime	Lunch time	Lunch Time Staff member	Outdoor classroom spaces	M T Th F Finish	Wednesday Finish																																																																																		
Key worker chn in through main gates	Y1 – SS MM Y2 –JS VD YN/R – KT HH	Y2 mobiles ICT suite mobile	8.45	Woodlands	10am – 10.20 playground and woodlands in three groups	11.45- 12.45pm <i>Dinner first then woodlands in 3 groups</i>	LW SG	Holding area bottom part of play ground	3.15 Main gate/ Nursery gate	3.15 Main gate/ Nursery gate																																																																																		
Year 1 Bubble Dragonflies	MH	Dragonflies classroom	9.00	Sports court	10.25 -10.40 Woodland zone Upper	11.55pm – 12.55pm <i>Dinner first then Sports Court</i>	LH	Woodlands	2.35 Main exit	12pm Main exit																																																																																		
Year 1 Bubble Busy Bees	KW DR SP	Kestrels classroom	9.10	Holding area	10.35 – 10.50 Woodland lower	12.00 - 1pm <i>Playground middle then dinner</i>	DR/ SP	Sports court	2.45 Main exit	12.10pm Main exit																																																																																		
Year 1 Bubble Ladybirds	SM	Ladybirds Classroom	9.20	Outside ladybirds classroom	10.45 – 11.00 Playground zone lower	12.05- 10.5pm <i>Playground lower then dinner</i>	DH	Woodlands	2.55 Main exit	12.20pm Main exit																																																																																		
Year R Bubble Foxes	DC PG	Foxes Classroom	9.30	YR Outdoor area	10.55 – 11.10 Woodlands lower	12.10 – 1.10pm <i>Dinner first then top of playground</i>	PG	Top playground by climbing frame	2.55 Nursery exit	12.30pm Main exit																																																																																		
Year R Bubble Squirrels	SAM JA	Squirrels Classroom	9.40	Middle playground	11.05 – 11.20 Woodland upper	12.15 – 1.15pm <i>Dinner first then lower playground</i>	JA	YR outdoor area	3.05 Main exit	12.40pm Main exit																																																																																		
Year R Bubble Badgers	BP RH	Badgers Classroom	9.50	Top playground by climbing frame	11.10 – 11.25 Top playground	12.20 – 1.20pm <i>Dinner first then woodlands</i>	RH	Woodlands	3.05 Nursery exit	12.50pm Main exit																																																																																		



		<p>outside. Minimal staff outside to ensure children are distancing inside building.</p> <p>-If brothers and sisters are being dropped off from the same family, they should drop off and picked up at the same time of their youngest child – THIS IS ESSENTIAL.</p> <p>- Staff must maintain a 2m distance from each other and should aim not to mix with staff from other groups other than at a distance. A minimal amount of staff members should use the staffroom at any one time.</p> <p>-If any children are distraught or upset on entry or during the day, we must not make contact but calm them down; give them time out or ask parent to return later once child has calmed (if this occurs on entry to school).</p> <p>-Staff members to use normal toilets but must ensure ladies use 1 at a time – ensure signage is clear on door.</p> <p>-It would benefit staff to start bringing in own refreshments e.g. flask of coffee to limit use of staff room once children return.</p> <p>*Wednesday – half day for deep clean. Free school meals children to be given sandwich to take home – kitchen to deliver to classes.</p>		
<p>What are the hazards?</p> <p>Risk Level</p>	<p>Who might be harmed and how?</p>	<p>What are you already doing?</p> <p>List the control measures already in place</p>	<p>What further action / information to be considered?</p>	<p>Action to Complete by who</p> <p>Date</p>
<p>Lack of sufficient staffing</p> <p>High</p>	<p>Staff Pupils</p>	<p>10. Reduced Staffing implications</p> <p>Groups of staff allocated to specific bubbles.</p>	<p>If school based staff become ill or self-isolate, alternative staffing will be required. This will be the headteacher in the first instance. Timetables will then be reviewed to increase staff numbers on site where required.</p> <p>If staffing continues to drop and the school can no longer safely continue provision; the school will seek support from the Trust.</p> <p>IF INSUFFICIENT STAFF IN SCHOOL – BUBBLE WILL HAVE TO CLOSE UNTIL FURTHER NOTICE.</p>	<p>Update Safeguarding policy in line with return to school (see Andrew Hall statement).</p>



