

**FULL RETURN TO SCHOOL INFECTIOUS DISEASES COVID-19**  
**Turves Green Primary School Version 17- January 2022**

**This risk assessment will be regularly updated based on Government advice/regulations and circumstances within our school. Please refer to [www.gov.uk](http://www.gov.uk) for the latest guidelines.**

**The use of this or any other Risk Assessment will NOT make any building COVID safe.**

HAZARD	RISK GROUP	RISK	CONTROL MEASURES (Describe the existing workplace precautions and risk control systems in place)	Residual Risk Rating HIGH MED LOW	Are Existing Controls Adequate?	
					Yes	No*
Arriving to school	Pupils Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Full attendance of all year groups will continue and completion of the daily DfE attendance return. Attendance is mandatory for statutory school age pupils.</li> <li>• Continuation of robust record keeping for attendance. Systems in place with first day phone call and follow up calls and home visits as necessary. Continue to engage with families and LA to accurately report situations where pupil is recorded as abroad and plan for their return (including any quarantine restrictions).</li> <li>• Preparedness to reinstate bubbles if needed as a mitigation for local outbreak measures, all classrooms and areas will be arranged appropriately.</li> <li>• All children will arrive at school between 8:40am and 8:50am. They will enter using the entrances allocated to their year groups.</li> </ul>		Y	

			<ul style="list-style-type: none"> <li>• Parents/visitors will have restricted access school building needing a prior appointment to ensure availability of staff and space.</li> <li>• Queries to be dealt with via telephone/email if possible.</li> <li>• Anyone exhibiting COVID symptoms should not enter school sites.</li> <li>• Face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</li> </ul>		
Staff receiving child from Parent	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Staff should meet and greet the children as is expected re behaviour policy</li> <li>• Children will be directed to hand sanitiser before entering the classroom.</li> </ul>		Y
Staff speaking to parents on playground at end of school day			<ul style="list-style-type: none"> <li>• Where possible ask parent to make an appointment for a telephone conversation if the conversation is longer than a quick catch up on the playground</li> </ul>		
Visitors on school site	Outside agency staff Contractors Supply staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</li> <li>• All visitors will sign in in main Reception area and be asked to wipe down machine</li> <li>• Any visitor working on school site for the day will have read the risk assessment and the visit will be pre arranged.</li> <li>• Contractors, where possible will be booked to visit before or after the school day.</li> </ul>		Y

			<ul style="list-style-type: none"> <li>• An assessment has been carried out to see if any additional control measures are required to keep staff, pupils and contractors safe including distancing and hygiene procedures.</li> <li>• Assurances have been sought from the contractors that they are familiar with the <a href="#">symptoms associated with Coronavirus covid-19</a>, all staff attending the setting will be in good health (symptom-free).</li> <li>• Contractors will use the side entrance and will not be admitted into school without the prior permission of a member of SLT.</li> <li>• In addition to arrangements for COVID-19, normal contractor procedures are being applied and have been updated considering COVID-19 (including contractor risk assessments and method statements, and contractor induction), including contractors who works across sites or schools.</li> </ul>			
Classroom set up	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Each table will have their own equipment bags, containing their pens, pencils etc.</li> <li>• Shared resources such as art, science or PE equipment should be cleaned regularly.</li> <li>• Classrooms should be well ventilated with windows and the main class door being opened.</li> <li>• Where possible top windows should be opened to allow ventilation but not a draught.</li> <li>• All windows and doors should be opened at any time the children are not in the room i.e. lunch/play times, PE lessons</li> <li>• A window in the corridor will also be open to allow for a flow of air this is to reduce the concentration of any</li> </ul>		Y	

