

COVID-19 Critical Worker Opening Risk Assessment

Harrold Primary Academy

School name	Harrold Primary Academy		
Assessment carried out by (name/role)	Debonair Brown Academy Principal		
Date of assessment	6 th July 2020 Reviewed 15/10/20, 02/11/20 07/01/21	Date of next review	Ongoing HSE Covid-19 spot inspection 20/10/20 National Lockdown January 21

1. Subject of Assessment	Re-opening schools to full use for the Autumn term Opening schools Spring Term National Lockdown	
Details of workplace/activity	Pupils and staff partaking in school activities within the school premises, including general classroom activities, dining, break-times, playgrounds, pick-up and drop off, First Aid and external visitors to the school.	<p>Persons Affected <i>(Who may be harmed)</i></p> <p>Pupils, Staff, Contractors and Visitors.</p>

Hazard identified	The spread of Covid-19 coronavirus
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Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
<p>Spread/contraction of COVID-19 due to interaction with a person who has symptoms of the disease, a person who may be asymptomatic or lack of information on how infection risks are controlled in the school.</p> <p>Stress or anxiety caused due to lack of support, information or staff consultation.</p>	<ul style="list-style-type: none"> The school has informed parents, pupils, carers, staff and visitors not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19 guidance for households with possible coronavirus infection); Parents receive guidance on school times for their child and protocols set out for attending the school, i.e. should remain 2m apart from others. School staff can access targeted support for mental health and wellbeing through the free helpline Education Support Partnership.¹ COVID-19 guidelines are published on the school's website. Parents/Carers are informed of the general arrangements being made and what is expected of them in terms of dropping off and collecting pupils and any other local important procedures, emphasising their role in terms of the local and national approach. Any meetings will take place remotely via video-conferencing, phone, email or post. Staff and pupils deemed vulnerable take particular care to minimise contact with others and are advised to follow Guidance on shielding and 	<p>Specific risks assessments in place for key groups in school.</p> <p>Staff must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England protection team.</p> <p>During lockdown, and the remote teaching and learning, some staff will be tested</p>	<p>Jan 2021</p> <p>Jan 2021</p> <p>Jan 2021</p>	<p>AP</p> <p>AP and CT</p> <p>AP and CT</p>

¹ https://www.educationsupport.org.uk/helping-you/telephone-support-counselling?utm_source=newsletter&utm_medium=email&utm_campaign=helpline 0800562561

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
	<p>protecting people who are clinically extremely vulnerable from COVID-19²</p> <ul style="list-style-type: none"> The school will try as far as practically possible to be flexible and accommodate additional measures for vulnerable people where appropriate. The school will emphasise that vulnerable children or the children of critical worker families will remain at home with places only being made available where the adult(s) cannot complete their role effectively at home. Sharing the criteria for children from essential/critical workers attending the school³ We have applied the following prioritised criteria on admitting pupils up to the limit outlined in our risk assessment <ol style="list-style-type: none"> Vulnerable Pupils Health and social care (drawn from the vaccination guidance) <ul style="list-style-type: none"> staff working on the vaccination programme staff who have frequent face-to-face contact with patients and who are directly involved in patient care in either secondary or primary care, mental health, urgent and emergency care and community settings. those working in independent, voluntary and non-standard healthcare settings such as hospices, and community-based mental health or addiction service laboratory, pathology and mortuary staff 	<p>fortnightly, while other members of staff are tested weekly.</p> <p>Full opening - Staff encouraged to participate in twice weekly LFD (Lateral Flow Device testing).</p> <p>All results shared with school to help with track and trace.</p> <p>The guidance should be fully understood and followed by staff members and parents/carers.</p> <p>Where appropriate, risk assessments are completed for</p>	<p>Jan 21</p> <p>Immediately – refer to original vulnerable RA</p>	<p>AP</p> <p>SEND Lead</p>

² <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#clinically-extremely-vulnerable-pupils-and-young-people-0-to-18>

³ [Children of critical workers and vulnerable children who can access schools or educational settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/children-of-critical-workers-and-vulnerable-children-who-can-access-schools-or-educational-settings/children-of-critical-workers-and-vulnerable-children-who-can-access-schools-or-educational-settings)

