



# **Covid 19 Risk Assessment: School. Pupil, Staff**

**September 2021**

**Updated 28<sup>th</sup> October 2021**

**This risk assessment works alongside previous risk assessment and takes account of any changes in government guidance**

**Key reminders for staff in readiness for start of Autumn 2**

**Changes made for Autumn 2 in light of Public Health Guidance issued on 21<sup>st</sup> October 2021** – these will be shared in person at a staff briefing at 8.30am on Monday 1<sup>st</sup> November 2021

## Covid 19 Risk Assessment: School. Pupil, Staff

### Rationale

This risk assessment is developed from the current government guidance (Guidance for full opening – school; 2nd July 2020) and is reviewed as new guidance is published. The mental health and wellbeing of staff and children are placed alongside safety as well as 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 contact and mixing whilst delivering a broad and balanced curriculum (Guidance for full opening – school; 2nd July 2020). The government recognises that organisation of a school is affected 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 Lowerplace Primary School, for September 1st 2020 ‘bubble’ sizes will be year group size. There is no expectation of the children within a Bubble to social distance between them and, therefore, may play and work in close proximity of each other, staff are encouraged to keep a 2 metre distance from children and other adults and work for no longer than 15 minutes with an individual or groups at a closer proximity. In addition to this, if needed, all staff can operate across different bubbles to facilitate the delivery of the school timetable, such as PPA and individual pupil support plans. Staff will therefore cross bubbles to provide pastoral care, interventions and/or SEN support in line with statutory requirements. This will be under the direction of the Headteacher.

### Symptoms described by NHS:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

- 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

**System Controls** (Guidance for full opening – schools; 2nd July 2020 <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools#section-2-school-operations>)

#### Prevention

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents
- 5) minimise contact between individuals and maintain social distancing wherever possible. Schools must properly consider this and put in place measures that suit their particular circumstances.
- 6) where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances, for example a medical mask instructed to be used for specific clinical reasons and evidence is shown for this.

**Response to any infection** - must be followed in every case where they are relevant.

- 1) engage with the NHS Test and Trace process
- 2) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 3) contain any outbreak by following local health protection team advice

**Covid 19 Risk Assessment: School. Pupil, Staff**

**1. Risk Assessment for Coronavirus (School)**

SAFETY RISK ASSESSMENT	
School	COVID 19 – September Opening for all pupils
Lowerplace Primary School	
<b>Job Roles:</b> Teachers / TA's / Support Staff / Admin/ Site staff	
<b>People who might be harmed</b> staff, pupils, visitors	<b>Assessment Date:</b> Original version 01/08/21 updated 29/08/21
<b>Main control guideleines</b> as per government guideleines	<b>Review Date:</b> monthly/as necessary
<b>Are there any special considerations needed for new &amp; expectant mothers or persons under 18, etc.</b>	No
<b>Names of all involved in assessment process:</b> HT/SLT/Staff/GB/LA	<b>Manager:</b> K Martin

Hazard / risk identified Task/ activity / process / stressor	Current precautions in place	Improvement action needed
Infection Control: Staff and Children	<ul style="list-style-type: none"> <li>• Communicate with all staff on well being and personal health conditions (CEV staff especially)</li> <li>• Individual risk assessments completed where necessary – CEV/stress/pregnancy</li> <li>• Ensure staff know that if they feel ill, they must stay at home and follow school/LA./Gov guidelines – see appendix for flow diagram</li> <li>• Ensure staff follow correct procedures if they fall ill at school - see appendix for flow diagram</li> <li>• SEND TAs to try wherever possible to remain in a consistent class and support same child/children each day</li> <li>• Staff should continue to try to limit face-to-face interactions with children of less than 2metres wherever possible. Careful thought should be given to where pupils requiring additional support are seated in the classroom. They should be easily accessible to staff</li> <li>• Support should be given from the side where possible</li> <li>• Staff are responsible for maintaining a distance from others if they feel this is appropriate</li> <li>• Remind staff of the Employee Resistance Offer (PAM)</li> <li>• Staffrooms – staff to take responsibility for wiping shared areas with cleaning materials provided.</li> <li>• Staff should monitor the number of people in the staffroom if you are unable to social distance, staff should wait to enter and are encouraged to return to their classrooms for breaks</li> <li>• KS1 staff room - limit of 3 people</li> <li>• KS2 staff room – limit of 4 people</li> </ul>	Hold briefing on 1 <sup>st</sup> Nov at 8.30am to go over new PH guidelines