			<p>virus in the air, which in turn reduces the risk of airborne transmission.</p> <ul style="list-style-type: none"> <li>• Outside spaces can be used for learning opportunities when planned for.</li> <li>• Children will be requested to wear their PE kit to school on the day of their lesson. This will consist of plain joggers and plain white tshirt and school jumper.</li> <li>• The current government guidance is that children do not wear face coverings in school.</li> <li>• Face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</li> <li>• CO2 monitors will be used in Key Stage 2 classrooms and offices to monitor air quality</li> </ul>		
Classroom Lessons / Curriculum	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Children should wash and sanitise their hands before and after using a new teaching space or moving to the alternate year group classroom.</li> <li>• At least one senior leader will always be non-class based.</li> <li>• Tables can be organised to suit teaching requirements</li> <li>• Gaps in learning and starting points will be addressed through planning and assessed regularly. A high focus for EYFS and Year 1 children on communication and language, personal, social and emotional development (PSED) and physical development for EYFS pupils and reading, writing and mathematics for other year groups.</li> <li>• For pupils in Key Stages 1 and 2 prioritising and identifying gaps and re-establishing good progress will be communicated with parents through parent consultations.</li> </ul>		Y

			<ul style="list-style-type: none"> <li>Curriculum planning reflects the coverage of all basic skills and knowledge and has been sequenced so that children are ready to progress.</li> <li>Plans for intervention are in place for those pupils who have fallen behind in their learning, shielding or isolating and are supported through home learning.</li> </ul>		
Children requiring use of the toilet	Children Staff	Infection Control	<ul style="list-style-type: none"> <li>Inform children of the importance of washing their hands after using the toilet and where possible on their return to the classroom use the hand sanitiser on entering the classroom.</li> <li>All toilets within the school building will be regularly cleaned during the day</li> </ul>		Y
Break times	Children Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Mixed year groups and classes will now participate in break times</li> <li>Outdoor play equipment can be used but must be cleaned regularly</li> <li>All children must wash or sanitise their hands after returning from any break or PE activity</li> </ul>		Y
Break Times – Staff Room	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Staffroom can be used and the system of controls must be adhered to: Clean hands more thoroughly Ensure good respiratory hygiene Clean down any area after use Face masks in communal areas</li> </ul>		Y
Break/lunchtime Classrooms	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Whilst children are on breaks, clean tables and door handles with a disinfectant or disinfectant spray.</li> <li>Work a rota with TA for this</li> <li>Ensure all windows are opened when children leave the room for a period of time</li> </ul>		Y

Lunch breaks	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>All lunchtimes will return to the dining room.</li> <li>All windows must be opened in classroom once the children have left</li> <li>Staff must be on time at both the beginning and end of lunchtimes to ensure the required cleaning can take place.</li> </ul>		Y
Assemblies	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Assemblies to take place within classrooms, possibly using group media.</li> <li>Wednesday and Frida assemblies will be via TEAMS</li> </ul>		Y
First Aid – minor treatment	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>Where minor first aid treatment is required, First Aiders must ensure they wear disposable gloves</li> <li>Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>Always wash hands after contact</li> </ul>		Y
First Aid – Life threatening	Staff Children	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>In the event of a serious injury or incident call 999 immediately.</li> <li>First Aiders must ensure they wear disposable gloves, and a face covering when dealing with injuries. If the treatment is to last more than 15 mins then an apron and visor should also be worn.</li> <li>In the event of CPR being required it is advised only chest compressions are given and use of a defib if available. First aiders should be mindful that rescue breaths have the greatest positive impact on survival.</li> <li>Always wash hands after contact</li> </ul>		Y
First Aid & Medication	Staff Pupils	First Aid Procedures	<ul style="list-style-type: none"> <li>First Aiders must ensure they wear disposable gloves, and a face covering when dealing with injuries. If the treatment is</li> </ul>		Y

	Others		<p>to last more than 15 mins then an apron and visor should also be worn (always refer to up to date information from Gov.UK).</p> <ul style="list-style-type: none"> <li>• Any dressings used to be double bagged.</li> <li>• Where any medications are administered try and encourage the pupils to self-administer or consider wearing a face covering (always refer to up to date information from Gov.UK)</li> </ul>			
Children who are upset	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Encourage child to use a tissue to wipe eyes/nose etc.</li> <li>• If contact is required, wear a face covering.</li> <li>• Wash hands after contact</li> </ul>		Y	
Children with behavioural issues	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Where possible allow the child to vent their frustrations</li> <li>• Where possible allow child to be in a space on their own or outside</li> </ul>		Y	
Children leaving at the end of the school day.	Staff Parents Others	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• All children will leave at 3:10pm</li> <li>• Children released when parent/carer is visible to teacher so that there is a constant flow of movement.</li> </ul>		Y	
Communication	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Parents will be informed that the majority of conversations with staff will be either over the phone or if this is not possible a meeting will be arranged.</li> <li>• Parents will be discouraged in congregating around the school site.</li> <li>• As part of the overall communications strategy, parents are kept up to date with information, guidance and the school's expectations using the school's website, newsletters, emailed via Arbor.</li> </ul>		Y	

