

Houghton Primary School

Working hard to achieve our best



COVID-19 Risk Management Plan

during partial opening during National Lockdown for vulnerable children and those whose parents are critical workers.

References:

[Restricting Attendance During the National Lockdown: Schools – Guidance for all schools in England January 2021](#)

Other documents are hyperlinked within the document.

Supporting school documents:

Houghton Primary School: C-19 Operational Plan during National Lockdown School Closure

UPDATES/REVIEWS

It is reviewed at least fortnightly and in accordance with government and Local Authority revisions in guidance. This is a 'live' document.

Houghton Primary School is currently closed to the majority of children in accordance with Government directives during the National Lockdown which came into effect on 6th January 2021. However, it is open to the children of critical workers if their parents request and those deemed 'vulnerable' who have been invited to attend by the school. Current attendance is 42% (25th January 2021).

The school is open to children and staff in accordance with the System of Controls advised by the government, following the guidance set out in the Department for Education document [Restricting Attendance During the National Lockdown: Schools – Guidance for all schools in England January 2021](#)

System of controls: This is the set of actions schools **must** take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

SECTION 1: PREVENTION	
1	Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
2	Where recommended, the use of face coverings in school
3	Clean hands thoroughly more often than usual
4	Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
5	Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
6	Minimise contact between individuals and maintain social distancing wherever possible
7	Where necessary, wear appropriate personal protective equipment (PPE)
8	Always keeping occupied spaces well ventilated

The risk management measures in place in sections 1 to 5 and number 8 are in place in our school, all the time.

The risk management measures in section 6 have been properly considered and our school is putting these measures in place as they suit their particular circumstances.

The risk management measures in section 7 apply in specific circumstances.

SECTION 2: RESPONSE TO ANY INFECTION	
9	Engage with the NHS Test and Trace process
10	Manage confirmed cases of coronavirus (COVID-19) amongst the school community
11	Contain any outbreak by following local health protection team advice

The risk management measures detailed in sections 9 to 11 will be followed in our school in every case where they are relevant.

SECTION 1: PREVENTION

Risk Assessment and Reduction: PREVENTION						
What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
1. Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.						
Contact with individuals who are unwell with coronavirus	All children and adults who attend/work in the school Coronavirus can result in serious illness leading to long term debility or death.	<p>THESE MEASURES MUST BE IN PLACE ALL THE TIME</p> <p>At Houghton Primary School we will keep to the government guidance and minimise contact with individuals who are unwell by ensuring that those who are required to stay home do not attend school.</p> <p>We have:</p> <p>Closed the school to all children unless they;</p> <ul style="list-style-type: none"> are 'vulnerable' in terms of their safety, welfare or needs – in which case we have contacted their parents and invited them to attend. This includes all children with an Education, Health and Care Plan. are the children of at least one parent who is a defined 'critical worker' during the pandemic response and their parent(s) have requested a place for their child in school. <p>We have communicated these 'terms and conditions' of attendance with all parents of children on roll.</p> <p>The parents of all children attending school have had to complete an 'application' form for a place</p>		Headteacher	Actioned 5 th January 2021	<p>Attendance on opening 06.01.2021: 32%</p> <p>Attendance w/b 11.01.2021: 35%</p> <p>Attendance w/b 18.01.2021: 40%</p> <p>Attendance 2/b 25.01.2021: 42%</p> <p>Attendance has increased due to more vulnerable children attending, 2 new children starting the school and 2 more EHC plan children now coming to school.</p>

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>in school which states which category they are in and provide contact details of employment if they are critical workers.</p> <p>We are continuing to follow government guidance and the same risk management processes which are in place to manage illness of anyone who is attending/working in school (adults and children) as follows:</p> <ul style="list-style-type: none"> • Send home anyone becomes ill with the 3 main symptoms of C19 (high temperature, new and persistent cough, loss/change in normal sense of taste or smell (anosmia) or any of the other C19 symptoms listed by the World Health Organisation including: tiredness, aches and pains, sore throat, diarrhoea, conjunctivitis, headache, a rash on skin, or discolouration of fingers or toes, difficulty breathing or shortness of breath, chest pain or pressure, loss of speech or movement. They will be told to self-isolate for at least 10 days from onset of symptoms and book a PCR test. If positive, members of their household will be required to isolate for 10 days from the day after the test. • Isolate any person who becomes ill in school in the school meeting room if it is free, until they are collected. The main doors will be closed, but the French windows will be opened. If this space is not free, we will 				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>isolate them in the former staffroom space which is now not in use. If they are very young a member of staff will supervise them wearing PPE as advised in government guidance. This medical PPE (mask, gloves, apron) is held in the Business Managers office and should be donned before entering the room and removed before exiting.</p> <ul style="list-style-type: none"> • Ensure that everyone who has been in contact with someone who is unwell washes their hands thoroughly for 20 seconds with soap and running water or uses hand sanitiser after the contact. • Clean the room/space where anyone with symptoms has been very thoroughly after they have left. The person cleaning will wear PPE and ensure that they wash their hands thoroughly as above and dispose of the PPE and all cleaning cloths etc., afterwards. • Call 999 if anyone becomes seriously ill or injured or their life is at risk in school. • Tell parents and staff that if anyone with symptoms they should not visit the GP, pharmacy, hospital or any other health setting unless advised to by emergency services. • Follow government guidance that no-one in school needs to isolate unless they 				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>subsequently get symptoms OR if they have been in close contact with anyone who tests positive. This includes anyone who has been looking after someone who is unwell in school.</p> <p>We continue to follow government guidance and not routinely take temperatures of adults or children. However, we will use an electronic thermometer if a child complains of feeling hot to check their temperature.</p>				

2: Where recommended, use face coverings in school.