	<ul style="list-style-type: none"> <li>• If staff are taking PPA together and working closely together, face masks should be worn</li> <li>• Face masks are to be worn in all communal areas, when moving around school and when busy outside in the playground.</li> <li>• Face masks are optional in classrooms however face masks and visors should be worn when close contact support is needed.</li> <li>• Non-classed staff should wear masks when not in their usual area</li> <li>• Staff to continue to use LTFs twice a week – Wednesday evening and Sunday evenings</li> <li>• Test results should be reported on the Teams spreadsheet each time</li> <li>• If a positive LFT, staff member will need a confirmatory PCR and should isolate whilst awaiting results</li> <li>• 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 sent home via Google Classroom. School are aware of families who do not have access to IT equipment and a system is in place to loan equipment if needed.</li> </ul>	
Infection Control: Start and End of the school day	<ul style="list-style-type: none"> <li>• All children to start at 8.45am and end at 3.10pm (EYFS) and 3.15pm (KS1/KS2)</li> <li>• SLT to be on duty to monitor any congestion points and ensure parents are leaving promptly</li> <li>• Staff on busy playground to wear masks</li> <li>• Washing of hands on entering the building - hand sanitiser at the door/hand wash at sink</li> <li>• Encourage only 1 parent at drop off and pick up</li> <li>• Clear communication to parents about arrangements and expectations – newsletters/letters</li> <li>• Items brought from home kept to a minimum</li> </ul>	<p>Keep under review and consider reintroduction of one way system</p> <p>Add 1 parent recommendation to newsletter on 5/11/21</p>
Infection Control: Hygiene within school	<ul style="list-style-type: none"> <li>• Classroom furniture can be laid out as preferred during Autumn term</li> <li>• Resources to be cleaned periodically</li> <li>• Equipment that is shared between classes such as sports, art, music and science equipment will be cleaned after use</li> <li>• I-pads and laptops may be used as long as they are cleaned between uses with appropriate wipes</li> <li>• All pupils to bring in their own water bottle that will be taken home and cleaned each day. Pupils may refill these at the sinks in the classrooms. Taps to be cleaned after use</li> <li>• Reading books can be sent home with children. Homework will also be sent out weekly</li> <li>• Teachers may take books home for marking as appropriate</li> <li>• Staff will share behaviour expectations regularly. SLT will speak to parents where needed if pupils are not adhering to expectations</li> <li>• Cleaning equipment, tissues, access to soap and water, sanitising stations and lidded bins in all classrooms</li> <li>• Remind pupils regularly about the increased hygiene and washing hands. Posters to continue to be displayed around school</li> <li>• Regular cleaning of surfaces in the classroom will be carried out by staff/children (mid day at least)</li> </ul>	<p>1/11/21 – assembly focus. Hygiene</p>