			<ul style="list-style-type: none"> <li>• School website is updated clearly showing arrangements for arriving/collecting pupils, as well as the remote learning offer available and Risk Assessment</li> <li>• All children will arrive at school between 8:40am and 8:50am. They will enter using the entrances allocated to their year groups.</li> <li>• Parents/visitors will have restricted access school building needing a prior appointment.</li> <li>• Face coverings should be worn by staff and adults (including visitors) when moving around in corridors and communal areas.</li> <li>• Queries to be dealt with via telephone/email if possible.</li> <li>• Anyone exhibiting COVID symptoms should not enter school sites.</li> <li>• Advice is made available to parents on arrangements for testing for COVID-19 in line with the latest guidance</li> <li>• For pupils with EHCP, Inclusion AHT and/or SENDCO will discuss RA with parents, and where appropriate, with pupils.</li> <li>• Support for individual pupils is planned through risk assessment and any issues addressed through SLT discussion</li> <li>• Support for pupil/parent anxiety about return to school and vulnerability to COVID-19 via Pastoral Manager/Learning mentors</li> </ul>			
Staff communication	Staff	Spread of Infection due to close contact	<ul style="list-style-type: none"> <li>• Site staff to be contacted where possible through the new site helpdesk and only when immediate response required via the school office.</li> <li>• Any enquires needed to be made room to room/ to SLT/to office staff/Pastoral support will be made using the internal telephone.</li> </ul>		Y	



			<ul style="list-style-type: none"> <li>IT staff to be contacted through the IT helpdesk facility.</li> </ul>		
Awareness of policies / procedures / Guidance	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>All staff, must ensure they are aware of the current guidelines</li> <li><a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/95222/schools-covid-19-operational-guidance.pdf">Schools COVID-19 operational guidance (publishing.service.gov.uk)</a></li> <li>All staff will to continue to test with LFDs twice a week at home, as per DfE guidance</li> <li>Staff, pupils and families are clear on reporting arrangements following the outcome of the tests. Eg phone school, TG-Covid email address, NHS track and trace</li> <li>Pupils with positive tests will need to self-isolate. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case, therefore not all classes will need to be sent home.</li> <li>All adults who are fully vaccinated and children aged 5 to 18 years and 6 months, identified as a contact of someone with COVID-19 – whether Omicron or not – should take a lateral flow device (LFD) test every day for 7 days instead of self-isolating</li> <li>Once notified by NHS Test and Trace as a close contact, all eligible staff, pupils and students should take an LFD each day for 7 days and report the results through the <a href="#">Online Reporting System</a> and to their setting. If they test negative, they can continue to attend their education setting</li> <li>This approach will be adopted over the winter break and on return in January.</li> </ul>		Y

- If they test positive, they should self-isolate and [order a PCR test](#) to confirm the result. If the PCR is positive, they must self-isolate for 7 days. A LFT should be done on day 6 and day 7. If these are negative the isolation period can end day 8. If positive the 10 day isolation period needs to be completed. If the PCR test is negative, they no longer need to self-isolate but should continue to carry out the remainder of the daily tests, and only need to isolate if it is positive.
- Children under five years old do not need to take part in daily testing for contacts of COVID-19 and do not need to isolate but should take a PCR if a member of the household has a positive test.
- Anyone over the age of 18 years and 6 months who is not vaccinated, must isolate in line with government guidelines if they are a close contact of a positive case
- If a parent or carer insists on a pupil who has tested positive attending school, the decision to refuse the pupil will be made if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.
- All staff are able to access the following information on-line for up to date information on COVID-19
  - Public Health England
  - Gov.co.uk

