



Assessment by: Cheryl Meyrick (HT) / Emma Griffiths (SBM)	Date: 19 th April 2021	Version 8
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<p>Rationale:</p> <ul style="list-style-type: none"> This risk assessment is developed using government guidance (Guidance for full opening – school 2nd July 2020) and updated accordingly and reviewed as new guidance is published - Schools Coronavirus (COVID-19) operational guidance dated February 2021. New guidance: https://www.gov.uk/guidance/education-and-childcare-settings-new-national-restrictions-from-5-november-2020?utm_source=4%20November%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19 The mental health, wellbeing and safety of staff and children are placed alongside the practicalities and limitations of the school. The school is organised into ‘Bubbles’ as guided by the government, whilst also doing everything possible to minimise contacts and mixing whilst delivering an ambition and broad curriculum (Schools Coronavirus (COVID-19) operational guidance dated February 2021). The government recognise that organisation of a school is effected by the children’s ability to distance from staff and from each other, the lay out of the school and the feasibility to keep distinct groups separate whilst offering a broad curriculum. Following this guidance, whilst also taking into the consideration the age, lay out and logistics of Byfleet Primary School, for September 1st 2020. Bubble sizes will implement individual class bubbles. There needs to be every attempt made to maintain a social distance between children, especially those in a different class and a different Bubble but also between those in the same class as far as is possible; between adults and between children and adults. It is recognised that it may be difficult to maintain a social distance between children within a class or a Bubble consistently throughout a school day, and therefore it is acknowledged that they may play and work in close proximity of each other at times during the school day. In addition to this, if needed all staff can operate across different classes/bubbles in order to facilitate the delivery of the school timetable, such as PPA and individual pupil support plans. Staff will therefore cross Bubbles in order to provide pastoral care, interventions and/or SEN support in line with statutory requirements, playtimes and lunchtimes. Intervention teachers can have groups in other areas. All other staff will stay in their own class bubble unless directed by the Headteacher. Due to the re-opening of schools in England on the 8th March 2021, the school will be operated to accommodate the guidance set out in the Schools Coronavirus (COVID-19) operational guidance dated February 2021, which specifically states that ‘Education is not optional’; thus all children will be required to be in school from the 8th March 2021. The risk of infection from the virus remains a threat in school, therefore the school’s community is expected to follow the risk assessments in place, policies that incorporate the COVID-19 and the most recent updated Arrangements document. <p>Symptoms are described by NHS:</p> <ul style="list-style-type: none"> high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal <p>The relevant section of the government guidance is referenced as ‘System Controls’ - https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Public Health England (PHE) has introduced a new dedicated advice service, delivered by NHS Business Services for those needing support on the action they should take when they have been informed of a confirmed case of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive). It can be reached by calling the Department for Education coronavirus (COVID-19) helpline on 0800 046 8687 and selecting option 1, to access a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with you to identify close contacts, and will inform you what action is needed based on the latest public health advice. Advisors will be responsible for referring more complex cases to the PHE regional health protection team, as necessary, following a triaging of your circumstances, during the call.</p>

Prevention:

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated. In specific circumstances:
- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

Please read in conjunction with the following policies:

- First Aid Policy
- Health & Safety Policy
- Infection control Policy
- Child Protection & Safeguarding Policy
- Emergency Plan
- Evacuation Procedures
- Attendance Policy
- Visitors Policy & Visiting Speakers Agreement
- Home School Agreement (COVID 19)
- Travelling to and From School Policy

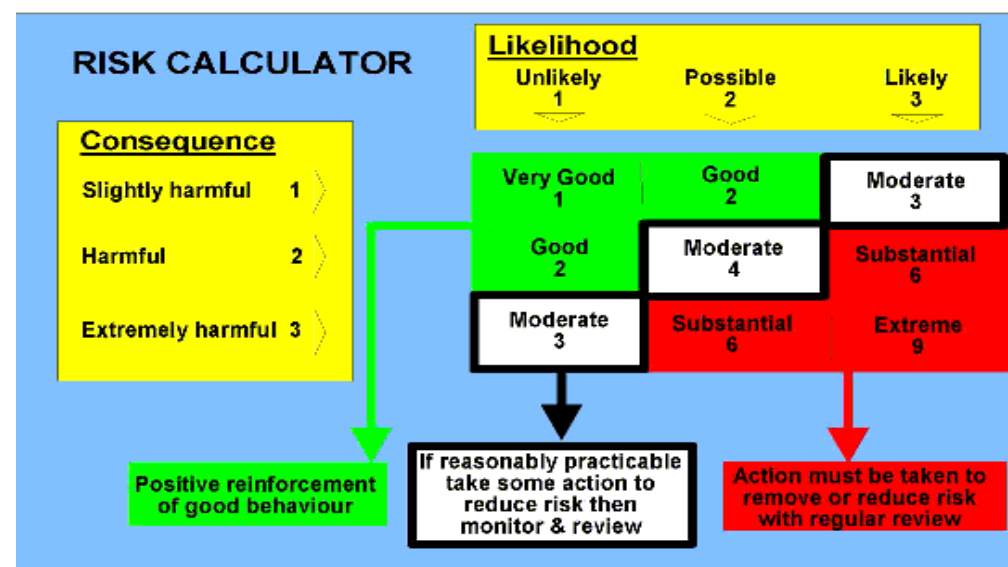
PHE Surrey and Sussex Health Protection Team (South East)

County Hall, Chart Way, Horsham, RH12 1XA Phone: [0344 225 3861](tel:03442253861)

The Department for Education coronavirus (COVID-19) helpline is available to answer questions about coronavirus (COVID-19) relating to education and children’s social care. Staff, parents and young people can contact this helpline by calling: Phone: [0800 046 8687](tel:08000468687)

Kate Prince, Area Schools Officer (ASO) Telephone numbers 01483 518104 or 07792 587096

If Byfleet is forced to close, inform SCC by completing the [online information sharing form](#) and also let us know via email; earlyyearsadvisors@surreycc.gov.uk



