

## INFECTIOUS DISEASES COVID-19 STEP 4 – AUTUMN TERM 2021

Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
<b>Awareness of policies and procedures</b>	Staff Pupils Others	Inadequate information	<ul style="list-style-type: none"> <li>• All staff, parents, governors, visitors and volunteers are aware of all relevant policies and procedures.</li> <li>• All staff have access to all relevant guidance and legislation including, but not limited to, the following:</li> <li>• The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Prime/ RIDDOR) 2013</li> <li>• The Health Protection (Notification) Regulations 2010</li> <li>• Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>• DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> <li>• Relevant staff receive necessary training that helps minimise the spread of infection, e.g. infection control</li> <li>• The school keeps up-to-date with advice issued by, but not limited to, the following:</li> <li>• DfE – NHS - Dept for Health &amp; Social Care – PHE; local (CWAC) Health Protection meetings</li> <li>• Staff are made aware of the school's infection control procedures in relation to coronavirus via email / staff meetings and contact / school as soon as possible if they believe they have been exposed to coronavirus.</li> <li>• Parents are made aware of the school's infection control procedures in relation to coronavirus via email and website – they are informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus.</li> </ul>	MED	Reminders re plans for Sept 21 issued	✓
					01/09/21	
					Reminder 09/21	

**TATTENHALL PARK PRIMARY SCHOOL**

*We respect, we enjoy, we believe.*

			<ul style="list-style-type: none"> <li>• Pupils are made aware of the need to tell a member of staff if they feel unwell.</li> </ul>		Assemblies / CT	
<b>Disruption to the running of the school in cases of local outbreak</b>	Staff Pupils Others	Infection control	<ul style="list-style-type: none"> <li>• The school has an up-to-date Business Continuity Plan in place – the plan is reviewed as necessary.</li> <li>• The school adheres to and keeps up-to-date with the latest local and national advice about school closures – advice is sought from the local HPT or DfE helpline where required.</li> <li>• Follow Government advice / instructions</li> </ul>	MED	09/21 to be reviewed/ updated	✓
<b>Use of Transport</b>	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>• It is recommended that facemasks are worn in enclosed / crowded spaces where contact with people you don't normally meet occurs. This includes public transport and dedicated transport to school</li> <li>• School will follow director of public health advice in cases of local outbreak.</li> <li>• School will put into place any actions or precautions advised by their CWAC HPT.</li> </ul>	MED		✓
<b>Cleaning of school</b>	Staff Pupils Others	Infection Control	<ul style="list-style-type: none"> <li>• All hard surfaces to be cleaned on a regular basis, this will include                             <ul style="list-style-type: none"> <li>➢ All door handles</li> <li>➢ All tables and chairs used by staff and pupils</li> <li>➢ Toilet flushes and regular cleaning of toilets.</li> </ul> </li> <li>• All classrooms to have spray disinfectant and where possible disposable cloths. If disposable cloths are not available use once and then put in wash.</li> <li>• Regular cleaning of surfaces will reduce the risk of spreading the virus.</li> <li>• All used cloths thrown away following cleaning of isolation room to be double bagged and then placed in a secure area i.e. lockable bin outside.</li> </ul>	MED	Adapt current practice JH to liaise with Brandalls  Ensure in place 01/09/21	✓

<p><b>Ventilation class/office</b></p>	<p>Pupils Staff</p>	<p>Infection control</p>	<ul style="list-style-type: none"> <li>• Identify any poorly ventilated spaces - take steps to improve fresh air flow</li> <li>• If the mechanical ventilation systems (e.g. in centre of school) is used to draw fresh air or extract air from a room these should be adjusted to increase the ventilation rate wherever possible</li> <li>• Government rolling out issue of CO2 monitors to support good ventilation.</li> <li>• Where appropriate open external windows, internal doors, external doors to improve natural ventilation</li> <li>• If external doors are opened, ensure that they are not fire doors and are safe to do so. <b>Ensure outside gates are locked.</b></li> </ul>	<p>MED</p>	<p>Class teachers to ensure windows are open and exchange of air when room is empty.</p>	<p>✓</p>
<p><b>Poor hygiene practice</b></p>	<p>Staff Pupils Others</p>	<p>Ill Health</p>	<ul style="list-style-type: none"> <li>• You should continue to ensure that children clean their hands regularly, this can be done with soap and water or hand sanitiser</li> <li>• Staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) 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>• Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary.</li> <li>• Pupils are discouraged from sharing cutlery, cups or food.</li> </ul>	<p>MED</p>	<p>Maintain practice</p>	<p>✓</p>

			<ul style="list-style-type: none"> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, thorough 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 HPT/PHE and contractor</li> </ul>		Deep clean arranged for wc 23/8/21	
<b>Spread of infection</b>	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.</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>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>• Pupils who are unwell (symptomatic) are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> <li>• Parents must notify 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 medical professionals where necessary, reviews the needs of pupils who are vulnerable.</li> </ul>	MED	Lunch issues  Monitor swimming groups and residential	✓