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: Drop off / entry to the school.</p> <p>Pickup / leaving the school.</p>	<ul style="list-style-type: none"> • those working for a sub-contracted provider of facilities services such as portering or cleaning • vi. temporary, locum or 'bank' staff, including those working in the COVID-19 vaccination programme, students, trainees and volunteers who are working with patients • vii. frontline social care workers directly working with vulnerable people who need care and support irrespective of where they work (for example in hospital, people's own homes, day centres, or supported housing); or who they are employed by (for example local government, NHS, independent sector or third sector). • viii. Those working as part of the health and social care supply chain, including producers and distributors of medicines and medical and personal protective equipment. <p>c. Education and childcare</p> <ul style="list-style-type: none"> – childcare, support and teaching staff, social workers, specialist education professionals who must remain active during the coronavirus (COVID-19) response to deliver this approach. <p>d. Public safety and national security</p> <ul style="list-style-type: none"> • This includes police and support staff, Ministry of Defence civilians, contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the coronavirus (COVID-19) outbreak and EU transition), fire and rescue service employees (including support staff), National Crime Agency staff and those maintaining border security, prison and probation staff and other national security roles, including those overseas. <p>If we have capacity and in line with our risk assessment, above this, we will consider the remaining categories to offer places.</p>	<p>individual members of staff.</p> <p>SENDco to share RA with vulnerable children.</p> <p>Risk assessments and plans are consulted and discussed with relevant staff, including on a one-to-one basis for some to enable staff to speak about their own situation and reasonable adjustments to be made.</p>		

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Classroom use / activities.	<ul style="list-style-type: none"> Two classes will make one bubble, Reception and Year 1 and Year 2 and 3. The school will take a maximum of half from each class. The third bubble will consist of a third of pupils from Year 4, 5 and 6. 	Ensure that the bubbles do not exceed limited numbers.		
	<ul style="list-style-type: none"> Children enter through separate entrances and exits between a set time. Pupils will not be permitted to gather with pupils outside their group at the start and end of the day. 	Minimise the number of parents on site to drop off and collect children.	Ongoing	AP and KS leads CT CT/AP
	<ul style="list-style-type: none"> School gates supervised at the beginning and end of the school day. Parents discouraged from entering the school playground. 	Regular communication sent to parents discouraging them from waiting at the school gates in groups.	Immediately	AP/CT SLT