	<p>Headteacher/Inclusion Manager not allocated to any group so can take over if any staff absence or illness.</p> <p>If any safeguarding concerns, please follow safeguarding protocol as required through My Concern and inform DSL: RB/ DDSL: MD/KW/SB/AJ as soon as possible.</p> <p>If unavailable staff can make referrals directly to First Response 0800 1313 126. Out of hours- 0345 604 2886</p>	
--	--	--

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Risk of Spread of infection during close contact Med	Staff Pupils	<p>11. Where close contact is unavoidable</p> <p>Intimate Care Wherever possible, staff to encourage children to undertake self-care and staff to direct from a minimum distance of 2m. Where this is not possible, staff should wear disposable gloves, a disposable apron and if possible, cover their mouths with a mask to support the intimate care. Once completed, all disposable protective equipment should be disposed of by double bagging and hands should be thoroughly washed by the staff member and child.</p> <p>First Aid Staff members should try to have minimal physical contact. They should wear gloves and an apron (where available). Once first aid has been administered a thorough hand wash for staff and pupils needs to take place. (Follow intimate care protocol if required).</p> <p>Supporting pupils with physical needs Wherever possible, physical contact should be kept to a minimum with gloves being worn (where available). If 1-1 required, ensure this is at distance. Regular handwashing should be an action following all physical contact and room thoroughly cleaned between children.</p>	All protective equipment being purchased in preparation for opening.	Provide staff with relevant PPE asap.
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who Date
Loss of Education Low	Pupils	<p>12. Continuation of learning for those children who are not attending school</p> <p>Staff to continue to plan for and use BBC Bitesize for setting work for those not in school as it is essential for all learners to be catered for:</p>	<p>Additional website links and online learning opportunities can be added to class pages.</p> <p>Monitor use of planning. It may be more beneficial to use work set in class and add to website for learners not in school. This will only be considered</p>	



Fierté Multi Academy Trust

Violet Way Academy



		https://www.thenational.academy/ https://www.bbc.co.uk/bitesize/dailylessons	once we have re-established a learning culture and may be a class decision linked to numbers and individual class needs.	
Online Safeguarding concerns Low	Pupils Staff	<p>Staff to communicate with SLT/Beth Ayling – Director of Home Learning for website needs and adding of any work or projects on to class pages.</p> <p>Please communicate with own teacher in the first instance and office for any H/W information to be sent to parents. Office to be main communication hub for ALL messages and information sent to stop cross communication and to prevent parent confusion.</p> <p>13. Online learning concerns for pupils at home.</p> <ul style="list-style-type: none"> - Remind pupils of Internet safety and being safe online via emails and texts to parents. - Only parents of pupils are to email or message staff members. - Only secure virtual conferencing platforms such as 'Teams' to be used to keep in contact with pupils working from home. - Online Safety hub: https://Nationalonlinesafety.com. 	Check with Trust computing lead if use of Teams video conferencing can be used for those at home.	

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who
				Date
Loss of food provision Low	Pupils	<p>14. Pupils eligible for free school meals</p> <p>Pupils who are eligible for Free School Meals and are not attending will be given the option of hampers.</p> <p>Eligible children attending will receive free hot school meals as per the norm.</p>	<p>Hampers will need to be reviewed based on numbers attending and for workload purposes.</p> <p>RB to discuss with L.S and LC/LE the hot meal provision. Who will receive? FSM, Universal FSM, any children who request.</p>	
What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who
				Date
Risk of transferring the virus from or to Contractors Low	Staff Pupils Contractors	<p>15. Managing contractors and visitors</p> <p>If visitors are essential, they must abide by all of the control measures set out in this risk assessment and they must remain at least 2-metres away from staff and children at all times.</p> <p>Visitors including parents will only be allowed into the school building by prior appointment and only for essential needs. Telephone communication will be the method of choice.</p>	No contractors due to complete work from 1 st June.	