			<ul style="list-style-type: none"> <li>Any additional provisions for pupils who are vulnerable will be put in place agreed by the Headteacher, in liaison with the pupil's parents and class teacher, if necessary.</li> </ul>			
<b>Classroom management</b>	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li><b>Class teachers and TA support to no longer operate purely from the front of the classroom – mobility of all staff to be a key element.</b></li> <li>It is no longer required for forward facing tables - care should still be taken on table management in a classroom setting.</li> <li>Outbreak management plans cover the possibility of reintroduction of restrictions on mixing for a temporary period in case of local outbreak.</li> <li>We will revert back to previous control measures in the event of a local outbreak ie logistics from March 2021 including staggered start / finishes and class Bubble maintenance</li> <li>Continue to use a cautious approach with arrangements.</li> </ul>	MED	<p>Table grouping - allows for greater staff movement around the class &amp; interaction / AfL</p> <p>Contingency plan in place – resumption of March 21 Risk Assessment and logistics</p>	✓
<b>Assemblies and singing</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>There are no restrictions in place for holding assemblies and singing in the school hall.</li> </ul>	L	Whole school assemblies to resume	✓
<b>Playtime and using equipment</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Previous playtimes and groups can be reinstated and no restrictions in place regarding using and sharing play equipment.</li> </ul>	MED	See above	✓
<b>Lunchtimes</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>Lunchtime arrangements can revert back to previous arrangements.</li> <li>Tables must still be cleaned on a regular basis throughout dinner time activities, between different groups entering the hall.</li> <li>Contingency plan We will revert back to previous control measures in the event of a local outbreak ie logistics from March 2021- restricted groups in hall, pupils eating in classrooms.</li> </ul>	MED	Use of school hall for lunchtimes to resume	✓

<p><b>Personal Protective Equipment Face Coverings</b></p>	<p>Pupils Staff Visitors Parents</p>	<p>Infection control</p>	<ul style="list-style-type: none"> <li>• <b>Face coverings are no longer advised for staff and visitors in classrooms / communal areas</b></li> <li>• It is recommended that face masks are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes dedicated transport to school. Staff may wish to continue to use them when dismissing pupils and if they come into contact with large groups of people.</li> <li>• HT will meet with staff who feel they are vulnerable to discuss how they may be supported.</li> <li>• School will follow director of PH advice in cases of local outbreak.</li> <li>• School will put into place any actions / precautions advised by local HPT.</li> <li>• <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></li> <li>•</li> </ul>	<p>MED</p>		<p>✓</p>
<p><b>Ill Health</b></p>	<p>Staff Pupils Others</p>	<p>Coronavirus Symptoms</p>	<ul style="list-style-type: none"> <li>• Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, loss or change to sense of smell or taste and high temperature and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus.</li> <li>• Any pupil or member of staff who displays signs of being unwell with COVID symptoms, a persistent cough, fever or a loss / change to sense of smell or taste, 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.</li> <li>• For pupils the relevant member of staff calls for emergency assistance (JH) immediately if pupils' symptoms worsen.</li> </ul>	<p>MED</p>	<p>09/21</p>	<p>✓</p>

			<ul style="list-style-type: none"> <li>• The parents of unwell pupils are informed as soon as possible of the situation by JH/FD/YM/LH.</li> <li>• Where contact with a pupil's parents cannot be made, appropriate procedures are followed in accordance with governmental guidance.</li> <li>• Unwell pupils waiting to go home are kept in an area where they can be socially distanced from others.</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 (disabled toilet by school main entrance) to minimise the spread of infection.</li> <li>• Pupils who display signs of infection are taken home as soon as practicable, by parents – parents are advised to contact NHS 111 immediately or 999 if the child becomes seriously ill / their life is at risk.</li> <li>• 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. Parental consent must be sought.</li> </ul>			
<b>Autumn Term Asymptomatic testing</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>• No testing is required of Primary age children</li> <li>• Staff should re-start twice weekly home tests from Tues 31st until the end of September when this will be reviewed. Tests completed on Monday morning and Thursday.</li> </ul>	MED		✓



<p><b>Positive Cases</b></p>	<p>Pupils Staff</p>	<p>Infection control</p>	<ul style="list-style-type: none"> <li>School no longer need to do contact tracing as close contacts will be identified via NHS Test and Trace.</li> <li>School will support NHS Test and Trace if required to help identify close contacts</li> </ul> <p><b>From 16<sup>th</sup> August 2021</b></p> <ul style="list-style-type: none"> <li>From 16 August 2021, children <b>under the age of 18 years old will no longer be required</b> to self-isolate if contacted by NHS Test and Trace as a close contact of a positive COVID-19 case.</li> <li><b>Instead</b>, children will be contacted by NHS Test and Trace, informed they are a close contact and advised to take a PCR test.</li> <li>All individuals are encouraged to take a PCR test if advised to do so.</li> </ul> <p><b>Staff / Pupils</b></p> <ul style="list-style-type: none"> <li>with a positive lateral flow test result should self-isolate in line with the stay at home guidance and get a PCR test to check if they have COVID-19 continue to self-isolate</li> <li>If the PCR test is taken <u>within 2 days</u> of the positive lateral flow test, and is negative, it overrides the self-test and the pupils/staff can return to school as long as there are no COVID-19 symptoms</li> </ul>	<p>MED</p>		<p>✓</p>
<p><b>Poor management of infectious diseases</b></p>	<p>Staff Pupils Others</p>	<p>Lack of infection control</p>	<ul style="list-style-type: none"> <li>Staff are instructed to monitor themselves and others and look for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.</li> <li>Staff are vigilant and report concerns about their own, a colleague's or pupil's symptoms to the Headteacher as soon as possible.</li> </ul>	<p>MED</p>		<p>✓</p>