<p>Spread/contraction of COVID-19 due to lack of social distancing measures during the school day including: -Dining; -Moving around the school; -Break-time / playgrounds.</p>	<ul style="list-style-type: none"> • There will be no large gatherings such as assemblies or collective worship. • In light of the public health advice, bubble sizes will be limited. • 1 teacher and TA and if required 1:1 (specific needs of class). • Groups are kept as small and as consistent as possible. • Interaction with other year bubbles is prevented (as far as possible). • Pupils will remain in the same room for all lessons which do not require specialist facilities. • Seating plans in classes will be held constant so as to further reduce the incidence of prolonged exposure to a large group of peers. • Classrooms have been organised to achieve a 2m distances between pupils and their teacher. • Classrooms are arranged so that pupils sit side by side and facing forwards, rather than face to face or side on. • Pupils are managed while entering the room to avoid contact with each other and the Teacher. • Individual and very frequently used equipment such as pencils and pens are not shared. • Staff and pupils have their own items of standard equipment • These resources are cleaned regularly as are classroom surfaces. • Resources shared between bubbles, such as sports, FT, art and science equipment are cleaned frequently and meticulously between use. • Resources shared between bubbles, such as, art and science equipment are rotated to allow them to be left unused and out of reach for a period of at least 48 hours (72 hours for plastics). • Outdoor and sports equipment is shared into each class bubble and cleaned frequently. • No sharing of PE/Sports equipment. • The school limits the amount of equipment pupils bring to school to only essentials. • Books located in each class bubble can be taken home. They are to be cleaned when returned. • All such resources are cleaned before used by others. 	<p>Where specialist facilities are required, timings will be carefully timed to minimise undue movement between bubbles.</p> <p>Timetabled, including daily clean.</p> <p>Leads to organise and coordinate timetable.</p> <p>On PE days, children to wear PE kit to school.</p> <p>No sharing of books outside of class bubble.</p> <p>Parents will be informed and asked to collect children.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Jan 21</p>	<p>AP SLT</p> <p>CT CT</p> <p>CT CT/Site Agent</p> <p>CT All staff</p> <p>Cleaner</p> <p>PE lead</p> <p>Science, Art, PE lead</p> <p>CT/TA Cleaner</p> <p>Key Stage leads</p>
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<p>Spread/contraction of COVID-19 due to lack of hand-washing and general poor hygiene.</p>	<ul style="list-style-type: none"> • Key Stage leads are proactive in managing the risks in their areas of responsibility - this means ensuring risk assessments are completed and reviewed and their teams are aware of procedures and protocols. • Where pupils are not responding to social distancing rules and ignore staff requests to keep apart or maintain good hygiene. • Three critical worker bubbles to exist in school. • Children enter school and go directly to designated classes. • During break, children are in separate parts of the playground. • Lunch times will be staggered in 10-minute intervals with individual tables set out in a row for each bubble. • Lunch area will be cleaned before and after each group's lunch. • Where two classes are out at the same time, the playground will be divided into two. • Tables are wiped clean with an appropriate disinfectant before and after lunch. • Pupils are advised to clean hands before and after eating lunch. • Staff lunch seating kept 2m apart with no sharing of food (see earlier reopening RA). 	<p>Adapt the Home/School Agreement to reflect the compliance with government guidelines in school</p>	<p>Immediately</p>	<p>AP/SLT AP/DE AP</p>
<p>Spread/contraction of COVID-19 due to lack of adequate cleaning measures.</p>	<ul style="list-style-type: none"> • Lunch times will be staggered in 10-minute intervals with individual tables set out in a row for each bubble. • Lunch area will be cleaned before and after each group's lunch. • Where two classes are out at the same time, the playground will be divided into two. • Tables are wiped clean with an appropriate disinfectant before and after lunch. • Pupils are advised to clean hands before and after eating lunch. • Staff lunch seating kept 2m apart with no sharing of food (see earlier reopening RA). 	<p>Three long tables will be used for each class. These will be positioned at the furthest ends of the hall and one row in the centre of the hall.</p>	<p>Immediately</p>	<p>AP/CT</p>
<p>Spread/contraction of COVID-19 due to lack of social distancing measures. In particular school staff.</p>	<p>Moving around the school:</p> <ul style="list-style-type: none"> • This is greatly reduced by classes remaining predominantly in the same room all day. • When pupils move there will be a one-way system to prevent undue mixing. There will also be allocated entry and exits for each bubble. • Staff will generally manage pupil movement but keep a suitable social distance from pupils and other staff. 	<p>Once one class has finished eating, the class area will be cleared and stored away. No other class will use these tables, during the lunch time.</p>	<p>Immediately</p>	<p>AP AP/MDMS/CT CT CT CT/AP</p>
<p>Spread/contraction of COVID-19 due to insufficient First aid measures or poor arrangements when handling student's</p>	<p>Break-times / playgrounds:</p> <ul style="list-style-type: none"> • Separate areas (at a safe distance using government guidance) are issued for each separate bubble. • Pupils are permitted to complete normal playground activities within their bubbles; <ul style="list-style-type: none"> - Contact sports are not permitted; 	<p>Remind school community.</p> <p>CT to monitor interaction of two-bubbles.</p>	<p>Immediately</p>	<p>AP/CT</p>