	Hazard Observed	Risk rating before controls	Control measures/notes	Risk rating following controls	Control measures by
1	<p>Children and/or staff will transmit or become infected with COVID-19</p> <p><u>Who may be harmed:</u> Children Staff Anyone in contact with the above</p>	6	<p><u>Being in school</u></p> <ol style="list-style-type: none"> 1. Adults working or walking in communal areas all wear face masks/visors. 2. Face masks to be worn by all adults (staff and visitors) on the school premises at collection and drop off and all parents/carers to wear face masks – pulling of clothing garments etc. to cover nose is not suffice. Adults on school premises not wearing masks, will be politely reminded to wear them, unless staff have been made aware of exempt status. 3. Clinically Extremely Vulnerable (CEV) children and adults to self isolate on advise by GP – staff will work from home where possible. If a family member is CEV, the pupil/adult may still attend school. 4. If a staff member lives with an identified clinically extremely vulnerable person or is clinically extremely vulnerable themselves (and has a DFE/NHS letter stating this) and has concerns returning to school, they will be offered an individual risk assessment to be put in place. 5. Should factors affect the safe provision for children at Byfleet, the school and governors will reserve the right to review the arrangements and make immediate recommendations resulting in rapid changes if necessary, which may include a return to Home Learning or Blended Learning e.g. rotas involving a mixture of onsite lessons and home learning. 6. All the children will be part of a 'Bubble'. Children will not be allowed to mingle with other children from outside their Bubble within the week. 7. Children sit facing forwards in their classrooms, sitting side by side rather than face to face or side on. Lunch table arrangements are set up so that children are sat face to face, however, this is beyond 1m. Unnecessary furniture to be removed from classroom and surfaces kept clutter free to ease high-level of cleaning and to free up space for social distancing. 8. Each Bubble may receive support from intervention staff as needed, following the advised 2 metres distance or 15 minutes time limit. Staff delivering interventions across Bubbles are asked to do so in areas outside of the Bubble's classrooms where possible. On occasions, a staff member may need to enter one of the class group Bubbles despite not having a 48 hour non-contact time. 1-1 support provided from a minimum of 1m for up to 10 minutes from within the same bubble. 9. All attempts to avoid close face to face contact initiated and minimise time spent within 1 m of anyone. 10. Should staffing ratios become impacted by external reasons e.g. illness, parents will be contacted immediately in order to make arrangements for the care of their children. Learning will be signposted where possible to use Google classroom, as per the school's Contingency Remote Learning Policy. 11. Staff, children and parents are encouraged to walk or cycle to school instead of driving to reduce risk of close contact. 12. Internal staff, covering PPA must wash their hands thoroughly and are advised to keep a 1 metre distance from children. 	4	<p>All staff Children</p> <p>School cleaners</p>

			<p>13. Singing should take place in small groups of no more than 15 and where possible children should social distance, be positioned back to back, or side to side and in a well ventilated room or outside if possible. Singing outside may be in groups larger than 15.</p> <p>14. Children who meet the criteria on Appendix 6 as clinically extremely vulnerable (and have a letter from the DFE/NHS officially stating this) and have chosen not to shield will have an Individual Healthcare Plan in place prior to returning to school.</p> <p>15. Performances, including singing, cannot be delivered to a live audience, such as a parents' assembly.</p> <p><u>Coming in to school and going home</u></p> <p>16. Only one Adults/parent to collect and drop children off at school – no younger siblings to be brought along where possible. Adults are to drop and leave to avoid loitering and/or have discussions with staff and/or other parents.</p> <p>17. Year 3/4 pupils are now dropped off at the school gate and walk independently to their designated waiting zone within the school premises. Year 3 will be collected from the school gate at 2.55.</p> <p>18. Year 5/6 will be brought out to the staff car park for collection at the end of the day (2.45) to reduce parents/adults coming on to site. Year 4 will then be brought out to the staff car park at 2.55 to be collected, in lieu of coming on to the playground. Any Year 5/6 children not collected by 2.55 from the carpark will be moved aside to socially distance away from this area to allow the Year 4 children to be collected from the car park.</p> <p>19. Year 5/6 end of the day moved to 3.05.</p> <p>20. Older siblings are to be released at the younger siblings time to coincide hometime.</p> <p>21. Drop off and collection timings to be adhered to, to avoid unnecessary loitering or creating congestion.</p> <p>22. One-way system to be used when entering the school site through the double gates. Exiting the site through the single pedestrian gate. A one-way system flow from the front double gate to the playground through the single playground gate, with one way exit point through the double playground gate, through the car park.</p> <p>23. When staff and children come into school, they will be required to wash their hands upon entry. They will be asked to wash and sanitise their hands frequently throughout the school day, including before and after break and lunchtime. Children are allowed to bring in their own alcohol free handsanitiser and handwash that is not to be shared. Children and staff will be re-taught and reminded how to wash their hands thoroughly using government guidelines, video links and posters and reminded in weekly assemblies. Posters will be kept around the school to remind everyone of hand washing. Everyone must wash their hands for at least 20 seconds each time. Staff and children must follow the advice by the government. https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing</p> <p>24. Parents are to drop their children and collect their children at their designated waiting points at their allocated time slot. If they are waiting for a sibling they need to keep a safe distance from other families and masks to be worn on site. No loitering and follow the one-way systems on site.</p>				
<table border="1"> <tr> <td data-bbox="481 1305 687 1369"></td> <td data-bbox="687 1305 969 1369">Start Time</td> <td data-bbox="969 1305 1234 1369">Collect Time</td> </tr> </table>				Start Time	Collect Time		
	Start Time	Collect Time					

Reception	8.30	2.40
Year 1 and 2	8.35	2.45
Year 3 and 4	8.40	2.55
Year 5 and 6	8.25	3.05

25. Staff who may come in contact with parents (for instance, at the gates) at drop-off and pick up times, will wear masks.
26. Staff will maintain a 2 metre distance between themselves and parents, giving feedback over the phone rather than at the school gate.