			<ul style="list-style-type: none"> <li>The school is consistent in its approach to the management of suspected and confirmed cases of coronavirus.</li> <li>The school is informed by pupils' parents when pupils return to school after having coronavirus – school informs relevant staff.</li> <li>Staff inform the Headteacher when they plan to return to work after having coronavirus.</li> <li>JH and KW monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>			
<b>Lack of communication</b>	Staff Pupils Others	Unsafe Practices	<ul style="list-style-type: none"> <li>Office staff to complete register check, collating information on absent pupils. Phone calls home should be undertaken by 10am if there has been no parental notification of why a child is absent.</li> <li>HT/DHT complete DfE Education setting status online</li> <li>Staff report immediately to the Headteacher about cases of suspected coronavirus, even if they are unsure – <b><u>do not act independently.</u></b></li> <li>The Headteacher contacts the local HPT or follows advice given from and discusses if any further action needs to be taken.</li> <li>School puts into place any actions or precautions advised by their local HPT.</li> <li>Schools keep staff and parents updated about changes to infection control procedures if necessary.</li> </ul>	MED		✓
<b>Admitting children into school</b>	Pupils Staff	Infection Control	<ul style="list-style-type: none"> <li>In most cases, parents and carers will agree that a pupil with symptoms should not attend the school, given the potential risk to others. If a parent or carer insists on a pupil attending your school, we can take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect pupils and staff from possible infection with COVID-19.</li> </ul>	MED		✓

## TATTENHALL PARK PRIMARY SCHOOL

*We respect, we enjoy, we believe.*

			<ul style="list-style-type: none"> <li>Decision needs to be considered in light of all the circumstances and current PH advice.</li> </ul>			
<b>CEV children</b>	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>All CEV children should attend their education setting unless they are one of the very small number of children under paediatric / specialist care who have been advised not to attend</li> </ul>	MED		✓
<b>Admitting people into school</b>	Pupils Staff	Infection control	<ul style="list-style-type: none"> <li>Pupils, staff and other adults <b>should not</b> come into school if they have symptoms, have had a positive test result or have been instructed to quarantine</li> <li>Staff or pupils within the school who appear to have COVID-19 symptoms are sent home, advised to avoid using public transport and, wherever possible, be collected by a member of their family or household and to follow PH advice</li> <li>In the case of a pupil awaiting collection, they should be taken to a room away from other pupils and supervised</li> <li>If the member of staff is in close contact with the child then they should wear appropriate PPE</li> <li>Fresh air ventilation if possible</li> <li>Any rooms that have been used for this purpose should be cleaned when vacated</li> <li>As households follow PHE guidance with possible or confirmed COVID-19 infection, then siblings within school will be identified and sent home.</li> </ul>	MED		✓
<b>Staff CEV</b>	Staff	Infection control	<ul style="list-style-type: none"> <li>CEV people are <b>no longer advised</b> to shield but may wish to take extra precautions to protect themselves and follow the practical steps set out in guidance to minimise the risk of exposure to the virus</li> </ul>	MED		✓

## TATTENHALL PARK PRIMARY SCHOOL

*We respect, we enjoy, we believe.*

			<ul style="list-style-type: none"> <li>• Staff should attend their place of work if they cannot work from home</li> <li>• The school will follow DHSC updated guidance</li> </ul>			
<b>Educational visits</b>	Pupils Staff	Financial risk	<ul style="list-style-type: none"> <li>• If booking new visits, ensure that the school have adequate financial protection in place</li> <li>• The school should have a contingency plan in place to account for any changes in the government travel list</li> <li>• Full risk assessments (EVOLVE) must be completed.</li> </ul>	MED	Trips booked in consultation with JH YM to check that school has adequate financial protection	✓
<b>Out of school clubs Parents attendance</b>	Pupils Parents Staff Others	Infection Control	<ul style="list-style-type: none"> <li>• Parent's consultations will be arranged online where possible.</li> <li>• Face to face meetings booked in advance where virtual meetings are not feasible.</li> <li>• Ensure up to date contact information is available in the event of an emergency.</li> </ul>	MED	Office to ensure 3 contacts	✓

Signed



26/8/21