	<ul style="list-style-type: none"> <li>• Internal doors and some external windows to be kept open for ventilation (ideally top and bottom for a through draft). When children are outside, external doors and windows should be left open for additional ventilation. If cold, staff and pupils to wear additional layers</li> <li>• Upon receipt, CO2 monitors will be placed in appropriate rooms in order to monitor when additional ventilation may be needed</li> <li>• Clear instruction to staff/pupils if feeling unwell (Covid symptoms) to report immediately</li> <li>• If a staff member is absent from school we will try to cover internally but supply staff will be used if necessary. School will try to use the same bank of staff. Induction will be given and external staff are expected to adhere to any policies and procedures.</li> </ul>	
Recovery Curriculum	<ul style="list-style-type: none"> <li>• Gaps and coverage analysis has been passed to receiving staff so they can plan accordingly</li> <li>• Children have been identified for additional support/focus</li> <li>• Remote learning plan has been reviewed, updated and shared with staff</li> <li>• No overnight residential to be booked at the current time due to insurance risks</li> <li>• Swimming in Y4 will take place in Autumn 1 – risk assessments have been completed</li> <li>• School assemblies were taking place in Aut 1 in person – Y1/2, Y3/5 and Y4/6. Autumn 2 assemblies will now be held by Zoom</li> <li>• Analysis of curriculum coverage and further assessment will inform future planning and intervention</li> <li>• Clubs will restart</li> </ul>	KS2 to have assembly at the same time but via Zoom
Infection Control: Lunchtimes	<p>KS2 playground</p> <ul style="list-style-type: none"> <li>• Lunchtime has remained staggered so that only two year groups are having lunch at the same time. Based on the timings in the dining hall, for the majority of the time, there will only be one year group on the playground</li> <li>• Equipment should be wiped down at the end of each lunchtime</li> </ul> <p>Dinner halls</p> <ul style="list-style-type: none"> <li>• Whilst not adhering to bubbles, we will try to arrange the rota so that classes largely within the same year group/classes are in the dining halls at the same time</li> </ul> <p>KS1 hall</p> <ul style="list-style-type: none"> <li>• 11.50 EYFS</li> <li>• 12.00 Year 1</li> <li>• 12.20 Year 2</li> </ul> <p>KS2 hall – see rota.</p> <ul style="list-style-type: none"> <li>• Tables will be cleaned by LTOs – gloves to be worn.</li> <li>• Masks to be worn by LTOs</li> <li>• GFM will provide the lunches and will follow their own risk assessments</li> <li>• Pupils to wash/sanitise hands before lunch and on re-entry to school after lunch</li> </ul>	Revisit with LTOs

Infection Control: Playtimes	<ul style="list-style-type: none"> <li>• Pupils to wash/sanitise hands when returning to class</li> <li>• Playground equipment to be limited. Staff should teach non-contact game ideas</li> <li>• If wet playtimes, colouring word searches and puzzles should be used. This will allow children to remain in their seats</li> </ul>	
Infection Control: Toilets	<ul style="list-style-type: none"> <li>• Hand sanitiser used after toilet use when re-entering classroom</li> <li>• Extra soap and hand gel ordered to ensure we don't run out</li> <li>• Hand driers not to be used</li> <li>• Toilets undergo additional cleaning after breaks and lunchtimes</li> </ul>	
Infection Control: Medical equipment	<ul style="list-style-type: none"> <li>• Each class will have their own medical bag which the TA will take out at break time and lunchtime. The bag will contain basic medical kit <ul style="list-style-type: none"> <li>- medication, asthma pumps, Epi Pens etc for individual children within that group</li> <li>- nappy sacks (to place the used kitchen paper in and then dispose of in the class' lidded tissue bin)</li> <li>- disposable gloves</li> <li>- disposable aprons (for treating suspected corona cases)</li> <li>- disposable mask (for treating suspected corona cases)</li> </ul> </li> <li>• Where possible, comfort a child 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. Any adult who does not want to comfort a child physically does not have to do so.</li> <li>• The wearing of face covering or face mask (or any form of medical mask), unless instructed to be used for specific clinical reasons, in school is not recommended by the government. This applies to staff and children as face coverings can inadvertently increase the risk of transmission, if not used correctly children would be particularly susceptible to this spread. <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></li> </ul>	
Infection Control: Visitors	<ul style="list-style-type: none"> <li>• Visitors to the school will be asked to wash their hands and follow the poster which shows guidelines on safe ways to do this. This will be pointed out to them by office staff.</li> <li>• Where possible visitors on site will be discouraged and where possible Zoom will be used .</li> <li>• A record will be kept of all visitors and contact number. This information will be held for 3 weeks then destroyed in line with the Track and Trace guidance provided by the LA. A poster will be displayed to inform visitors of this process.</li> <li>• Governor visits will be assessed individually and risk assessment drawn up and agreed to</li> <li>• Specialist therapists, clinicians and other support staff for pupils with SEND may provide interventions as usual by coming into school. They will given a visitor's agreement and be asked to adhere to it. Where possible this will be sent out in advance.</li> <li>• Visitors, who are deemed essential, including delivery personnel, are told not to enter the school if they are displaying any symptoms of the coronavirus and asked to adhere to government guidance</li> </ul>	