Hygiene within school

27. Alcohol hand gel is in each classroom, to be used by staff only and to be kept out of reach of children. Parents can send hand sanitiser that does not contain alcohol into school in named bottle.
28. Antibacterial foam for children is located in classrooms and learning areas.
29. Staff and children are encouraged to use the paper towels. Hand dryers may now be used.
30. Staff and children are advised to not touch their mouth, nose and eyes.
31. Boxes of tissues need to be in places where children and adults are working and playing. Catch it, Bin it, Kill it reinforced during weekly assemblies and body fluid waste bins to be used to dispose used tissues.
32. Used tissues to be placed by the child in a lined and lidded labelled bin. Bins with double liners to be placed in each classroom, staffrooms and the hall. These need to be emptied at the end of each day.
33. Children taught to cough and sneeze into their elbow and away from the direction of other children and adults if they do not have a tissue. They must be asked to wash their hands after they have coughed or sneezed. This is reinforced during weekly assemblies.
34. Only one adult to drop off and pick up a child or children who live together.
35. Only Reception and Year 1 are to eat in the school hall. All other year groups to eat lunch in their classrooms. In the dinner hall, all staff working directly with the children will wear face shields and wear protective gloves as of 15th October 2020.
36. When food is cut up for children who are sitting eating their lunch, an adult is to stand behind the child, move the plate to the side of the child to avoid leaning over the child.
37. Yellow cloth for general cleaning - in the bin at the end of the day.
38. Green cloth for cleaning tables after lunch - then in the bin.
39. Screen wipes should be used to wipe down the chromebooks and ipads etc.
40. Communal pack of wipes by the photocopier and all to wipe down after use.
41. Screen wipes should be used to wipe down the chromebooks and ipads etc

Objects in school

42. With clubs restarting in Summer term (w/c 19th April), children are to wear their PE kits into school on these days.

		<p>43. Where coats are hung in corridors staff must continue to manage and encourage pupils not to touch others possessions.</p> <p>44. Year 1 – Year 4 children have a Smart Sack to keep school resources in to reduce number of items on their desk.</p> <p>45. Fogging machine used in high traffic areas, including ELSA room + Staffroom. Fog area where symptomatic person has been (classrooms + foyer).</p> <p><u>Moving around the school and use of the different areas</u></p> <p>46. Different year group bubbles are aware of other bubble’s playtimes to ensure that the toilets aren’t used during a different bubble’s playtime.</p> <p>47. Playtimes, walking in corridors, drop off/pick up times are staggered to avoid groups of children and adults being in close proximity.</p> <p>48. Lunchtimes and break times are staggered to ensure Bubbles are not mixing and children have sufficient space to play.</p> <p>49. Playtimes, working outside, hall use, taking smaller groups into different areas to work and other areas of the school to be timetabled for groups of children. Social distancing will be encouraged and the same children and the same adult working in the same area as far as is possible (i.e. corridors can be used for reading with a small group but keeping to the same area for the same child and adult is recommended and to be wiped down after use and between uses).</p> <p>50. Children are supervised throughout the day, therefore children cannot be in the corridors unsupervised. Only one pupil to enter the toilets at the same time; up to four may enter if within the same Bubble.</p> <p>51. The playground/field is zoned off into sections for each Bubble to remain in during their mid-morning play and lunchtime play. Each zone will be 2 metres away from the next zone.</p> <p>52. Corridors have 2-metre signs on the floor to encourage staff and children to keep a distance of 2 metre.</p> <p>53. Corridors have a two-way system in place which is marked out by arrows and children will wait for another to pass before crossing.</p> <p>54. Staff rooms will be limited to 6 members of staff + 1 member in the prep area. Staff must use their judgement on whether a room is too full for them to keep a safe distance, moving to another room if necessary. Only 6 seats available in the staff room. Additional Bubble Staffrooms assigned to limit adult contact. The school office is limited to 5 members of staff; contact to be kept to a minimum and carried out via the internal window opening.</p> <p>55. Playground equipment to be wiped down after use prior to being put away. It must be cleaned by an adult between uses of children.</p> <p>56. Sprays and cloths to be available to all staff to wipe equipment after use.</p> <p>57. Milk will be collected by Site Manager from the front door each morning and they will wipe it down and place it in the fridge in the office. The TA from each class of the children who have milk needs to come to collect the milk, ensuring that they keep the social distancing rules in place. Children take the milk directly from the tray/ table themselves. Children need to open/put the straws in themselves.</p> <p>58. If sports equipment is used during lessons, it needs to be cleaned before and after use to enable class Bubbles to participate in shared game activities. Staff to take their class spray and cloths to the PE area with them. Children are not allowed into the PE shed, equipment must be collected and returned by a member of staff. Out-of-school activities (including wraparound care) may continue to operate if their primary purpose is providing registered</p>	
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childcare, or where they are offering other childcare activities, where this is reasonably necessary to enable parents to: work or search for work undertake training or education.

59. Lessons taken inside are planned to minimise movement of the children and adults within an enclosed area.

Medical equipment

60. Each class will have their own medical bag which the TA will take out at break time and lunchtime and will be stored centrally in The Hive. The bag will contain:

- basic medical kit
- medication, asthma pumps, Epi Pens etc. for individual children within that group
- nappy sacks (to place the used kitchen paper in and then dispose of in the class' lidded tissue bin)
- disposable gloves
- disposable aprons (for treating suspected corona cases)
- disposable mask (for treating suspected corona cases)

61. Basic first aid to be administered by the TAs in class/playground etc. to avoid sending pupils to the office. Where a member of the office first aid team is required, walkie-talkies to be used to inform, where office staff member will administer first aid away from the school office.

62. Regular medical checks (sugar-level readings, enzyme testing) to be carried out in the assigned ELSA room, away from the main office.