Failure to follow the guidance to wear a face covering appropriately	All staff	<p>The government are still not advising the use of face coverings in primary school.</p> <p>However, during this lockdown period and with the new variant of C19 which is more transmissible we have asked all staff in school to wear a face mask AND a visor all day, in all areas of the school unless they are working alone or when they are eating/drinking. They do so in accordance with <u>government guidance</u> as follows:</p> <p><i>How to wear a face covering</i></p> <p><i>A face covering should:</i></p> <ul style="list-style-type: none"> • <i>cover your nose and mouth while allowing you to breathe comfortably</i> • <i>fit comfortably but securely against the side of the face</i> 		Headteacher	Actioned 5 th January 2021	23.01.2021 No reported issues with staff wearing face coverings all day. Not impacting on children, teaching and learning in school. Everyone has adapted.
--	-----------	--	--	-------------	---------------------------------------	--

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> • <i>be secured to the head with ties or ear loops</i> • <i>be made of a material that you find to be comfortable and breathable, such as cotton</i> • <i>ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)</i> • <i>unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged</i> <p>When wearing a face covering you should:</p> <ul style="list-style-type: none"> • <i>wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on</i> • <i>avoid wearing on your neck or forehead</i> • <i>avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus</i> • <i>change the face covering if it becomes damp or if you've touched it</i> • <i>avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)</i> <p>When removing a face covering:</p> <ul style="list-style-type: none"> • <i>wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing</i> • <i>only handle the straps, ties or clips</i> • <i>do not give it to someone else to use</i> 				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> • <i>if single-use, dispose of it carefully in a residual waste bin and do not recycle</i> • <i>if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric</i> • <i>wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed</i> <p>Maintaining and disposing of face coverings <i>Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.</i></p> <p><i>Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a residual waste bin. Do not put them in a recycling bin.</i></p> <p><i>Make sure you clean any surfaces the face covering has touched using normal household cleaning products. If eating in a café, for example, it is important that you do not place the face covering on the table.</i></p> <p><i>Wash your face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged.</i></p>				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>Currently, there is no requirement nationally for children under 11 years old to wear a face covering anywhere. If parents wish their child to wear a face covering the school will liaise with them about this and with the guidance listed above about how to wear a face covering safely. We will inform parents that the government do not recommend that children wear face coverings and that staff cannot reasonably be expected to ensure that children follow the government guidance about the safe use of face coverings.</p>				
Failure to ensure that visitors to the school are wearing face coverings	<p>Staff and children</p> <p>They may be harmed by the transmission of coronavirus by visitors not wearing face coverings</p>	<p>Visitors are only allowed on site with permission of the headteacher and by appointment only.</p> <p>All visitors on to the school site must wear a face covering.</p> <p>If a visitor is unable to wear a face covering e.g. for medical reasons, an alternative to a visit will be offered e.g. a remote meeting.</p> <p>Signs are up in the school office.</p> <p>As no visits are allowed on site without an appointment, the requirement wear a face covering will be issued along with the confirmation of the visit.</p>		Headteacher	Actioned 5 th January 2021	23.01.2021 No issues or changes needed.

3: Clean hands thoroughly more often than usual

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
Failure to clean hands thoroughly	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death.</p>	<p>THESE MEASURES MUST BE IN PLACE ALL THE TIME</p> <p>Coronavirus is an easy virus to kill when it is on skin. This is apparently the same for the new variant. This can be done with soap and running water or hand sanitiser.</p> <p>At Houghton Primary School we continue to keep to the government guidance and ensure regular and thorough hand cleaning as follows:</p> <ul style="list-style-type: none"> • Accessible sinks in all classrooms where children and staff can wash their hands. • Accessible sinks in all toilet areas, in the staff and school kitchens. • Liquid soap available at each sink. Stocks are monitored to ensure good supply is always available. • Disposable paper towels are used to dry hands – advising patting dry to reduce the risks of dry/chapped hands. • Alcohol hand sanitiser is available in areas where there are not sinks. It is placed at the front reception, in the school offices, in all shared areas (atrium, corridors), in the hall and in the designated staff break areas. It is carried by staff for use outdoors as necessary. 	<p>On-going review is in place as follows:</p> <ul style="list-style-type: none"> • Daily communication between caretaker, cleaning team and all staff in order to ensure stocks of soap/paper towels are replenished and plentiful • Weekly communication between caretaker and SBM to ensure stock is ordered and available. • SENDCo to check that those children in school with SEND are being supported as necessary to wash their hands properly. 	<p>SBM as line manager to caretaker and cleaning team</p> <p>SENDCo.</p>	<p>Already in place since 01.09.2020</p>	<p>23.01.2021 No issues reported. No changes needed.</p>