<p>Infection Control: Staff/Children showing symptoms</p>	<ul style="list-style-type: none"> <li>• If children/staff develop Covid symptoms at home, they must not attend. They must isolate and arrange a PCR test.</li> <li>• If they are at school when they develop symptoms, they must go home and arrange for testing. Children will be kept in the Blue Room until they are collected</li> <li>• If someone has a positive on a LTF, they will be asked to get a confirmatory PCR test and isolate whilst awaiting results. If PCR within 2 days of a positive LTF and negative, it overrides the positive LTF and individual can return to school as long as no symptoms</li> <li>• If positive, individual will isolate for 10 days from the onset of symptoms or, if asymptomatic, from the test date. Asymptomatic cases must re-start their 10 day isolation period if they begin to show symptoms. All positive cases must follow Government stay at home guidance</li> <li>• Schools will encourage individuals to engage with track and trace and will complete the updated notification forms that the LA have requested. These forms will be sent to the Infection Control Desk</li> <li>• Attendance lead, SLT and admin team will have access to all relevant guidance and will offer appropriate advice/support to families</li> <li>• If a positive case is identified in the setting, we will inform infection control and send out the Warn to Inform letter to close contacts</li> <li>• If a person is hospitalised, we will inform infection control in case this is a variant of concern</li> <li>• School will contact Infection control and School Covid if 5 children/staff who are likely to have mixed closely and have tested positive within a 10 day period or 10% who are likely to have mixed closely and test positive within a 10 day period). This may lead to the Outbreak Management Plan being initiated</li> <li>• Children and staff showing symptoms must come into contact with as few members of staff as possible.</li> <li>• Children and staff showing symptoms must use the toilet in the blue room which will then be closed off until a deep clean has taken place</li> </ul>	
<p>Infection Control: First Aid, admin of medicines,</p>	<p>First Aid</p> <ul style="list-style-type: none"> <li>• We have sufficient first aiders on site</li> <li>• We have sufficient Paediatric first aiders on site</li> <li>• Updated first aiders list will be displayed around school</li> </ul> <p>PPE</p> <ul style="list-style-type: none"> <li>• Latex-free Personal Protective Equipment (PPE) to be provided in each school building and all first aiders have been issued with their own kit they must carry with them at all times. These to be used if a child or an adult show signs or symptoms of Coronavirus (headache, high temperature, coughing, generally unwell). PPE Pack to include:</li> </ul>	<p>Arrange whole school first aid training for an inset day</p>