63. Where possible, comfort a child from afar with words. There may be a situation where an adult feels the need to comfort a child physically. The adult must ensure that they keep this to a minimum; keep their face away from the child and wash their hands afterwards.

64. Parents are contacted to discuss the protocols of wearing facemasks if pupils come to school wearing face coverings i.e. double bagging and discarding. All adults to wear facemasks on the school premises at drop off and collection times.

Visitors

65. Visitors to the school will be asked to wash their hands and follow the poster which shows guidelines on safe ways to do this, supervised by a member of staff. Handsanitiser dispenser and poster displayed in main school foyer for all staff and visitors to use before entering the school.

66. Parent volunteers will discontinue until further notice. All visitors deemed non-essential may not enter the main school building or come into school. All such visitors are discouraged.

67. Visitors and workmen are discouraged from coming on site/in the building during the school day.

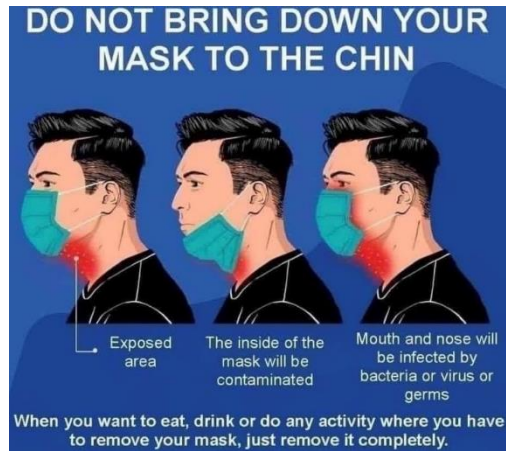
68. Specialist therapists, clinicians and other support staff for pupils with SEND may provide interventions as usual by coming into school as deemed 'essential.

69. A record will be kept of all visitors.

70. Visitors will be encouraged to work outside where possible. Reminders of working at a 2m distance or if less than 2m working for no longer than 10minutes.

71. The wearing of a face covering of staff members in school can be done so, ensuring that they immediately wash their hands before and after changing their mask or removing it, and they must dispose of the face coverings in a

disposable plastic, double lined bag which they bring into school themselves. It must then be securely placed to take away from school at the end of the day. They must change their face covering if it becomes damp, damaged or soiled.



Staff and children showing symptoms

72. Staff and parents must remind children to tell an adult in school immediately if they are feeling ill.
73. When distinguishing whether to send pupils who are feeling ill home, the following 3 symptoms are considered high-risk: high temperature, new, continuous cough, loss or change in sense of smell or taste and as a result parents will be informed to take a Covid test – siblings remain in school unless displaying similar symptoms. Moving into colder months, careful consideration given to distinguish between ‘common cold’ symptoms and Covid-19 symptoms. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
74. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home immediately and parents are advised to follow ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. This sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If there is a confirmed case in school, the Health Protection Team will make a decision and will advise the school on whether there is a need to send people home who have been in close contact with the confirmed case. If children are identified as having been in close contact with the person who has tested positive, they will need to self-isolate for 14 days since when they were last in close contact with that person when they were infectious. Do not send your child to school if they display any of these symptoms of COVID-19, if they do you must notify the school and arrange for a test to be carried out.

Direct close contacts is defined as:

		<p>- 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)</p> <p>- proximity contacts - extended close contact (within 1-2m for more than 10 minutes) with an infected individual</p> <p>- travelling in a small vehicle, like a car, with an infected person</p> <p>75. If two or more confirmed cases with 14 days is evident, the Health Protection Team will advise on which group(s) will need to self isolate.</p> <p>76. Children awaiting to be collected will be moved to the main foyer (a no entry sign is placed on both internal and external door to stop anyone entering), in isolation behind a closed door, depending on the age/needs of the child, under adult supervision. The assigned adult is CM, DE or EG. The adult is to wear full PPE and discard following the 'Guide to Donning and Doffing Standar PPE': file:///S:/Office/Covid%2019/2020%20-%2021/PHE_quick_guide_to_donning_doffing_PPE_standard_health_and_social_care_settings.pdf.</p> <p>77. A separate bathroom is used for children awaiting collection, and must be cleaned and disinfected and a deep clean carried out before used by anyone else. A fogging machine is used to clean the foyer and both doors opened to ventilate.</p> <p>78. Staff in school must follow the government guidelines given on the government site https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection if they are experiencing the signs and symptoms of coronavirus. Inform the Headteacher or member of the Senior Leadership Team or SBM immediately and follow the school procedures for sickness absence. Staff are now able to self-refer themselves for testing, either via a drive through test or a home testing kit – the aim of this is to find out if they have COVID. If negative, staff can return to work when they deem themselves to be sufficiently well. If the results are positive, you will need to isolate for 10 days and members of your household for 14 days. This is not an anti-body test so it could be negative and then a staff member could get COVID-19 at a later date.</p> <p>79. In the event that demand for the testing exceeds national or local capacity, and testing for symptomatic school staff or pupils is delayed, the school will implement the current policy on self-isolation in line with public health guidance. This means that symptomatic staff or pupils will be asked to self-isolate in their homes for 10 days and 14 days for household members.</p> <p>80. School will contact the local Health Protection Team immediately if a positive result to a COVID-19 test becomes apparent. The health protection team will give the school actions they need to take and send home those people who have been in close contact with the person who tested as positive, advising them to self-isolate for 14 days. This is likely to result in the whole school being sent home if two or more individuals have a positive test result at any one time. Close contact means face to face with the infected individual for any length of time within a metre or has been between 1 and 2 metres for longer than 15 minutes. The school keeps timetables of staff and pupil movement as a record of who has been in contact with who.</p> <p>81. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take.</p>		
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Bubble tests positive, the rest of the Bubble should be sent home and advised to isolate for 14 days. In some cases, a larger number of other children and adults may be asked to self-isolate at home as a precautionary measure. The other household members of the wider Bubble do not need to isolate unless the child or staff member they live with develops symptoms. Current guidance is that if two or more cases are confirmed through a positive test result within 14 days or there is an increase of confirmed cases in school, the school will be required to close to children and parents.