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> • Adults in each class bubble ensure hand washing routine (on arrival, after activities, before eating, changing rooms/areas etc.,) • Hand washing posters on display and referred to throughout the school. • NHS video shared and will continue to be used to teach/remind children how to wash their hands properly: https://www.youtube.com/watch?v=S9VjeIWLnEg • Adults supervise children to ensure that they wash their hands properly, for 20 seconds under warm running water. • Hand-washing on arrival to school, before and after break-times, before lunch, after using the toilet. • If children use hand sanitiser they are also supervised given risks around ingestion. It is stored out of reach of children in the areas they access. • Small children and pupils with complex needs helped to clean their hands properly. Skin friendly skin cleaning wipes have been provided as an alternative – a stock of them is available for those children who have been identified as needing them. 				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> Ensured that hand washing routines are embedded within our school culture, supported by our high expectations for behaviour and a 'protect our bubble' ethos for each class. We help younger children and those with complex needs to understand the need to wash/clean their hands thoroughly and regularly by using a variety of age/needs appropriate resources. <p>Parents have been advised and asked to support their children at home – training them to wash their hands properly.</p>				

4: Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Failure to ensure good respiratory hygiene across the school	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death.</p>	<p align="center">THESE MEASURES MUST BE IN PLACE ALL THE TIME</p> <p>At Houghton Primary School we continue to keep to the government's recommendation of the 'catch it, bin it, kill it' approach to respiratory hygiene as follows;</p> <ul style="list-style-type: none"> Boxes of tissues available for every pair of children at their desks, or placed within easy access for younger children who do not sit at desks. The staff working in each classroom will ensure this supply, reporting to the school business manager when they need more boxes. 		SBM as line manager to caretaker and cleaning team SENDCo.	Already in place since 01.09.2020	23.01.2021 No issues reported. No changes needed.
--	---	--	--	---	-----------------------------------	---

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> • Lidded pedal bins in each classroom and also in shared areas for the disposal of used tissues only. Bins have plastic bin-liners in them so that tissues can be removed by tying them up and sealing in the bin liner bag. • Bin-liners with tissues in them disposed of daily and normally unless there is a suspected case of coronavirus and that person has used the bin to dispose of used tissues. In this case the sealed bags will be removed immediately the person has left the area, tied up and quarantined for minimum of 72 hrs before being disposed of. • Teaching staff ensured that all children are taught the importance of <u>'catch it, bin it, kill it'</u> in an age/needs appropriate way. Children will be reminded of this strategy regularly. • We have ensured that children with complex needs who struggle with respiration/saliva management are considered in individualised risk assessments in order to support them and the staff working with them. SENDCo reviews these risk assessments. 				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
5: Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach						
Failure to clean the physical space effectively	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death.</p>	<p>THESE MEASURES MUST BE IN PLACE ALL THE TIME</p> <p>At Houghton Primary School we will continue to keep to the government guidance and ensure we continue with enhanced cleaning as follows:</p> <ul style="list-style-type: none"> • A cleaning schedule which ensures cleaning is enhanced and includes a dedicated cleaner working through the school day to undertake: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups ○ frequently touched surfaces being cleaned more often than normal using standard products such as detergents and bleach • Each KS1 and KS2 class bubble has sole use of two toilet cubicles (one each for boy and girls). Reception class has their own toilets. We will continue to ensure that the toilets are cleaned regularly through the day and that children wash their hands thoroughly after using the toilet • Classroom staff will use walkie talkies to inform the cleaner when their classroom space is empty (children are outside) so that he can clean throughout the day. 		<p>SBM as line manager to caretaker and cleaning team</p> <p>SENDCo.</p>	<p>Already in place since 01.09.2020</p>	<p>23.01.2021 No issues reported. No changes needed.</p>

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> • The school is cleaned thoroughly by the cleaning team at the end of each day. The team have worked throughout the pandemic and are well informed/trained/equipped. Their cleaning is monitored and action taken as necessary. • We will follow the specific government guidance for the cleaning of any areas where a person with symptoms has been. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings - section: <i>Principles of cleaning after an individual with symptoms of, or confirmed COVID-19, the case has left the setting or area</i> • We will adopt any revised guidance relating to cleaning as and when it comes out from the government. • All cleaning staff wear masks and have gloves and aprons available to them. The government continues to advise that PPE is not necessary for the day to day cleaning of schools. The government advises that there is 				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>no need for 'deep cleaning' of schools.</p> <ul style="list-style-type: none"> The school kitchen will continue to operate following the government guidance on good hygiene practice in food preparation. The kitchen staff will be responsible for cleaning this area of the school. The school cook will be responsible overall and will liaise with the school business manager about requirements relating to cleaning materials and resources. <p>https://www.food.gov.uk/business-guidance/industry-guides-to-good-food-hygiene</p> <ul style="list-style-type: none"> We will follow the government guidance on cleaning and disinfection of any areas where a person with symptoms/tested positively has been in school. This will include the wearing of a minimum level of PPE and the appropriate disposal of any waste. <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
6: Minimise contact between individuals and maintain social distancing wherever possible						
<p>Failure to minimise contact between individuals and maintain social distancing wherever possible:</p> <p>GROUPING CHILDREN</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p align="center">THESE MEASURES MUST BE IN PLACE ALL THE TIME</p> <p>At Houghton Primary School we will continue to keep to the government guidance and ensure we continue with to minimise contact between individuals and maintain social distancings as follows:</p> <p>The government states that schools must do everything possible to minimise contacts and mixing of people, keeping groups separate (in 'bubbles') and maintaining distance between individuals. During this 'school closure' when only children of critical workers and vulnerable children attend schools must keep group size small. Staff must do all they can to keep distance from children and not allow them to touch them where possible.</p> <p><u>Grouping Children</u></p> <p>At Houghton Primary School during 'school closure':</p> <ul style="list-style-type: none"> • Children who attend will be placed in class bubbles. • Bubble size will be kept as small as possible, preferably below 15 per class. • Bubbles will be kept consistent with children attending every day and no part-time 		Headteacher	Actioned 5 th January 2021	<p>23.01.2021 No issues reported, although one class now has 16 children in it. We broke 15 limit as child has EHCP. Using atrium space to spread children out.</p>