	<ul style="list-style-type: none"> <li>○ Disposable gloves for examining or treating children or adults in school or exposure to bodily fluids and chemicals (such as detergents); also, to be used when working around equipment or objects that may be contaminated. They must be changed for a new pair after each episode or change of child.</li> <li>○ Loose-fitting surgical masks for pupils and adults in school who show symptoms of Coronavirus. These must be used immediately, whilst ensuring if they are a child, they are taken to a different room monitored from a distance until the parent has been contacted and makes arrangements for their child to be collected.</li> <li>○ Disposable plastic aprons to be used when examining or treating children or staff in school, or to protect clothing from chemicals such as detergents; also, to be used when working around equipment or objects that may be contaminated. Aprons must be changed for a new one after each episode or when dealing with a new child.</li> <li>○ Visor</li> <li>○</li> <li>● Most staff have seen the donning and doffing of PPE videos. Staff are responsible for familiarising themselves with this</li> </ul> <p>Medicines</p> <ul style="list-style-type: none"> <li>● Medicine policy in place</li> <li>● Medicines are stored in a locked cupboard. Protocols and consents are in place</li> </ul> <p>Illness of site – non Covid</p> <ul style="list-style-type: none"> <li>● Parents will be contacted and asked to collect</li> <li>● Children should be isolated within the classroom</li> </ul>	
Infection Control: Changing of nappies/pull ups	<ul style="list-style-type: none"> <li>● Parents have been encouraged to ensure their child is able to toilet and clean themselves</li> <li>● Where a child does require changing on a regular basis, there will be a care plan in place which details the procedures to follow</li> <li>● PPE should be used by the staff member - apron, masks, visor, gloves</li> <li>● Soiled items should be disposed of in the appropriate bin</li> <li>● Hands and arms thoroughly washed and sanitised after</li> </ul>	
Infection Control: Infection may be transmitted via the physical school environment	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Children should be encouraged to observe social distancing; staff will encourage this by modelling it.</li> <li>● Adults should wear latex gloves when performing any medical or care routines with children.</li> </ul>	
Infection Control: Movement around the building	<ul style="list-style-type: none"> <li>● Use internal phone system to communicate. Ensure phones are cleaned before and after use</li> <li>● Use of walkie talkies in the event of an emergency</li> <li>● Staff to wear face coverings when moving around the building (medical grade)</li> </ul>	
Infection Control: Breakfast Club	<ul style="list-style-type: none"> <li>● Consistent staff members</li> <li>● Staff to wear masks and distance wherever possible, provide side rather than face to face support</li> </ul>	