92. 999 will be called if serious symptoms are being demonstrated.
93. If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves or the child subsequently tests positive. PPE equipment must be worn when supporting a child or an adult with symptoms. **However, advice from the PHE's local Health Protection Team may result in certain individuals requested to go home and self-isolate for 14 days**
94. Adults supporting a sick child should wash their hands thoroughly for 20 seconds after any contact.
95. Cleaning the affected area with household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.
96. Waste from possible cases and cleaning of areas where possible cases will be put in a plastic rubbish bag and tied – **double bagging**. The bag will be placed in a second bin bag and tied. This bag must then be stored away from adults and children and will not be put into communal waste until a negative test results or it has been stored for 72 hours. It can then be placed in the communal rubbish.
97. Staff must check the NHS website regularly to look for updates and apply this to their practice.
98. Relevant information will be sent to parents on updates on coronavirus regularly regarding the signs and symptoms, and how they need to respond, including if a member of their family is experiencing signs and symptoms. If a child/adult in school are living with someone who is showing signs, they will be required to take a test using the website <https://www.nhs.uk/ask-for-a-coronavirus-test>.
99. Names of children, staff and parents who have had or are having coronavirus symptoms will be kept confidential.

Testing for COVID-19

100. **We will issue test kits, however these are only offered in exceptional circumstances to individuals (pupils, teachers and staff) who:**

- **Have developed symptoms while at school, and**
- **We believe they may have barriers to accessing a test elsewhere**
- **We believe that if we sent the individual home without a kit, they would not receive a test at all. If the individual is under 18 this kit should be given to their parent or carer.**

Policies and training to support keeping safe from COVID-19

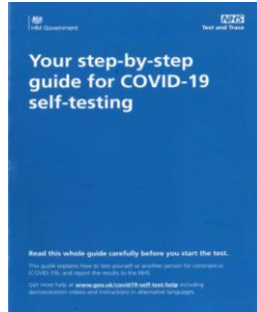
101. The school has an Infectious Disease Policy, Health and Safety Policy, First Aid Policy which reflect the procedures for COVID-19 which it follows and is available on the school's website and the Staff drive.

102. All staff have regard to legalisation to the

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 through this link <https://www.oshcr.org/riddor-reporting-of-injuries-diseases-and-dangerous-occurrences-regulations/>
- The Health Protection (Notification) Regulations 2010 through this link

		<p>http://www.legislation.gov.uk/ukxi/2010/659/contents/made - Public Health England (PHE) (2017) Health Protection in schools and other childcare facilities’ through this link https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</p> <p>103.The school community is aware of and is requested to consult the Stay at Home guidance available on https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>104.All staff have completed the Virtual Colleges ‘An Introduction to Infection Prevention and Control’ online course.</p> <p>105.Follow the school’s COVID Behaviour Policy and updated Behaviour Addendum until further notice. If discipline needs to go beyond the classroom, please call the Headteacher or Deputy immediately.</p> <p><u>Rapid Testing of staff in school using Lateral Flow Devices (LFD)</u></p> <p>106.For information on LFD Rapid Testing please see the government publication on this link</p> <p>107.There is an information leaflet sent to all staff called ‘LFD Tests – Information Handbook and a Powerpoint called ‘Rapid Testing – January 2021’ that provides information that staff will need and has been emailed to staff who have opted in.</p> <p>108.Testing is offered to all staff and agencies who support the school on a regular basis, such as those who cover PPA, kitchen staff and after school provisions. Testing has been available since 25th January 2021.</p> <p>109.Staff who have taken the option to take the test will need to sign the ‘Staff Consent Form for COVID-19 Testing’ form.</p> <p>110.Staff need to be fully aware that testing does not replace this risk assessment. The procedures given in COVID risk assessments, policies and flow charts need to be adhered to.</p> <p>111.The first batch of tests were delivered to school on 20th January. The Lot numbers will be recorded on the Test Kit Log as required by the DfE.</p> <p>112.BPS staff and staff from regular agencies have the option to take part. They may change their decision at any point whilst the testing is being offered by informing Debbie Sopp (Covid Coordinator)/Cheryl Meyrick (HT).</p> <p>113.Staff opting to take the test must sign to say that they have read, understood and will follow the correct procedures for taking the test, including watching the DfE video for taking the test.</p> <p>114.Staff opting to take the test must report their results each time to the government website on this link https://www.gov.uk/report-covid19-result .They will need the QR code or ID number for each test. They can, as an alternative, report their result on the telephone instead of via the website. The number to call is 119. Lines are open every day from 7am to 11pm. They should report within 30 mins of completing the test.</p> <p>115.The school has a COVID team consisting of COVID Co-ordinator (Debbie Sopp).</p> <p>116.The tests will be collected from the Registration Assistant, Debbie Sopp, every four weeks and taken at home by staff opting to take the test to carry out at home.</p> <p>117.Only the staff member who is taking the test can collect their tests.</p> <p>118.Collecting the box of 7 tests: Staff will sign, bringing and using their own pen, to verify that they have collected their tests. Hand sanitiser must be used prior to signing the sheet.</p> <p>119.Tests will be kept in the School Office ready for distribution. They will be kept at room temperature and not placed in direct sunlight. They must not be touched unless the COVID Co-ordinator, Debbie Sopp, is present and has given permission.</p> <p>120.Once the tests are taken home, they must be stored at room temperature and not placed in direct sunlight.</p>	
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121. **The instructions inside the box are incorrect and these must be thrown away.** Staff taking the test must follow the leaflet that is given to them and not the one in the box. The correct one is the leaflet with no picture on the front. If your guide has a picture on the front and does not look like the below, discard it. Full instructions are on Appendix 11.