- NHS
- DfE
- Department for Health and Social Care
- The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training. (washing of hands, cleaning up bodily fluids).
- This risk assessment is to be read in conjunction with BCC COVID19 staff guidance <https://www.birmingham.gov.uk/staffguidance>
- Staff should read and be familiar with:
- Keeping Children Safe in Education Update September 2021 (post Brexit)
- Safeguarding policy addendum
- Behaviour policy addendum
- Cleaning Risk Assessment
- COVID19 Cleaning in a non-healthcare setting <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- Staff are made aware of the school's infection control procedures in relation to coronavirus via email or staff meetings and contact the school as soon as possible if they believe they may have been exposed to coronavirus.
- Parents are made aware of the school's infection control procedures in relation to coronavirus via letter, website, posters or social media – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.

			<ul style="list-style-type: none"> <li>• Pupils are made aware of the school's infection control procedures in relation to coronavirus via school staff and are informed that they must tell a member of staff if they feel unwell.</li> <li>• All staff should read the following guidance. This has been emailed to all staff:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_donning_doffing_standard_PPE_health_and_social_care_poster_.pdf</a> </li> </ul>			
Fire procedures			<ul style="list-style-type: none"> <li>• Fire drills continue to be undertaken and Fire Risk Assessment up to date including management of doors opened for ventilation purposes.</li> <li>• Ensure staffing cover should key staff (site manager/caretaker) involved in statutory testing &amp; site safety be off or away</li> </ul>			
Poor hygiene practice	Staff Pupils Others	Ill Health	<ul style="list-style-type: none"> <li>• Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>• Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol or alternative) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>• Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels are supplied in all toilets and kitchen areas.</li> <li>• Children to be reminded regularly about not touching faces</li> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> </ul>		Y	

			<ul style="list-style-type: none"> <li>• All staff to ensure good respiratory hygiene by promoting the “catch it, bin it, kill it” approach</li> <li>• All classrooms to have lidded bins.</li> <li>• Bins to be emptied regularly throughout the day.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>			
Ill health	Staff Pupils Others	Coronavirus Symptoms	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of sense of taste and smell and are kept up to date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• If there is a risk of being splashed by vomit or other bodily fluids, then face coverings must be worn with a fluid resistant surgical face visor.</li> <li>• Any pupil or member of staff who displays signs of being unwell, such as having a cough, fever or difficulty in breathing, loss of sense of taste and smell and believes they have been exposed to coronavirus, is immediately taken out of the class and placed in an area where they will not come into contact with others and are supervised at all times. The area for this school will be the Meeting Room.</li> <li>• A member of SLT, or office staff will follow the BCC flow chart to seek further advice:</li> <li>• The relevant member of staff calls for emergency assistance immediately if pupils’ symptoms worsen.</li> </ul>		Y	

			<ul style="list-style-type: none"> <li>• The parents of unwell pupils are informed as soon as possible of the situation by a relevant member of staff.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with those outlined in governmental guidance.</li> <li>• Unwell pupils, with non-Covid symptoms, who are waiting to go home are kept in the area, chairs outside Mrs Holland's office.</li> <li>• Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated, using a disinfectant and care to be taken when cleaning all hard surfaces.</li> <li>• If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of infection. This school has designated toilet – in the shower room next to the Meeting Room.</li> <li>• Any pupils who display signs of infection are taken home immediately, or as soon as practicable, by their parents – the parents are advised to contact NHS 111 immediately or call 999 if the pupil becomes seriously ill or their life is at risk.</li> <li>• Any members of staff who display signs of infection are sent home immediately and are advised to contact NHS 111 immediately or call 999 if they become seriously ill or their life is at risk.</li> <li>• Any medication given to ease the unwell individual's symptoms, e.g. Paracetamol, is administered in accordance with the Administering Medications Policy.</li> </ul>			
Ill health	staff	Number of staff is lower than required for	<ul style="list-style-type: none"> <li>• Consultation with Excelsior MAT</li> <li>• Flexible and responsive use of teaching assistants</li> <li>• Supply staff recruited as necessary</li> </ul>			