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>attendance with different children joining on various days.</p> <ul style="list-style-type: none"> • Bubbles will continue to be kept apart from other groups. The children will not meet, mix with or play with children in other class bubbles during the school day. • Continue to recognise that children in primary school will not be able to maintain social distancing, and adopt the government principle that it is acceptable for them not to distance within their group. BUT ensure that staff keep their distance from children and from each other wherever possible. • Act on government advice that siblings may be placed in different groups. All children will be in their year group classes. • Keep the children physically together in their class groups in their classrooms and allocated outdoor spaces. If groups use shared areas e.g. the atrium space, play spaces, etc., these will continue to be within strict zones and with adult supervision. • Any new 'starters' to a bubble will join on a Monday. 				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
<p>Failure to minimise contact between individuals and maintain social distancing wherever possible:</p> <p>STAFFING</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p><u>Staffing the 'bubbles'</u></p> <p>During this period of school closure teachers are working mainly off site to provide remote education to all children at home, which is also being accessed by the children attending school. The class bubbles are being taught/supervised by support staff in school in accordance with the following risk management measures:</p> <ul style="list-style-type: none"> • Staffing in bubbles is consistent. Staff work in pairs/3's in one bubble only. They do not work with other bubbles across the school. They do not mix with staff from other bubbles. • Teachers come in one afternoon a week to teach their class in school (and release the support staff). They follow the same safety practice and risk management measures in place for all staff working in school. • The Hunts Schools Sports Partnership teacher works in our school every Wednesday with up to 3 classes. She does not enter the class 'bubble' but teaches from a distance. The class staff will remain with the children in the 'bubble' during these sessions. She will keep distanced from other staff at all times. <p>There are no members of staff shielding. Where staff have underlying health conditions which may</p>		Headteacher	Actioned 5 th January 2021	23.01.2021 No issues reported. No changes needed.

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>make them more vulnerable if they became infected with COVID-19, individual risk assessments have been carried out. These staff have been asked to be personally responsible for:</p> <ul style="list-style-type: none"> • absolutely maintaining 2m distance from everyone in school, including children • their personal hygiene in terms of hand washing and respiratory hygiene, ensuring the best practice • wiping down the areas they work in, on top of the regular cleaning, so that they are assured of cleanliness • speaking to the HT if they have any concerns re: personal safety 				
<p>Failure to minimise contact between individuals and maintain social distancing wherever possible:</p> <p>IN THE CLASSROOM</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p><u>Measures within the classroom</u></p> <p>Adults working in school will continue to endeavour to maintain 2m distance from each other and try to keep this distance from children wherever possible. If they are unable to, they must avoid close face to face contact (even with face coverings) and minimise time spent within 1m of anyone. Where they have to, they will work side by side rather than face to face with children. This will include giving first aid and administering medication as necessary.</p> <p>Individualised risk assessments are in place for children who have complex needs and/or who need 'close contact care' to enable their</p>		Headteacher	In place since 01.09.2020. Reviewed and actioned 5 th January 2021	23.01.2021 No issues reported. No changes needed.