122. Staff opting to take the test must take it twice a week. This **must** be on Sunday before 3pm and Wednesday evenings. All staff must submit their results by 7pm via Google Form Link found within the BPS LFT booklet. In addition, if positive they must ring Cheryl Meyrick or Emma Griffiths by 7pm. In addition, they must report all results to the Government via the website link; <https://www.gov.uk/report-covid19-result>
123. Tests are not to be taken during the school holidays.
124. Once the test is completed, they must be placed in the disposal bag provided with the kit and they can then be placed in normal household waste.
125. Staff taking the test must follow the procedures exactly to ensure that the virus is not transmitted during the process of collecting, taking and disposing of the test. Staff must watch a video provided by the NHS (via the DfE) and have the instructions 'Your Step-by-step guide for COVI-19 self-testing' leaflet which the school shall give to them. It is also available on this link <https://www.england.nhs.uk/coronavirus/wp-content/uploads/sites/52/2020/12/NHS-Test-and-Trace-HEE-PC-staff-testing-LFD.pdf>
126. Staff must not eat or drink 30 minutes prior to taking the test.
127. Participation and Data Protection is important. This information is also on Appendix 8.
128. Staff opting to take the test must also read and understand the privacy notice (Appendix 9) and sign the Staff Consent Form for COVID-19 Testing form (appendix 9a)
129. Staff taking the test must read and sign the Staff Consent Form for COVID-19 Testing.
130. Staff opting to take the test will have the details recorded in the Test Kit Log. This will include
1. name of staff member taking the test
 2. name of person issuing the test
 3. date of issue
 4. the lot number of the test
 5. staff will sign to confirm they have collected tests and the updated NHS Track & Trace test instructions
131. The Test Kit Log will be set up, used, maintained and stored in school and kept securely.
132. The test must only be taken by the individual to whom it is assigned to and must not be taken by anyone else
133. If two void tests are received, the staff member must arrange a test i.e. by going to a Drive through testing centre to get a COVID test (Guildford Covid-19 Drive-through Testing Site - Guildford Onslow Park & Ride)
134. Staff opting for the tests must log their results on <https://www.gov.uk/report-covid19-result>

			<p>135. The school must report void tests if we get multiple void tests via the government website.</p> <p>136. Positive tests are received even if the line to indicate a positive result is faint.</p> <p>137. If a positive test is received, the individual must self-isolate immediately and have the result confirmed through a NHS PCR test. The quickest way to do this is through a walk-in/drive-through centre such as the one at Onslow Park and Ride Centre. See this link for the other Guildford based centres which are the most efficient locally – link here. Response in school; the decision regarding any bubble closure, and other individuals or groups needing to isolate will be considered and decided by SLT following PHE guidance.</p> <p>138. Test results will be kept in school on a ‘register’ and separately to the Test Kit Log. This will be kept until further guidance from the government is provided. Recorded on this ‘register’ will be the staff member’s name, date of test (taken from the email sent by the staff member), the ID number of the test and the result of the test.</p> <p>139. Tests that cause a medical concern, e.g. snapped swab causing cuts/damage to a person, allergic reactions need to be reported; the individual is advised to firstly seek any necessary medical attention and then report via https://coronavirus-yellowcard.mhra.gov.uk/</p> <p>140. Information and resources for rapid testing can be found here</p> <p>141. The NHS may be in touch with the school to ensure the smooth running of the testing procedures in school.</p> <p>142. School can seek support for Rapid Testing via contacting DfE Coronavirus helpline – 0800 046 8687 (weekdays 8am to 8pm; weekends 10am to 6pm)</p> <p>145. Quick-help-guide leaflets (appendix 12) have been made available to all staff.</p>		
2	<p>Children/staff will transmit infection to the home environment from school or vice versa</p> <p><u>Who may be harmed:</u> Family members including those who are vulnerable</p> <p>Children Staff Others</p>	6	<ol style="list-style-type: none"> Children will also wash their hands before leaving school at the end of the day. 2 additional handwashing facilities have been installed to assist this. Children should bring their own named water bottle which needs to be sent home and cleaned each night. Only the child whose name is on the bottle should handle the bottle, including collecting and filling it in school. Children can also bring in their own named hand sanitiser, which needs to stay in school; a coat or jacket, which needs to be hung on the back of their chair when they are not wearing it or kept in their personal allocated locker for Year 4 – 6 or Smart Sack for Year 1 - 4. Lunch (if they are not having a school lunch) needs to be in a named container and kept on a trolley in the outside area. Children will take a book pack home in a plastic wallet on Monday and return it every day. They will take their reading book and running record out and leave it on their desk. Children will wear school uniform except on the days they are doing PE. PE kits are to be worn on days when clubs are on. Only essential items outlined above are brought into school – birthday party treats, toys etc. are not permitted. Items used by pupils, assigned by the school, such as wobble cushions, putty etc. needs to stay with the children their desk and not touched by other children. These are named. Use of public transport is discouraged and a log kept. Face covering/masks are to be worn if using public transport or a taxi. <p>Testing</p>	4	All staff Parents children