		<p>safe running of the school</p>	<ul style="list-style-type: none"> <li>• Business continuity plan put in place</li> <li>• The health status and availability of every member of staff is known and is regularly updated. Including all teaching and non-teaching staff (EY practitioners, DSL, SENCO, Paediatric 1<sup>st</sup> Aid /1<sup>st</sup> Aider or emergency 1<sup>st</sup> aid for children 3-5 years, domestic/kitchen staff etc. Through absence procedures.</li> <li>• Staff who are isolating due to a positive test but who are well enough to work will be allocated tasks to complete.</li> <li>• In school cover for absences will be considered in the first instance before contacting supply agency.</li> <li>• Staff deployment will be addressed on a needs basis and existing teaching and support staff will be used flexibly. Teaching assistants and Pastoral staff may cover classes and/or break and lunchtimes.</li> <li>• A blended model of home learning and attendance at school is in place to be utilised if staffing levels require.</li> <li>• Contingency planning will include additional resource identified, for example bringing additional teachers in to help, for example supply teachers, teachers on temporary agreed loan from other schools, or teachers provided by your trust (considering the guidance about consistent staffing across the week). Some senior leadership time to cover groups will be used if this is manageable.</li> <li>• Appropriate support is made available for pupils with SEND as well as pupils isolating at home or considered vulnerable.</li> <li>• Home testing will continue for school staff.</li> <li>• Parents are informed of the school's procedures for local lockdown.</li> </ul>			
--	--	-----------------------------------	--	--	--	--

			<ul style="list-style-type: none"> <li>• Preparation for learning continuity in the event of local lockdown:             <ul style="list-style-type: none"> <li>○ Resumption of bubbles</li> <li>○ Blended learning offer to support continued delivery including support for pupils isolating or required to remain at home e.g. if clinically extremely vulnerable and advised by their clinician to remain at home.</li> <li>○ Remote learning packages ready to offer where there is an outbreak as part of business continuity. <a href="#">Consideration of remote learning for young pupils or those with SEND.</a></li> </ul> </li> <li>• Use of face coverings if recommended by PH</li> <li>• Information and <a href="#">guidance</a> have been shared to support parents and carers of children who are learning at home</li> <li>• Resumption of former Risk Assessments to consider lockdown or partial opening as appropriate.             <ul style="list-style-type: none"> <li>• Pastoral manager/SENDco will consider impact of isolation for vulnerable children and ensure that key workers are notified of isolation and expected date of return. Implement an individual risk assessment if appropriate</li> </ul> </li> </ul>			
Ill health	Staff Children	Bubble/Year group/whole school closure	<ul style="list-style-type: none"> <li>• Pupils with positive tests will need to self-isolate. From 16 August 2021, children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Therefore, not all pupils will need to be sent home.</li> <li>• Good record keeping on testing of staff is kept within school.</li> <li>• Children whose doctors have confirmed are clinically extremely vulnerable are advised to attend school unless their clinician has advised otherwise.</li> </ul>			



			<ul style="list-style-type: none"> <li>• Requests for support for vulnerable families sent through Early Help Hubs and individual pupil risk assessments will be carried out by Pastoral Manager.</li> <li>• Blended model of home and school learning will be in place for those children unable to attend due to covid</li> <li>• Home learning utilised via Microsoft Teams and school website all children issued with laptop</li> <li>• Teachers, as part of planning, will consider resources appropriate for home and school</li> <li>• If class teacher is unwell and not in school, Year group partner in the first instance, then a member of SLT will produce the home learning if required. If a teacher is self-isolating, but not unwell, then they will provide appropriate learning tasks for their class or year group.</li> </ul>			
<b>Pupils eligible for free school meals do not continue to receive vouchers</b>			<ul style="list-style-type: none"> <li>• Issues with food poverty can be addressed through application to <a href="#">Early Help Hubs</a>.</li> </ul>			
<b>The school is unable to provide breakfast clubs, lunch clubs and after-school clubs</b>			<ul style="list-style-type: none"> <li>• Breakfast club and after school clubs will continue as normal.</li> </ul>			
<b>Meals are not available for all children in school</b>			<ul style="list-style-type: none"> <li>• Kitchens are expected to be fully opened and normal legal requirements apply to the provision and standards of food.</li> </ul>			
Visits	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Full and thorough risk assessments undertaken in relation to all educational visits to ensure they can be undertaken safely</li> </ul>			