<p>medication. This includes: -Dealing with general First Aid; -Lack of trained First Aiders; -Dealing with a suspected case of Covid-19; -Inappropriate handling/removal of clinical waste -Intimate care procedures</p> <p>Spread/contraction of COVID-19 due to lack of social distancing measures for external visitors to the school, including: -Parents, -Maintenance contractors, -External Teachers, -Inspectors, -Delivery personnel.</p>	<ul style="list-style-type: none"> - Mixing with other bubbles is not permitted; - Each year group is assigned a specific area of the school to use for break and lunch. 	<p>Cones visible and areas clearly demarcated.</p>		
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Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
	<ul style="list-style-type: none"> • Staff and parents are encouraged to use education resources such as e-bug and PHE schools' resources. • Two hand washing stations are positioned in each class. • Two hand washing stations are positioned at visitor entrance to the academy. • Signage is located adjacent to each wash station or sink reminding occupants to wash their hands and how to do it effectively. • Pupils and staff have been shown how to wash hands properly. • Help is available for pupils who have trouble cleaning their hands independently. • Wash stations have single use paper towels for drying hands or hand driers and hand sanitizers. • All those entering the academy are required to wash/sanitise their hands. • Sanitizer dispensers are located in all entrances, First Aid rooms, dining rooms and specialist subject rooms. • Hand washing sinks are located within each toilet provision. • Toilets will use hot air dryers. • Signage and communication clear for 'catch it, bin it, kill it'. • Lidded bins in place in toilets and classrooms. 	<p>Constantly remind the school community of the importance of hand washing. Use of posters, on website, through newsletters, class assemblies, curriculum time and other correspondence to parents.</p> <p>Ensure hand washing station and hand sanitation station in the staffroom.</p>	<p>Parents Staff CT Site Agent/Admin</p> <p>CT Site Agent</p> <p>Site Agent</p> <p>Admin/Site Agent</p>	<p>Ongoing from Sept.</p> <p>Daily</p> <p>Daily</p>
	<ul style="list-style-type: none"> • Equipment used by the pupils and staff will be suitably cleaned at the end of each day or before it is used by another person. • If an area is suspected to have been contaminated by coronavirus (a positive case is detected for an occupant of a classroom), the room will be subject to a hard surface deep clean following the academy deep clean procedure and method statement, using disposable cleaning materials and the associated waste will be double-bagged to be stored securely for 72 hours before disposal as per the guidance set on COVID-19: cleaning non-healthcare settings. 	<p>Rota is shared with AP and Admin/Site agent to ensure that measures are being followed and taken where gaps exist.</p> <p>Spot checks to be carried out by cleaning</p>	<p>Cleaners Site Agent</p>	<p>Ongoing</p>

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<p>Spread/contraction of COVID-19 due to lack of social distancing measures. This includes unsuitable use of toilets.</p> <p>Lack of staffing / insufficient staff ratios</p> <p>Lack of suitable premises management</p> <p>Hazardous substances management, unsuitable COSHH management and unsafe use of chemicals leading to ill-health, environmental</p>	<ul style="list-style-type: none"> As before but will need to consider staff social distancing being still 2m whilst within bubbles 	<p>company along with AP/Site Agent.</p>		
	<ul style="list-style-type: none"> A senior member of staff has been designated to deal with ensuring correct procedures are carried out for any confirmed cases of COVID19, including all communications with PHE. The school has a specific room/area dedicated for suspected cases of COVID-19. Where an individual exhibit symptoms during the school day, the individual will be escorted to the marked Isolation Room/Area to isolate them from the main population until additional medical assistance can be gained. This may be 1:1 support, an ambulance or until they leave the site to self-isolate. Staff escorting the individual will be provided with disposable gloves and apron if the 2-metre social distancing rule cannot be maintained. Where the risk of contact with droplets to the face, e.g. from coughing or vomiting, face protection to be provided. The classroom area or workspace the individual leaves will be subject to a hard surface deep clean. 		All Staff	Ongoing
		<p>Any member of staff taking a COVID-19 test must not attend school whilst awaiting the outcome of a test.</p> <p>Keep SAF informed.</p>	<p>AP</p> <p>AP/Admin</p> <p>Cleaner</p> <p>AP</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Site Agent</p>