			<ol style="list-style-type: none"> All staff who have consented will be supplied with lateral flow testing kits to be used twice weekly on Sunday evenings and Wednesday evenings. This will allow us to identify any positive cases of COVID-19 in asymptomatic members of staff. Staff have been supplied with clear instructions for how to store, use and read the tests to support them to be used accurately. Staff will inform 'Gov.UK Reporting a Covid 19 LFD result' and complete a Byfleet LFT Google Form following each test to share details of the test used and whether the result was positive, negative or void. Clear instructions have been provided for how to complete these reports. If a staff member tests positive, retest, and if positive, they need to report this to school (Mrs Meyrick), self-isolate and book a PCR test. Control measures laid out in this risk assessment regarding a positive case of COVID-19 will be followed. If the test is void, the staff member will need to carry out a second LFD test. In the unlikely event there is a second void result, they will need to book a PCR test. If a staff member displays symptoms of COVID-19, they will need to book a PCR test, not use an LFD test. A negative test result does not mean that staff members can then not adhere to the measures laid out in this risk assessment. All control measures must be followed at all times. LFD tests must only be used by the staff member they have been assigned to. They are not for use by family or friends. LFD Tests are collected in person as a signature is required, but strict Covid risk assessment guidance is followed including social distancing, wearing of masks, sanitising, signing with their own pen etc. If a staff member is in a period of self-isolation when they receive a negative LFD test result, they must still complete their period of self-isolation. Any incidents must be reported to the school including: clinical - allergic reaction, bleeding whilst carry out the test or non-clinical - test kit items missing or broken. 		
3	<p>Infection may be transmitted via the physical school environment</p> <p><u>Who may be harmed:</u> Children Staff Family members others</p>	6	<ol style="list-style-type: none"> The school to be kept sterile by the cleaners, and objects and surfaces to be frequently wiped using the wipes and sprays provided by the school. Staff to clean the staff toilets before and after their use. Alcohol hand gel is available in all adult toilets. Children are encouraged to bring their own hand gel to school in a named bottle, which only they can touch. Anti-bacterial soap is available to all children in the toilet area and children are encouraged to use this. Children's toilets to be cleaned at lunchtime and are staffed during all lunch and playtimes by a member of staff. The cleaning standard is monitored by the SBM, who also arranges enhanced cleaning to be undertaken. Items that are not possible to be cleaned throughout the day, such as soft toys and small intricate toys with small components will be removed from the classroom. Other items such as dressing up clothes, aprons, soft furnishings will be washed after each use daily. See separate EYFS risk assessment. The library is closed to use as a library as it is not possible to keep books clean. It will be used as a groups room for one bubble. Similarly, all intervention spaces have been allocated to specific bubbles only and no cross over during the school is permitted. Each area is wiped down, including chairs by the adult, after use. Doors and windows to outside areas need to be kept open to encourage good ventilation, when not too cold to do so. All internal classroom doors to be kept open to improve ventilation. All communal windows, where possible are to be opened from the start of the day. Additional layers of clothing to be worn by children and staff due to temperature drop with ventilated rooms. Class room staff will use their judgement to balance the need for good ventilation whilst ensuring the comfort of those in class. Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air 	4	<p>School cleaners</p> <p>Staff</p> <p>Children</p> <p>Parents</p>

		<p>conditioning systems wherever possible), distancing between pupils and paying scrupulous attention to cleaning and hygiene.</p> <ol style="list-style-type: none"> 6. When a child requires a change of clothes (soiling or accidents), their soiled clothes will be double-bagged and sent home. The change of clothes provided by the school is not to be returned. Spare clothing is kept in the classroom cupboard. 7. Internal doors and windows to be kept open to avoid them being touched too often. 8. Each child to have their own desk and equipment on their desk. They use this desk and equipment only to avoid contamination through sharing of items. Children should not be encouraged to leave their seat so all equipment needs to be placed on a tray on their desk. 9. Staff and children to use their own whiteboard, visualisers, own book, large paper etc, using initiative to keep a distance 10. Pupils and teachers can take books and other shared resources home if this is essential, for instance reading books. These items need to be cleaned before and after travelling from school or home (or left untouched for 48 hours) and vice versa. 11. At the end of each day, the tables will be cleaned by an adult. Adults in the classroom to wipe down other areas in the classroom as appropriate. 12. Small equipment/maths equipment like counters etc. to be left in a Milton bath overnight and then drained and put on paper towels to dry. 13. Lunches will be in disposable take-out style boxes with disposable cutlery. Reception, Year 1 and Year 2 will eat in the hall spaced out and facing forward. Years 3-6 will eat in their classroom. Each group's TA will collect the group's lunches, which will be sealed and on a tray, from the kitchen. TAs will support at lunchtime as usual, taking their break at an agreed time if they are working in school all day. TA's will cover Teachers lunches and Teachers will cover TA's lunches as per the arranged timetable. 14. Drinking fountains are out of use. 15. Areas in which children and adults are spending time, need to have easy access to sterile wipes. Staff need to take these with them when they move around the school with children to wipe objects and surfaces. Also provided is disinfectant spray and cloths for the purpose of wiping door handles, chairs, objects, etc. 16. Children to have their own equipment for instance, pens, pencils, books. However, school resources, such as books and games, can be used and shared within a Bubble if it contributes to the children's education or wellbeing, however this is kept to a minimum. 17. Resources that are shared across Bubbles, need to be wiped before and after use or left for 48 hours between Bubble uses. 18. Children should work in as small groups as possible with the adult remaining a social distance of 2 metres or keeping to a maximum of 15 minutes for each intervention. 19. Children should work/play outside as often as this is possible 20. Children should know to use only the designated toilets. Only one pupil to enter the toilet at any given time unless they are in the same bubble. A maximum of 4 pupils per bubble permitted into the toilets. 21. Children should be encouraged to observe social distancing and adults reinforce the visual reminders around school (arrows, one way systems) regularly and through assembly messages. 	
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			<p>22. Broken or missing items that make cleaning surfaces, objects and washing hands difficult (for instance, no wipes, no liquid soap, no paper towels) needs to be reported to a member of SLT who will make arrangements for these to be fixed/replaced.</p> <p>23. Each class needs anti-bacterial spray, kitchen towels, adult alcohol hand gel, boxes of tissues, a medical kit containing PPE and paper towels. It is the responsibility of the teacher and the learning support assistants in the classroom to ensure these are in good working order and replenished sufficiently by informing the office via the school telephone. No bars of soap to be used. FC to monitor PPE stock in classrooms and assigned area and log on this risk assessment.</p> <p>24. Windows and external doors must be kept open as far as is possible, whilst maintaining a comfortable learning environment for ventilation to flow. Top windows are encouraged as these allow better air flow. Thermometers in classrooms to monitor comfortable temperature between 18 – 19C. All windows must be opened and left open at the end of the day. These will be closed by the teachers at the end of the day and checked by the caretaker.</p> <p>25. Teachers to reduce contact with pupil books, allowing pupil marking where possible for feedback. Adult live marking to take place during lesson times.</p> <p>26. Staff to discourage movement with a class; staff need to provide as many resources as possible on each child’s desk. Smart Sacks introduced in year 1 – 4 to store personal educational items and waterbottles to free up space on tables.</p>		
4	<p>Infection may be transmitted via the physical school environment in the Early Years (Reception and Nursery)</p> <p><u>Who may be harmed:</u> Children Staff Family members others</p>	6	<p>In the Early Years we will also follow the additional Government Guidance published on 7th September 2020 ‘Actions for early years and childcare providers during the Coronavirus (COVID-19) outbreak</p> <p>In EYFS we will follow the control measures above and consider the following points relevant to EY aged children.</p> <ol style="list-style-type: none"> Children will be kept in one bubble class and have separate staggered start and end of day times. Playtime and lunch time is restricted to their bubble. EYFS will use their own area within school. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. In EYFS it is not expected that children and staff within their group will keep 2 metres apart but by following guidelines we will be able to keep contact between groups to an absolute minimum and stay away from other groups in school. Items that are not possible to be cleaned throughout the day, such as soft toys, puzzles and small intricate toys with small components will be removed from the classroom. Other items such as dressing up clothes, aprons, easily cleaned soft furnishings will be washed after each use daily. Playdough is provided in individual named containers on a set day and is not shared. It is discarded after use. There will be no sand play outside as this is hard to clean thoroughly. As far as possible sharing of resources within the group will be limited e.g. each child will have their own pot of playdough. Pencils, pens, painting resources will be wiped down regularly throughout the day. Children will be encouraged to play at different areas in the classroom to minimise contact between children and staff and the use of the outdoor area will be encouraged where possible. Resources that are shared within the group will be thoroughly cleaned at the end of the day. These resources will not be shared between groups. Children will wash hands at regular intervals throughout the day and in-between activities. Sanitiser station to be set up outside in playground. Children with complex needs will be supported with handwashing. ‘Catch it, kill it, bin it’ encouraged with tissue bins and tissues in allocated areas. Windows and doors to be open to increase ventilation. 	4	