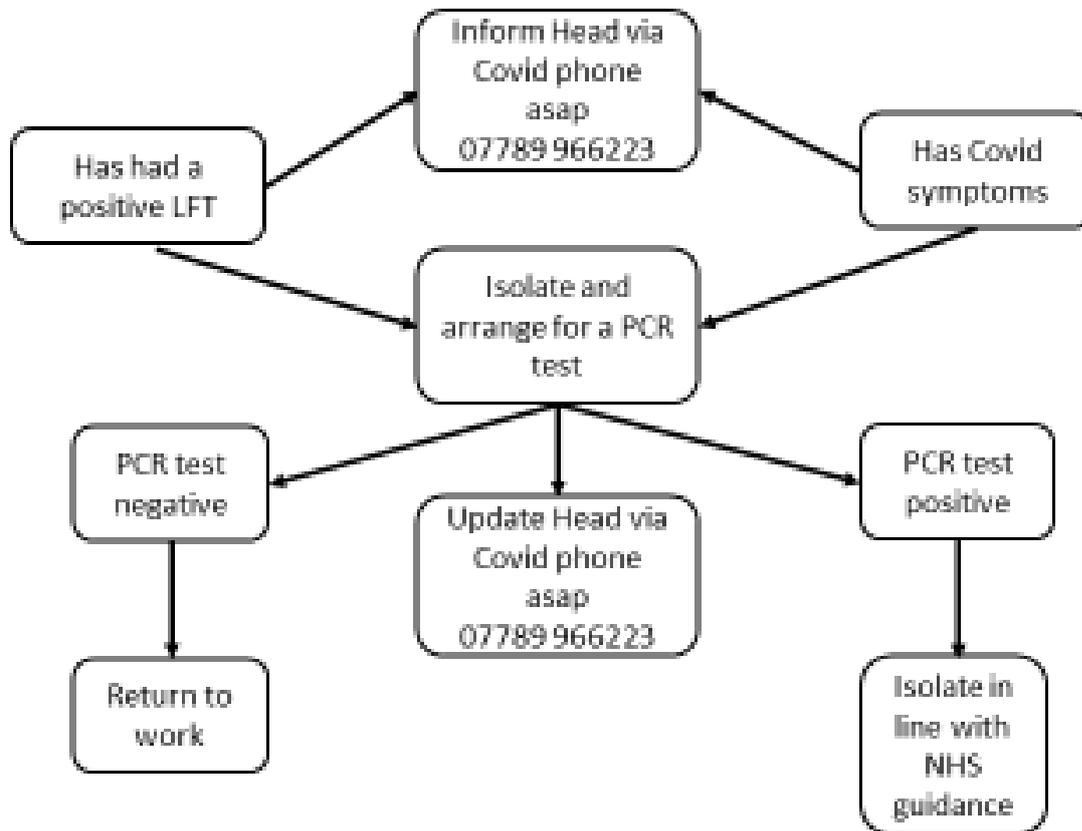
	<ul style="list-style-type: none"> <li>• One staff member to be on the door to meet and greet</li> <li>• Children to wash and hand sanitise on arrival</li> <li>• Area to be well ventilated</li> <li>• Numbers capped with pre-booked only</li> <li>• Tables and seats wiped at the end of the session – gloves to be worn</li> <li>• Rubbish to be disposed of in a bin bag and tied before disposal</li> <li>•</li> </ul>	
Infection Control: Staff arrival/use of toilets	<ul style="list-style-type: none"> <li>• Hands washed/sanitised on arrival</li> <li>• Face masks to be worn when entering school, using the toilets</li> <li>• Toilet seats must be left clean and toilets flushed. Wipes are available to clean seats and handles after use</li> <li>• Staff to adhere to 20 second rule with soap and hot water</li> <li>• Soap and paper towels readily available</li> </ul>	
Infection control: admin areas	<ul style="list-style-type: none"> <li>• Only one person should use the photocopier at a time</li> <li>• Photocopier should be wiped down after use</li> <li>• Staff to using visitors in to stop the visitor using the touch screen</li> <li>• Staff to wipe down computers and work space after use</li> <li>• Parents not allowed in school without an appointment</li> </ul>	
Infection Control: Staffrooms	<ul style="list-style-type: none"> <li>• Staff should use good hygiene both for hands and appliances. Sinks, wipes and cleaning materials are available.</li> <li>• Staff to wipe down after use – kettles, fridges, microwaves, water dispenser</li> <li>• Staff should monitor the number of people in the staffroom if you are unable to social distance, staff should wait to enter and are encouraged to return to their classrooms for breaks <ul style="list-style-type: none"> <li>○ KS1 staff room - limit of 3 people</li> <li>○ KS2 staff room – limit of 4 people</li> </ul> </li> </ul>	
Safeguarding	<ul style="list-style-type: none"> <li>• All staff will follow the statutory safeguarding guidance, Keeping Children Safe in Education – updates to be given during September INSET.</li> <li>• Ensure Safeguarding Policy is updated for September</li> <li>• INSET in September – review what to do if a child makes a disclosure</li> <li>• Children with a medical condition or an additional need will be contacted directly in addition to the Warn to Inform letter if identified as a possible close contact</li> <li>• Attendance Lead and DSL to track attendance upon return, especially of our vulnerable children.</li> <li>• SENCo to update individual risk assessments, care plans, handling plans.</li> </ul>	Policy to be adopted by governors
Emotional distress/Wellbeing	<ul style="list-style-type: none"> <li>• The curriculum includes lots of opportunities for the pupils to share their feelings, support their wellbeing and incorporate mental health provision</li> </ul>	