Fierté Multi Academy Trust

Violet Way Academy



What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who
				Date
Mental Health and Wellbeing of staff Med	Staff Pupils	<p>16. Managing wellbeing and workload of staff</p> <p>Whilst asking staff to work in a face-to-face environment, they will also be offering remote learning for pupils who are unable to attend or whose parents are choosing not to send them.</p> <ul style="list-style-type: none"> - Staff allocated to year groups based on relationships with children taught especially at this difficult time as far as possible e.g. year 1 teacher with year 1 children. -Staff plan and deliver face-to-face learning linked to PSHE needs in the first instance to ensure mental health of pupils is considered. Following this, elements of learning will be introduced e.g. Phonics, basic skills and core learning. Year 2 transition needs consideration. -Staff to provide verbal feedback and teach children to self-assess own learning. No books to be taken home until further directives given. -Remote learning set by teachers and communication to parents (wherever possible) will be managed by IT lead, Head and office. -Staff to continue contacting parents of children not attending to ensure communication is kept and any needs addressed. -Staff holiday periods to be protected wherever possible and where this cannot happen due to opening for key workers; staff attend on a rota basis to enable some opportunity to rest and recuperate. -Weekly virtual briefing messages will be sent to all staff about any updates and / or issues to share. ALL STAFF TO ENGAGE – ESSENTIAL. -HT/SLT always contactable by phone for staff working in school (only if HT not in) and for those at home. -PDMs to be provided either by use of a Teams meeting or from a pre-recorded PDM sent to all staff. ALL STAFF TO ENGAGE – ESSENTIAL. -Wednesday Face to face meetings may be needed and these will be communicated and completed safely. <p>Staff wellbeing and workload needs to be carefully monitored by senior leaders and governors as many staff members have worked continuously since February half term, keeping the provision open for key workers throughout holiday periods.</p>	<p>For staff, well-being champion to source materials from Health and Wellbeing service to share with all staff members for the 1st two weeks (if required). Staff to open up if support needed.</p> <p>For the mental health and well-being of the children, week 1 is essential to re-establish routine and gauge children's feelings. This will allow us to establish what children need in respect of their mental health, allowing them a comfortable, stress-free start back into their school and learning:</p> <p>Staff holiday periods need to be protected and where this is not possible (such as May half term) H/T to work with parents to find a solution.</p> <p>School need time to prepare for opening of school for year groups with more children coming in: Nursery, Reception and Year 1 ensuring safety is paramount for all.</p> <p>Staff wellbeing champion to inform senior leaders if they become aware of vulnerable staff members.</p> <p>Behaviour needs post lockdown MUST BE CONSIDERED:</p> <p>See: https://twitter.com/tombennett71/status/1261067453460815872/photo/1</p> <p>EDUCATIONAL SUPPORT OFFERING FREE COUNSELLING ON THEMES SUCH AS ANXIETY, GRIEF AND ISOLATION: 08000 562 561</p> <p><i>Sam Lewis (Trust Mental Health Lead) also available for counselling if required by any person in school or links with Harvey Girls</i></p>	<p>Behaviour Policy to be updated where required.</p> <p><i>CST have recommended the following: 'Any pupil who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the headteacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.'</i></p>

What are the hazards? Risk Level	Who might be harmed and how?	What are you already doing? List the control measures already in place	What further action / information to be considered?	Action to Complete by who
				Date