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>educational and care support to be provided as normal whilst reducing the risks for the child and adult as much as possible.</p> <p>Staff continue to support children to understand how and why they must maintain distance and not touch staff and their peers where possible.</p> <p>We know and accept that this may not be possible for the youngest children and some children with complex needs. We continue to ensure that all other measures are in place to try to mitigate the level of risk in this situation.</p> <p>Where desks are in use, from KS2 children will sit side by side and facing forwards, rather than face to face and opposite each other. Teachers and support staff will consider how to engage children in 'paired talk' safely.</p> <p>Unnecessary furniture will be kept out of classrooms to make more space so that children and adults can move about the classroom and access the sink, toilets and outside door with distancing in mind.</p> <p>In Key Stage 2 classes will be able to access a 'sole use zone' within the Atrium space for their class. Individuals and small groups can work in this space with adult supervision and following the measures for seating arrangements, working with children etc., as above.</p> <p>Staff continue to reduce the use of shared resources, keeping as many resources as possible</p>				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>within rooms for sole use by children within the bubble. Where resources have to be shared between bubbles they will be either cleaned frequently and meticulously or placed in quarantine (unused and out of reach) for 48 hours (72 hours for plastics).</p> <p>Class 'libraries' continue to be used so that reading books are kept within a class bubble.. Access to these libraries by one or two children at a time within a specified boundary.</p> <p>Children continue to take their reading books home. When the books come back into school they are placed into 'quarantine boxes' within each class library for at least 48 hours before being put back into circulation.</p> <p>We have reminded parents to limit the amount of equipment the children bring into school each day, to essentials such as lunch boxes, hats, coats, hand cream and any other critical personal items including medication. Bags are allowed.</p> <p>Shared cloakroom space continue not to be used to store bags etc as the space is too small. Pegs set up outside classroom under the covered areas for children to use for their bags and coats.</p> <p>The school provides individual and frequently used equipment, such as pens, pencils, erasers, rulers etc. for each child within individual packs which will not be shared. Children have been</p>				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>asked not to bring pencil cases or stationery from home.</p> <p>Pupils' books remain in school, marking at school as necessary. Where equipment needs to be used at home and in school (e.g. laptops), staff will clean it as thoroughly as possible between each move. They will continue to ensure that they have sole use of their equipment at home.</p> <p>Outdoor playground equipment will be more frequently cleaned, or where this is not possible it will be used by one bubble at a time and quarantined for at least 48 hours if other bubbles are to use it.</p> <p>There are no after school clubs or peripatetic music lessons during school closure. The Phoenix Club has closed due to lack of numbers needing before and after school childcare.</p>				
Failure to minimise contact between individuals and maintain social distancing wherever possible:	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p><u>Measures elsewhere</u></p> <p>Class groups kept apart throughout the day. No gatherings between groups, such as assemblies, with more than one group.</p> <p>Movement in and around the school is minimised so that groups do not cross paths. Classes operate within their allocated physical space. Other 'zones' are timetabled to enable sole access e.g. the school field.</p>		Headteacher	<p>In place since 01.09.2020 and subsequent reviews in autumn term.</p> <p>Reviewed and actioned 5th January</p>	<p>23.01.2021 No issues reported. No changes needed.</p>

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
OUTSIDE THE CLASSROOM		<p>Children do not play or mix with children from other class bubbles.</p> <p>Staff will arrange their class playtimes throughout the day. Children supervised by a member of the class adult team during these playtimes. If using a shared outdoor space, this is coordinated with other staff to ensure that each class have sole use for the playtime session.</p> <p>Outside play spaces are zoned to enable the children in one class bubble to play together, separated by 2m from other zones.</p> <p>All classes have an outdoor covered space outside their room which they have sole use of and can access at any time. These are separated from other class bubbles with wooden barriers which house the pegs for children to hang their bags and store their wellies.</p> <p>Tree house and 'adventure play equipment' will be used in rotation. Each class use it separately at different times of the day and sanitise or wash their hands before and after use. This is in line with <u>government guidance on public play areas</u>.</p> <p>Children eat their lunch as follows:</p> <ul style="list-style-type: none"> • Reception and Year 1 in the school hall – separate zones/tables. • All other classes: within each class bubble physical space, using the classroom and covered outdoor space immediately 			2021	

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>outside each room whenever the weather allows.</p> <p>The lunch hour has been staggered to enable children in each class bubble to collect their lunch from school kitchen.</p> <p>Each class is supervised by at least one, consistent, adult during lunchtime. Where possible this will be a member of the class staff team, otherwise it will be a lunchtime supervisor who works solely at lunchtime and in no other bubble.</p> <p>Staff take breaks, including time to eat their lunch. Hall has been separated into 7 zones for staff to sit and have a break – with separate kettles etc. They must not mix with staff from other bubbles at any point inside or outside of school.</p> <p>Staff must sanitise their hands before and after using shared resources such as fridge, milk, photocopier, microwave etc.</p> <p>All staff meetings are conducted remotely using Google Meet.</p> <p>All meetings with parents e.g. for PIPS, Annual Reviews, etc. are being conducted remotely.</p> <p>Parents Evenings will continue to be done remotely.</p>				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
<p>Failure to minimise contact between individuals and maintain social distancing wherever possible:</p> <p>OTHER CONSIDERATIONS</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p>Children with SEND Children with EHC plans can come to school as per government directive.</p> <p>The SENDCo has worked with the parents of individual children to support them in making the decision for their child to attend school or not. Each child who attends has an individual risk assessment in place. Children who are at home are being set individualised work organised and managed by the SENDCo.</p> <p>Where children with SEND need support from external services we are liaising with them to enable remote services to take place if appropriate, either in school or at home. If a child requires 'face to face' support from an external clinician, specialist or therapist in school we will manage this on an individual basis with full risk assessment in place.</p> <p>The Inclusion Worker is in weekly contact with the parents of children on SEN Support plans (PIPS) who are at home and liaising with teachers to ensure that remote learning is appropriate for them.</p>		SENDCo	Actioned 5 th January 2021	<p>23.01.21: 7 children with EHCP attending school from 25.01.2021. Individualised packs and contact in place for other 3 children who are at home.</p>
<p>Failure to minimise contact</p>	<p>All children and adults who attend/work in</p>	<p><u>Peripatetic Staff, Supply Staff, other temporary staff</u> We continue not to use staff from outside the</p>		Headteacher	Actioned 5 th January 2021	<p>23.01.2021 No issues reported. No changes needed.</p>