	<ul style="list-style-type: none"> <li>• Individual/group provision reviewed regularly by the IWT and staff can refer to this team</li> <li>• Mental Health and wellbeing group to be established in Autumn 1 to support and develop provision</li> <li>• Staff to have access to counselling and support services as required</li> <li>• SLT and line managers are available to listen to concerns</li> <li>• Ensure staff workload is manageable</li> <li>• Headteacher advisory group to be established in Autumn 1 to support staff with concerns re workload/other worries</li> </ul>	
Remote learning	<ul style="list-style-type: none"> <li>• An updated plan has been written for Remote Learning for September 2021</li> <li>• Remote Learning will be provided for any child who is unable to attend school because they are complying with clinical and/or public health advice.</li> </ul>	
Health and Safety	<ul style="list-style-type: none"> <li>• Ensure all unused furniture is stored safely and is not a hazard in any way.</li> <li>• All rooms will be well ventilated, including the toilet areas, which will have external doors propped open wherever this is possible</li> <li>• All hand dryers have been turned off and replaced with paper towels.</li> <li>• All air conditioning units are turned off.</li> <li>• Fire and evacuation plans updated</li> <li>• All statutory building checks for the start of the new academic year will be completed in line with annual cycle. These include those concerning: <ul style="list-style-type: none"> <li>○ Hot and cold water systems</li> <li>○ Gas safety</li> <li>○ Fire safety</li> <li>○ Kitchen equipment</li> <li>○ Specialist equipment</li> <li>○ Security and alarms</li> </ul> </li> <li>• All statutory and compliance checks have continued and are up to date – these are arranged via GFM.</li> <li>• A deep clean of the whole building will take place over the summer holidays, along with scheduled life cycling and variations work.</li> <li>• Hand driers have been turned off.</li> <li>• Additional cleaning staff have been employed throughout the day to clean high touch areas</li> <li>• Communal areas are fogged twice a week – ICT suite, photocopying areas, staffrooms, toilets</li> <li>• Rooms are deep cleaned if identified as an area where a positive case has been working</li> </ul>	
Emergency procedures	<ul style="list-style-type: none"> <li>• The Fire and Lockdown plans are to be followed.</li> <li>• These will be shared at the staff induction sessions.</li> <li>• A fire drill will be held within the first half term back and at least termly afterwards. The drills will be recorded and any actions will be addressed.</li> <li>• A Lockdown drill will be held within the first term and termly afterwards.</li> </ul>	

	<ul style="list-style-type: none"> <li>• All furniture and equipment not needed is safely stored and is not blocking any fire routes or exits.</li> <li>• PEPs (Personal Evacuation Plans) have been updated and shared with staff.</li> <li>• The LA and GFM have emergency contact details for SLT.</li> <li>• Accident and incident reporting procedures will remain the same.</li> <li>• In the event of a local outbreak, there may be the possibility of a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. This decision will be jointly made by Public Health, the Local Authority and the school. See Outbreak Management Plan</li> </ul>	
<p>Policies and training to support keeping safe from COVID-19</p>	<ul style="list-style-type: none"> <li>• The school has a 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 shared drive.</li> <li>• All staff have regard to legalisation to the - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 14 2013 through this link <a href="https://www.oshcr.org/riddor-reporting-of-injuries-diseases-and-dangerous-occurrences-regulations/">https://www.oshcr.org/riddor-reporting-of-injuries-diseases-and-dangerous-occurrences-regulations/</a> <ul style="list-style-type: none"> <li>- The Health Protection (Notification) Regulations 2010 through this link <a href="http://www.legislation.gov.uk/uksi/2010/659/contents/made">http://www.legislation.gov.uk/uksi/2010/659/contents/made</a></li> <li>- Public Health England (PHE) (2017) Health Protection in schools and other childcare facilities' through this link <a href="https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities">https://www.gov.uk/government/publications/health-protection-in-schools-and-other-childcare-facilities</a></li> </ul> </li> <li>• The school community is aware of and is requested to consult the Stay at Home guidance available on <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> </ul>	
	<ul style="list-style-type: none"> <li>•</li> </ul>	

Appendix 1

# Covid Infection Flow Diagram



## Close Contacts