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
<p>contamination or fire.</p> <p>Fire and evacuation procedures being inadequate at this time due to lack of trained fire wardens or occupants being spread around the building without suitable procedures in place.</p>	<ul style="list-style-type: none"> • A senior member of staff has been designated to deal with ensuring correct procedures are carried out for any confirmed cases of COVID19, including all communications with PHE⁴. • Staff or contractors carrying out the area clean should be provided with a minimum of disposable gloves, aprons, mop heads or paper towels. • Where visible contamination, e.g. saliva droplets, is present, face protection in the form of mask, goggles or face shield will be provided. • Fogging machine to be used in contaminated area. • Anyone developing who 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) will be sent home to begin isolation, the isolation period includes the day the symptoms started and the next 10 full days - if any of the individual's household members are also present at the setting they will need to be sent home at the same time and are advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. • Other members of their household (including any siblings) should isolate. Their isolation period includes the day the first person in their household's symptoms⁵ started (or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device or Polymerase Chain Reaction test), and the next 10 full days. • A test must be done to see if they have coronavirus (COVID-19) - those prioritised for testing include education and childcare workers. 	<p>Staff to receive pupil's medication with gloved hands.</p> <p>Medication forms to be sent electronically to parents and signed and returned, electronically back into school.</p>		<p>Cleaning Rep Cleaners</p> <p>Staff</p> <p>Cleaner</p> <p>Admin. First Aid Staff</p>

⁴ See attached flow diagram

⁵ [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/stay-at-home-guidance-for-households-with-possible-or-confirmed-coronavirus-covid-19-infection)

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Transmission of Covid-19 via food preparation, handling, storage, contact surfaces or packaging	<p>If a child is awaiting collection:</p> <ul style="list-style-type: none"> • they should be moved to the isolation room where they can be isolated behind a closed door with appropriate adult supervision • Windows will be opened for ventilation. • A member of staff will remain least 2 metres away from the child, where appropriate. • PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs) - more information on PPE use can be found in the guidance on safe working in education, childcare and children’s social care settings • The disabled toilet can be used. (The toilet will be cleaned and disinfected using standard cleaning products before being used by anyone else) • As is the usual practice, in an emergency situation call 999 if someone is seriously ill or injured or their life is at risk - anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital • All building users advised re monitoring their own health, reporting of symptoms and self-isolating. • PPE is disposed of in accordance with NHS COVID-19 waste management guidance.⁶ • The first aid room is cleaned frequently and after each use (when first aid care has been provided). • Staff dispensing medication to pupils should minimise contact and they wash hands before and after dispensing the medication. If required, gloves will be worn by staff when giving medication. 	<p>Any member of staff who has provided close contact care to someone with symptoms even while wearing PPE, and all other members of staff or children who have been in close contact with the person with symptoms (even if wearing a face covering), do not need to go home to self-isolate. They must, however, self-isolate if:</p> <ul style="list-style-type: none"> -the symptomatic person subsequently tests positive -they develop symptoms themselves (in which 		

⁶ <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
		<p>case they should arrange for a test)</p> <p>-they are requested to do so by NHS Test and Trace or the PHE advice service (or PHE local health protection team if escalated</p>		
	<ul style="list-style-type: none"> • Parents will be discouraged from physically attending the academy unless there is an urgent situation • Touch screen sign in equipment in Reception to be wiped after use. • Staff to use barcode card entry so no touch required. • A record of all visitors, including contractors, to site will be kept and maintained; • The number of ITT trainees will be reduced and the same ones will continue in term two. • No volunteers on site during the National Lockdown term. • Peripatetic teachers will not be in school 	<p>Supply teachers will not be used in school.</p> <p>All staff to be issued with barcode before September.</p> <p>Trainee teachers will receive an induction to inform them of the school's risk assessment and controls to prevent infection risks in the school, when pertinent, relevant training is also provided.</p>	<p>AP/CT</p> <p>Ongoing</p> <p>June</p> <p>Sept.</p> <p>July/Sept.</p> <p>Prior to commencing work</p>	<p>Ongoing</p> <p>Cleaner</p> <p>Admin</p> <p>AP</p> <p>Admin/AP</p> <p>Peripatetic teachers</p> <p>AP/Admin</p>

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
Spread/contraction of Covid-19 due not acting appropriately when a case is suspected or confirmed		Max of two trainees per term in school at any one time.		
	<ul style="list-style-type: none"> Pupils and staff are encouraged to close toilet lids where applicable before flushing. 		Ongoing	All staff
	<ul style="list-style-type: none"> Adequate ratio of staff to pupils will be maintained and is assessed on a daily basis, based on potential staff illness or self-isolation. Pupils are suitably supervised at all times. 	School to follow its own internal procedures for managing staffing. Using staff working in schools. Where this is not possible, parents to be informed of class closure.	Jan 21 Ongoing	AP/Admin
	<ul style="list-style-type: none"> Windows, doors (unless fire doors) will be opened to improve general ventilation through fresh air. 	Lock down bubbles in the three largest classes, to minimise the need for windows to be left open.	As soon as possible	Consult Fire Dept. to ensure that this follows regulations for Fire doors