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
<p>between individuals and maintain social distancing wherever possible:</p> <p>OTHER CONSIDERATIONS</p>	<p>the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p>school team, except a regular sports teacher who works with us one day a week (see page 19).</p> <p>If this changes we will ensure that they follow all risk reduction measures in place.</p>				
<p>Failure to minimise contact between individuals and maintain social distancing wherever possible:</p> <p>OTHER CONSIDERATIONS</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p><u>Visitors, Contractors, Deliveries</u></p> <p>NO visitors on site without an appointment and only if they wear a mask and abide by 'rules' in place to reduce risks of transmission re: hand washing, social distancing etc. A record of all visitors will be kept, including contact details (track and trace).</p> <p>Contractors reduced to essential services/emergency work only. This will be before or after school hours whenever possible. All contractors to wear masks and abide by 'rules' in place to reduce risks of transmission re: hand washing, social distancing etc. A record of all contractors on site will be kept, including contact details (track and trace).</p> <p>Deliveries will be to front office lobby. Staff will not open office window or doors to delivery drivers. Goods will be moved wearing gloves to a</p>		<p>Headteacher and SBM</p>	<p>Actioned 5th January 2021</p>	<p>23.01.2021 No issues reported. No changes needed.</p>

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>safe storage space. Goods will be left for 48 hours before being opened if possible.</p> <p>Deliveries to school kitchen will be made to the back kitchen door. Catering staff will ensure they are wearing masks/visors and keep their distance. They will wash their hands after taking in deliveries and ensure highest standard of hygiene, cleaning and food preparation using products.</p>				
<p>Failure to minimise contact between individuals and maintain social distancing wherever possible:</p> <p>THE SCHOOL RUN</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p><u>Measures for arriving at and leaving school</u></p> <p>Whilst the school is closed to the majority, it is still being attended by children who have critical worker parents and/or those who are vulnerable.</p> <p>This means that we continue to manage the 'school run' at the start and end of the school day as follows:</p> <ul style="list-style-type: none"> • A 'soft stagger' drop off between 8.45am and 9am at two gates (Green Lane and Chapel Lane). • Separated pick up times for collection 3.05pm for Reception, 3.15pm for other classes. At two gates. Staff keeping groups separated. • Parents/carers dropping off and collecting asked to be consistent and if not child's own parent should be a consistent parent within a family's <u>'childcare' bubble</u>. 		Headteacher	Actioned 5 th January 2021	23.01.2021 No issues reported. No changes needed.

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>Other measures for arriving/leaving school:</p> <p>We have asked parents/carers to wear face masks on the school run and particularly when in Chapel and Green Lane.</p> <p>No parents and other visitors on the school site without an appointment. They drop/pick up the children at the gate.</p> <p>If children arrive with face coverings which they are not going to wear during the day they must remove them safely, not touching the front of the covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children's social care provides more advice.</p> <p>If children do wear face coverings during the day (requested by parents) the staff will work with the children to remind them of safe use of face coverings. Parents will be asked to support their child in teaching them how to wear their face covering correctly. We will work with parents on this, including informing them that the wearing of face coverings will be in addition to other measures and not instead of them.</p>				

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		We continue to ask parents to walk/cycle to school if possible. We continue to advise parents to park safely in the village and to be mindful of social distancing when walking in and around the village.				
7: Where necessary, wear appropriate personal protective equipment (PPE)						
Failure to provide and ensure advised use of Personal Protective Equipment (PPE)	All children and adults who attend/work in the school Coronavirus can result in serious illness leading to long term debility or death	<p>Current government guidance is that the majority of staff in education settings will not require PPE beyond what they would normally need for their work.</p> <p>We will ensure that PPE is used as follows:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>We will follow the guidance within safe working in education, childcare and children’s social care which provides more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it. We have a</p>		Headteacher	In place since 01.09.2021 Reviewed and actioned 5 th January 2021	23.01.2021 No child has been sent home with symptoms of C19 to date. No changes needed.

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>pack of PPE (face masks, visors, gloves and aprons) supplied by the Local Authority.</p> <p>We know that this guidance may change over time and will ensure that we follow any changes as they come.</p>				

8: Always keeping occupied spaces well ventilated

<p>Failure to ventilate rooms and other internal spaces adequately thereby increasing risk of transmission of airborne virus.</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p>THESE MEASURES MUST BE IN PLACE ALL THE TIME</p> <p>At Houghton Primary School we will keep to the government guidance and ensure we continue with to use natural ventilation throughout the school as follows:</p> <ul style="list-style-type: none"> • All windows, internal and external doors are fully opened whenever the room or area in the school is not in use and whenever it is warm enough outside to do so. • Windows are partially opened during occupancy (even to a minimal amount) if the weather is too cold to open them fully. The windows will be opened fully every time the space is unoccupied during the school day. • External doors will be closed if the weather is too cold, but opened fully as soon as the space is unoccupied during the school day. • Internal doors to classrooms will be open at 		<p>All staff</p>	<p>In place since 01.09.2020</p> <p>Reviewed and actioned 5th January 2021</p>	<p>23.01.2021 No issue reported. No changes needed.</p>
---	--	---	--	------------------	---	---

Risk Assessment and Reduction: PREVENTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		all times during occupancy, even if this is to a minimal amount to prevent direct draughts. <ul style="list-style-type: none"> Corridor windows will be kept open. IN THE EVENT OF FIRE ALL DOORS AND WINDOWS SHOULD BE CLOSED IF POSSIBLE ON EVACUATION. All adults and children can wear extra layers of clothing to keep warm inside. Bubbles engaging in lots of physical exercise to keep warm. 				