Spread of infection	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times. See <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_doffing_standard_PPE_health_and_social_care_poster_.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/877658/Quick_guide_to_doffing_doffing_standard_PPE_health_and_social_care_poster_.pdf</a></li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> <li>• All essential staff training/ meetings, where social distancing cannot be facilitated, to be held virtually.</li> </ul>		Y	
Poor management of infectious diseases	Staff Pupils Others	Lack of infection control	<ul style="list-style-type: none"> <li>• Everyone is instructed to monitor themselves and others, stay alert and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>• Staff are vigilant, stay alert and report concerns about their own, a colleague's or a pupil's symptoms to the Head of School or SLT as soon as possible.</li> <li>• The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>• Twice weekly Lateral Flow Testing is in place for all members of staff or will be used daily if appropriate. All staff will inform NHS as in guidance and school re</li> </ul>		Y	

			<p><a href="mailto:covid@turvesgreen.excelsiormat.org">covid@turvesgreen.excelsiormat.org</a>. If a positive test is obtained staff are requested to contact Head of School directly at the earliest opportunity.</p> <ul style="list-style-type: none"> <li>• A test is advised for all those showing symptoms and not in school.</li> <li>• The school is informed by pupils' parents the outcome of any test and pupils return date after having a positive test will be discussed and shared with relevant staff.</li> <li>• Staff inform the headteacher/head of school when they plan to return to work after having coronavirus confirmed by a test.</li> <li>• A nominated person monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>			
--	--	--	--	--	--	--

**Please note: Turves Green Primary School will undertake all measures possible to prevent the spread of infection. Unfortunately, even with all measures put into place, the school/Excelsior MAT cannot guarantee 100% that any school site, or persons upon the site are COVID free. Nor can we guarantee that we can fully maintain social distancing between the children and adults within each group.**

## Appendix 1

### Cleaning Schedule for use in Excelsior Schools

This guidance is to be used alongside the Government Publication COVID 19 decontamination in non-healthcare settings.

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

- One member of the cleaning staff to be in school all day to clean areas that are in most constant use during the day. Clean surfaces that children and staff are touching, desks, chairs in communal area, doors, sinks, toilets, light switches, bannisters in corridors
- A record of cleaning schedule to be completed for all high frequency areas
- Classroom staff are responsible for wiping tables and inside classroom equipment and surfaces throughout the day.
- Lunchtime supervisors will clean the surfaces after lunch TAs will support this and after break times during the day
- Cleaning staff will be rota'd throughout the week where possible.
- The designated cleaner to make sure there is ample supplies of hand soap/paper towels in all areas of the school where needed. All hand sanitisers to be checked and refilled daily
- Tissues and hand sanitisers are to be available in every classroom in use.
- Bins are emptied throughout the day where necessary with facilities to ensure used tissues etc are double bagged.
- All remaining cleaning staff to be in at the end of the day to do a deep clean daily in all rooms in use that day – all non-cleaning staff must be out of their classroom or teaching space **by 4:30pm**. Any staff wanting to remain on site for marking or planning purposes can do so with prior consultation with S.Garner/L. Halford All rooms must be vacated by **5:30pm**. All staff must remain in own classrooms and do not enter other rooms. All staff must use the toilet in the main entrance . No access to any other part of the school building will be permitted. This is to ensure that the deep clean can be started so as not to cross contaminate areas to ensure a ready and clean start of the next school day.
- All areas/supplies to be checked at the end of the day to make sure for e.g. soap, paper towels, tissues, tissue bags, hand sanitisers are fully stocked up ready for the start of the next school day.