<p>Protecting vulnerable groups of children who are not in school.</p> <p>Low</p>	<p>Pupils</p>	<p>17. Vulnerable groups Identify children falling in the following groupings:</p> <ul style="list-style-type: none"> - LAC - LST support involvement - EHA - CPP / CIN support - Attendance concerns - SEN – EHCP - Emotional concerns <p>Risk Assessments undertaken to determine whether ‘vulnerable children’ should be attending school if it is deemed safer for them than remaining at home. Agreement from social workers where applicable about a joint approach. Class teachers to maintain regular phone or email to check up on progress and wellbeing of those not attending the setting. Agree frequency with parent but this needs to be weekly or bi-weekly. Weekly feedback given to Local Authority for children on vulnerable lists as identified on Prime.</p>	<p>Staff to communicate any needs to Mrs. Dawson linked to well-being once contact is made with pupils and parents on a daily basis.</p> <p>RB/MD to consider lists of children for staff to be aware of as more contact will be made with parents.</p> <p>Staff to continue to use emails to record notes therefore ensuring messages are passed on and communication is priority.</p> <p>Essential for key messages to be recorded/passed on e.g. bereavements / separation / anxiety etc. ADD TO ONE NOTE TO ENSURE MESSAGES ARE RECORDED DUE TO LIMITED FACE TO FACE AND EMAIL IF URGENT.</p>	<p>Contact social workers for children in specific groups</p> <p>Staff must ensure they check One Note regularly. See RB if unsure.</p>
<p>What are the hazards? Risk Level</p>	<p>Who might be harmed and how?</p>	<p>What are you already doing? List the control measures already in place</p>	<p>What further action / information to be considered?</p>	<p>Action to Complete by who Date</p>
<p>Risk management for a confirmed case of COVID-19 in school.</p> <p>Med</p>	<p>Pupils Staff</p>	<p>18. Suspected or confirmed cases in school <u>Step 1-Isolating</u> If a child or staff member presents with COVID-19 symptoms (fever / new continuous cough), the person should be sent home as soon as possible. In the case of a child awaiting collection, they will be isolated in the BussyBeess/Medical office with the window left open where applicable. If the child is young and needs an adult to care for them, the adult should wear a mask, gloves, apron and eye protection (if required). If the child has to go to the toilet, nobody should then use this toilet until it has been cleaned. Staff who have looked after the child do not need to go home unless they are displaying symptoms. They should wash their hands thoroughly and dispose of the PPE they have worn. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14-days.</p> <p><u>Step 2- Testing</u> Tests should be carried out in the first 4 days of symptoms. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus. For staff members a test is requested by emailing: covid19workforce@northstaffs.nhs.uk For pupils and their families, they should call 111 to arrange testing.</p> <p><u>Step 3- Outcome of testing</u> a) If a child or staff member tests positive, the staff member working with the group and the group need to be sent home and to self-isolate for 14 days. Other family members do not need to isolate unless the person or staff member they live with develops symptoms. b) For staff or pupils who test negative. The test is negative but that does not mean that they do not have coronavirus. They should continue to look after themselves at home with regular fluids and painkillers as required and contact NHS111 if their condition deteriorates. They can return to work/school following the 7-day self-isolation period and when 2 days free of fever.</p> <p>As part of the national test and trace programme (once in place), if other cases are detected within the child or young person’s cohort or in the wider education or childcare setting, Public Health England’s local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most</p>	<p>Flow chart produced and displayed at all entrances and in each classroom.</p> <p>‘How to arrange a test’ guidance for staff to be circulated and displayed in the staffroom.</p> <p>Deep clean of Isolation areas child has worked in following isolation period.</p> <p>In the case of numerous cases, contact made with PHE.</p>	



Fierté Multi Academy Trust

Violet Way Academy



	appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class, site or year group.		
--	--	--	--

This is an ever-changing situation and this risk assessment will be reviewed to reflect any changes in guidance.

Signature of assessor:

Print Name: Richard Burns

Useful Websites and contact details:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/organisations/public-health-england>

Gov.uk- COVID-19- Educational advice line- 0800 0468687

Staffordshire County Council- 0845 6101202

Public Health England- 0207654800