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<p>Hygiene measures Increased frequency of hand washing for 20 seconds with soap and water (or alcohol hand rub / sanitiser where there is reduced access to handwashing facilities) Promoting good respiratory hygiene ('catch it, bin it, kill it' approach)</p>				CT/Site Agent
	<ul style="list-style-type: none"> • Suitable storage and management of flammable hand sanitiser is in place; • All chemicals used for the cleaning of academy buildings and equipment is COSHH assessed and managed appropriately; • Material safety data sheets are held for all chemicals and readily available to all staff; • All cleaning chemicals are stored safely and securely in accordance with requirements; • COSHH safety training has been completed by all those using chemicals for cleaning; • Appropriate PPE is available for all cleaning including suitable PPE for cleaning of potential coronavirus contaminated rooms or equipment 	Ensure that this training is in place for new cleaning staff	Ongoing	SAF/ Cleaning company
	<ul style="list-style-type: none"> • Safe assembly of children and staff following social distancing requirements. • Safe exit via the nearest fire exit. • Training occupants of any changes to evacuation. • Trained fire wardens on site to sweep all used areas of the academy. • PPE equipment will be stored with all First Aid points. • All other fire system testing and maintenance has continued as normal. 	<p>Share fire assembly points with all staff and children.</p> <p>Drill to take place, during the first week back at school.</p> <p>Ensure that appropriate staff have completed fire warden training through Smartlog.</p>	<p>Jan 21</p> <p>Jan 21</p> <p>Feb 21</p>	<p>Site Agent/AP</p> <p>Admin record of trained fire wardens</p>

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
	<p>Steps in place for cleaning effectively</p> <ul style="list-style-type: none"> The FT lead and AP have reviewed and implemented the Guidance for food businesses on coronavirus (COVID-19)⁷ The FT lead and AP have reviewed and implemented guidance on good hygiene practices⁸ in food preparation and PHE guidance⁹ The HACCP¹⁰ processes and waste disposal arrangements have been reviewed to reduce the spread of coronavirus Food areas and equipment are cleaned and disinfected between different tasks, especially after handling raw food (if being used) Clean as you go. If food is spilt, it is cleared up straight away and surfaces thoroughly cleaned. Use cleaning and disinfection products that are suitable for the area. All disinfection products used meet the BS EN standards. Food waste is removed immediately. Cleaning rota in place for start of the day, during the room usage and at the end of the day. Surfaces and equipment are cleaned when the room is in use. Work surfaces and chopping boards. Equipment e.g. knives, fridges and freezers. Sinks and soap dispensers cleaned. Re-usable cloths and work clothes disinfected. Rubbish bins lids, broom and mop handles cleaned. Door handles, taps, switches, cleaned. Floors, walls and sides etc disinfected. 	<p>Identify what needs cleaning and disinfecting every day, or more than once a day.</p> <p>Rota to show:</p> <ul style="list-style-type: none"> - what needs to be cleaned/disinfected -how often it needs to be done. - how the cleaning/disinfecting will be done. <p>Work surfaces.</p> <p>Clean and disinfect.</p> <p>The sinks (including all taps/fittings) must be thoroughly cleaned and disinfected.</p>	<p>Jan 21</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>AP/FT lead</p> <p>Cleaner</p> <p>CT</p> <p>CT/FT lead</p>

⁷ <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19#food-hygiene-guidance>