SECTION 2: RESPONSE TO ANY INFECTION

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
9: Engage with NHS Test and Trace process						
Failure to respond to suspected or confirmed case of coronavirus	All children and adults who attend/work in the school Coronavirus can result in serious illness leading to long term debility or death	<p>Engage with track and trace Contact Local Authority team who are now handling all advice and information relating to positive cases. Contact emergencyschool.closure@cambridgeshire.gov.uk</p> <p>We continue to inform staff and parents/carers that they will must be ready and willing to:</p> <ul style="list-style-type: none"> Book a PCR test if they are displaying 	<p>Following 3 suspected cases in one class bubble (people with symptoms) in week beginning 11th January 2021 we will CLOSE any bubble where there is more than one suspected case, pending results from PCR tests. This is to prevent further transmission in a</p>	This action will be taken by the HT or the SLT in her absence. All relevant documentation is available on the Office Share drive in the 1Corona Virus folder.	In place since 01.09.2020 Reviewed and actioned 5 th January 2021	11.01.2021 2 children and 1 adult with C19 symptoms in Y3 bubble. Took advice and closed bubble pending results of PCR tests in case of outbreak. Bubble re-opened 14.01.2021 as all 3 results negative.

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</p> <ul style="list-style-type: none"> • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>We have informed our community that;</p> <ul style="list-style-type: none"> • Anyone who displays symptoms of coronavirus (COVID-19) can and should get a PCR test. • PCR Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. • Essential workers, which includes anyone involved in education or childcare, have priority access to testing. <p>We will provide with a home testing kits to anyone in our community who has developed</p>	<p>possible outbreak situation while waiting for PCR test results to be returned.</p>			

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>symptoms at school, if we think providing one will significantly increase the likelihood of them getting tested.</p> <p>We will ask families to let us know of the outcome of the test (even though we should be informed by NHS test and trace).</p> <p>The outcome of the test will determine this follow up action:</p> <p>If someone tests <u>negative</u> for COVID-19 we will follow the government guidance as follows:</p> <ul style="list-style-type: none"> • If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating and may return to school unless they know or have been notified that they have been in contact with a confirmed positive case – if this is the case, they must isolate for 10 days from the date of their last contact with that person. • Inform them that other members of their household can stop self-isolating, unless they know or have been notified that they have been in contact with a confirmed positive case – if this is the case, they must isolate for 10 days from the date of their last contact with that person. • Tell children and staff that they should not return to school if they still feel unwell and/or 				

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>are infectious with other viral or bacterial infections e.g. colds, flu, gastroenteritis, tonsillitis, chest infections, chicken pox, etc.</p> <p>If someone tests positive for COVID-19 we will follow the government guidance as follows:</p> <ul style="list-style-type: none"> • Ensure that they know that they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms. • Let them know that they can then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. • Let them know that the 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. • Tell them that other members of their household should continue self-isolating for the full 10 days from the day after the individual tested positive. <p>Staff have been advised to use the NHS Covid-19</p>				

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>App if they are able to, but we recognise that not everyone has a mobile phone which can take the app.</p>				
<p>Failure to respond to suspected or confirmed case of coronavirus</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p>Rapid Testing Rapid Testing using Lateral Flow Devices (LFD) twice a week has been introduced in primary schools from w/b: 25.01.2021</p> <p>This is to screen for ASYMPTOMATIC cases of C19 only. Anyone who has symptoms MUST book a PCR test and isolate as in previous section.</p> <p>In order to reduce the risks associated with failure to engage with Rapid Testing appropriately we have:</p> <ul style="list-style-type: none"> • Attended virtual training provided by the government in 2 webinars • Read guidance published by the government. • Briefed all staff virtually using these slides • Advising all staff to watch the government made YouTube film showing how to administer the tests. • Advised staff how to report clinical and non-clinical incidences • Advised staff of Data Protection in place within a Privacy Notice • Advised staff of their reporting duty and commitment to NHS and to the school after every test. 		<p>Headteacher</p>	<p>Action started 11.01.2021 (training). Testing begins 24.01.2021</p>	<p>Introducing Rapid Testing 24.01.2021</p>

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<ul style="list-style-type: none"> • Advised staff that tests are at best 80% accurate. They do not replace any of the measures in place within this whole document. • Advised staff to book a PCR test if they get a positive result. • Communicated with parents about the rapid testing programme and advised them that bubbles may close if there is a positive result. • All testing will take place in the evening and be reported to the school/headteacher by 8pm in order that good notice can be given to parents/colleagues if bubbles need to close. <p>If a member of staff gets a positive LFD test result they will inform the headteacher immediately and book a PCR test to confirm the result. The headteacher will take action to inform all close contacts in the school community that there has been a positive result and that they should begin to isolate ahead of the PCR outcome. This may involve closing whole bubbles. If the PCR outcome is negative this will over-ride the LFD test result and isolation can stop.</p> <p>Engagement is voluntary. Staff do not have to take part and will not be penalised if they choose not to.</p>				

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
10: Manage confirmed cases of coronavirus (COVID-19) amongst the school community						
<p>Failure to manage confirmed cases of coronavirus within the school community:</p> <p>CLOSE CONTACT</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p>In the case of a confirmed case of corona virus we will engage with the local authority following their advice and risk assessment of the situation. We will contact emergencyschool.closure@cambridgeshire.gov.uk</p> <p><u>Close contact</u></p> <p>Schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days from the day after contact with the positive person.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • 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) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person <p>In our school situation close contact could relate</p>		Headteacher	In place ready for if this happens	23.01.2021 No positive cases to date.