			<p>15. Different groups don't need to be allocated their own toilets, but toilets will need to be cleaned regularly and children must be encouraged to clean their hands thoroughly after using the toilet</p> <p>We will plan to use the outdoor space as much as possible, cleaning outdoor equipment and toys at the end of the day and not sharing between different groups.</p>		

What to do if a pupil is displaying symptoms of coronavirus (COVID-19)

If anyone in your school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and be advised to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#). This sets out that they must:

- self-isolate for at least 10 days
- arrange to have a [test to see if they have coronavirus \(COVID-19\)](#)

Action list

1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency.
2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
3. While the pupil is awaiting collection, move them to an isolated room and open a window for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE¹:

Situation	PPE
2m distance cannot be maintained	A face mask should be worn
Contact is necessary	Gloves, an apron and a face mask should be worn
Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting)	Eye protection should also be worn

¹ More information on PPE use can be found in the [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\) guidance](#)

5. If the pupil needs to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.
6. From 26 August, all schools and FE providers will have received an initial supply of 10 [home test kits](#). Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.
7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.
8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.
9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).

What to do if a pupil tests positive for coronavirus (COVID-19)

1. You must take swift action when you become aware that someone who has attended your school has tested positive for coronavirus (COVID-19).
2. You can contact the dedicated advice service, introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority, for advice. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.
3. If, following triage, further expert advice is required the adviser will escalate your call to the PHE local health protection team (HPT).
4. The advice service (or HPT if escalated) will work with you to carry out a rapid risk assessment and identify appropriate next steps.
5. With support from the advice service (or HPT), identify close contacts of the symptomatic individual. Contact tracers will inform contacts that they need to self-isolate for 14 days in line with [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#).
6. You should report all confirmed, positive cases using the [online attendance form daily return](#). You should also inform your local authority of confirmed cases of coronavirus (COVID-19).
7. For pupils who are isolating, ensure access to remote provision so that they can continue to learn remotely.
8. A template letter will be provided to schools, by the advice service or the health protection team, to send to parents and staff if needed.
9. Schools must not share the names of people with coronavirus (COVID-19) unless essential to protect others.

Definition of clinically extremely vulnerable groups from the government document Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19 (as on 23rd Feb 2021 and updated on the 16th February 2021) - <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev>

People who are defined as clinically extremely vulnerable are thought to be at very high risk of serious illness from coronavirus. There are 3 ways you **may** be identified as clinically extremely vulnerable:

1. You have one or more of the conditions listed below.
2. Your clinician or GP has added you to the Shielded Patient List because, based on their clinical judgement, they deem you to be at high risk of serious illness if you catch the virus.
3. You have been identified through the COVID-19 Population Risk Assessment as potentially being at high risk of serious illness if you catch the virus.

If you do not fall into any of these categories, and have not been contacted to inform you that you are on the Shielded Patient List, follow the national lockdown guidance for the rest of the population.

If you do not fall into any of these categories, and have not been contacted to inform you that you are on the Shielded Patient List, follow the national lockdown guidance for the rest of the population.

If you think there are good clinical reasons why you should be added to the Shielded Patient List, discuss your concerns with your GP or hospital clinician. People with the following conditions are automatically deemed clinically extremely vulnerable:

- solid organ transplant recipients
- people with specific cancers:

- people with cancer who are undergoing active chemotherapy
- people with lung cancer who are undergoing radical radiotherapy
- people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- people having immunotherapy or other continuing antibody treatments for cancer
- people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
- people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
- people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
- people on immunosuppression therapies sufficient to significantly increase risk of infection
- problems with your spleen, for example splenectomy (having your spleen removed)
- adults with Down's syndrome
- adults on dialysis or with chronic kidney disease (stage 5)
- women who are pregnant with significant heart disease, congenital or acquired
- other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions