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>to:</p> <ul style="list-style-type: none"> • Any adult or child working together within a class bubble (because they will have been in 2m proximity of other staff members and children in the bubble for more than 15 minutes). • Children within the class bubbles because they will have been in direct close contact with other children and possibly with staff (depending on their age/needs). • Any adult working with a child outside their bubble at 2m+ for more than 15 minutes e'g. Sports Coach • Any person living in the household of someone testing positive (e.g. a parent, a spouse or partner, son or daughter, etc.) or who has visited/played with anyone in a household of someone testing positive. • Anyone sharing a car. <p>In order to minimise 'close contact' between people in our school;</p> <ul style="list-style-type: none"> • We have asked staff to do everything possible to maintain 2m+ distance from others when working on the school site. • We have asked our staff not to car share or give lifts to colleagues. • We will not meet physically at all with people who are outside our bubble. All staff meetings, SLT meetings, etc. will be done via Google Meet. • We have made it mandatory that staff do not meet physically with other staff from other 				

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>bubbles at all. Measures have been put in place to ensure that any areas used by staff from different bubbles are 'zoned'. If staff need to use shared resources e.g. photocopier, they must wait until the area is clear.</p> <ul style="list-style-type: none"> All meetings with parents will be done remotely via Google Meet or other remote application where possible. This will include 'Parents Evenings'. There will be no Open Evenings or other events which bring families together on site until the government tell us it is safe to do so. Governors meetings have been held remotely using Zoom since April 2020 and will continue to be so until further notice. 				
<p>Failure to manage confirmed cases of coronavirus within the school community:</p> <p>RECORD KEEPING</p>	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p>The Local Authority (or health protection team) will provide schools with definitive advice on who must be sent home.</p> <p>To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. As our children will be in class based bubble throughout the day, our normal registration process in the morning and afternoon will be sufficient.</p> <p>Staff will continue to sign in, but using a 'bubble sign in' system instead of the individual sheets which have been in place.</p> <p>We will use a template letter which will be</p>		Headteacher	If and when this happens	23.10.2021 Continue to maintain registers.

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p>provided to schools by the health protection team to send to parents and staff if needed. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>				
<p>Failure to manage confirmed cases of coronavirus within the school community: SELF ISOLATION DUE TO CLOSE CONTACT INFECTION</p>	<p>All children and adults who attend/work in the school Coronavirus can result in serious illness leading to long term debility or death</p>	<p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they will be told to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform the headteacher or school business manager immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 10-day isolation period). Their household should self-isolate for at least 10 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed 		Headteacher	If and when this happens	23.01.2021 No issues to date. No changes needed.

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
		<p><u>coronavirus (COVID-19) infection'</u></p> <p>A child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, the government have informed us that we can take the decision to refuse the child if in our reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would be carefully considered in light of all the circumstances and the current public health advice.</p> <p>The siblings of any child sent home because they have symptoms also have to go home and self-isolate for 10 days from the date their sibling first got symptoms. They can only come back to school if their symptomatic sibling receives a negative test result. However, if they develop symptoms themselves they must isolate for 10 days from the date of their symptoms begin – unless they get a negative test result AFTER their symptoms start. However, if anyone in their household tests positive they must complete the whole 10 day isolation even if they test negative within the 10 days because they could still get the infection.</p> <p>Siblings of those sent home to isolate because their bubble has closed do not need to isolate unless they develop symptoms or unless they have also had contact with a positive case.</p>				

Risk Assessment and Reduction: RESPONSE TO ANY INFECTION

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Date Done/Review Notes
Section 11: Contain any outbreak by following local health protection team advice						
Failure to act on advice to contain an outbreak of coronavirus	<p>All children and adults who attend/work in the school</p> <p>Coronavirus can result in serious illness leading to long term debility or death</p>	<p>If we have two or more confirmed cases within 10 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak and will continue to work with the local health protection team who will be able to advise if additional action is required.</p> <p>We will follow any advice or recommendation given by the Local Authority and/or local health protection team e.g. that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. We will only close the whole school if the team recommend it.</p> <p>If an ‘outbreak’ is confirmed by the local Director of Public Health we will accommodate any mobile testing unit used to test others who may have been in contact with the person who has tested positive.</p> <p>At Houghton Primary School we will do everything we can to work together with Public Health England should there be a local outbreak. We will keep parents and carers as fully informed as possible under the direction of PHE and the Local Authority.</p>		Headteacher	If and when this happens	23.01.2021 No confirmed cases to date.