⁸ <https://www.food.gov.uk/business-hygiene>

⁹ <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

¹⁰ <https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp>

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
	<ul style="list-style-type: none"> • Daily cleaning taking place at the beginning of each day. • Cleaner aware of weekly timetabling of room. • Social distancing measures in place. • Staggering the use of the room. Each bubble has designated day and time. No overlapping with any other bubble. • Additional handwashing routines in place and sufficient hygiene measures in place. • Each class has a designated day – max number of pupils 15. • Each child has designated work space in room. • No sharing of the food tech room between classes. • Room cleaned at the beginning of the day when chairs are removed from the tables. • Cleaner ensures each area cleaned before pupils enter space prior to lesson. • Cleaner timetabled for each session on cooking days. • Food technology room already included in daily scheduled of cleaning. • Surfaces to be cleaned with hot soapy water (detergent diluted according to manufacturer’s instructions) to remove grease and any other food and dirt. • Cleaner will ensure that food and dirt will be removed from surfaces. • Surfaces rinsed with clean water to remove the detergent and loosened food and dirt. • Disinfectant applied to surfaces. • Surfaces rinsed with clean water to remove the disinfectant. • Surfaces to be left to dry naturally or cleaned with a disposable cloth. • Pupils to wash own equipment thoroughly. Where applicable, items washed in staffroom dishwasher at the end of each session. 	<p>Staff ensure that they stick to the timetabling for using the room. Each bubble has a designated day. This day does not change.</p> <p>Pupils wash hands</p> <p>All ingredients are kept in plastic bags or tins on designated work spaces.</p> <p>During lessons, staff ensure health and safety guidelines are followed</p> <p>Pupils wash hands.</p>		<p>CT</p> <p>Cleaner</p>

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
Reduction in use of public transport to get to and from school	<ul style="list-style-type: none"> When pupils are washing by hand, ensure hot soapy water is used and supervise. Surfaces cleaned by cleaner at the end of each session. Usual expectations around cleaning are followed, e.g. door handles, cupboard handles, cooker knobs/dials etc. We allow a cleaning schedule of half an hour between bubbles, when a room is being used for an After-school club. <p>Use of the Science Lab.</p> <ul style="list-style-type: none"> The lab is to be used by one class, each day. We allow a cleaning schedule of half an hour between bubbles, when a room is being used for an After-school club. During the first term, equipment is not be shared between bubbles. After term two the touch point cleaner and school cleaner will be responsible for ensuring that equipment requiring deep cleaning is cleaned, through the correct procedures. Timetables for room use is on the shared drive.¹¹ 	CT and SC (touch point cleaner)		
	<ul style="list-style-type: none"> If anyone becomes unwell in school with a new, continuous cough, loss of taste or smell or a high temperature they are sent home(their parents or carer are contacted to collect them) and they are advised to follow COVID-19: guidance for households with possible coronavirus infection¹² Parents/Carers are informed that a responsible adult should be on standby in order to collect their child from school if they become unwell during the school day. The name of the person who will 	Leaflet to go out to parents reminding them of the process and guidance for households with possible coronavirus infection.	Ongoing	AP All staff

¹¹ \\saf.org.uk\Harrold Primary\Shared Documents\General\Room Bookings

¹² <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19#food-hygiene-guidance>

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
Monitoring	<p>collect the child needs to be provided and recorded for safeguarding.</p> <ul style="list-style-type: none"> In the event of a suspected or confirmed case the school will contact the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case.¹³ The school keeps informed of Government and Department for Education guidance and updates. To avoid attendance to the school, remote education plans are in place for pupils or groups that need to self-isolate. 		<p>Ongoing</p> <p>When needed</p>	<p>AP/SLT/Admin</p> <p>CT</p>
	<ul style="list-style-type: none"> Briefings for staff on expectations with regard to hygiene measures at school (for staff and pupils on site), including washing hands on arrival, before/after eating and after sneezing/coughing. Provision of hand soap and disposable paper towels instead of hand dryers (where practical) in toilets and regular checking of supply. Regular reminders about hand washing and social distancing (e.g. posters in prominent positions). Hand sanitiser and tissues available in classrooms and other key locations. Staff informed that only lunch items and milk can be stored in the fridge and personal items must be removed daily. Teaching and support for pupils in handwashing. 	<p>On -line remote training for staff around school and publish health expectations.</p> <p>Information booklet prepared and distributed to all staff.</p> <p>Each class hub has access to hot water,</p>	<p>Jan 21</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>	<p>AP</p> <p>AP and Site Agent</p> <p>AP and Cleaner</p> <p>Admin/SS</p> <p>All staff</p> <p>All staff</p>

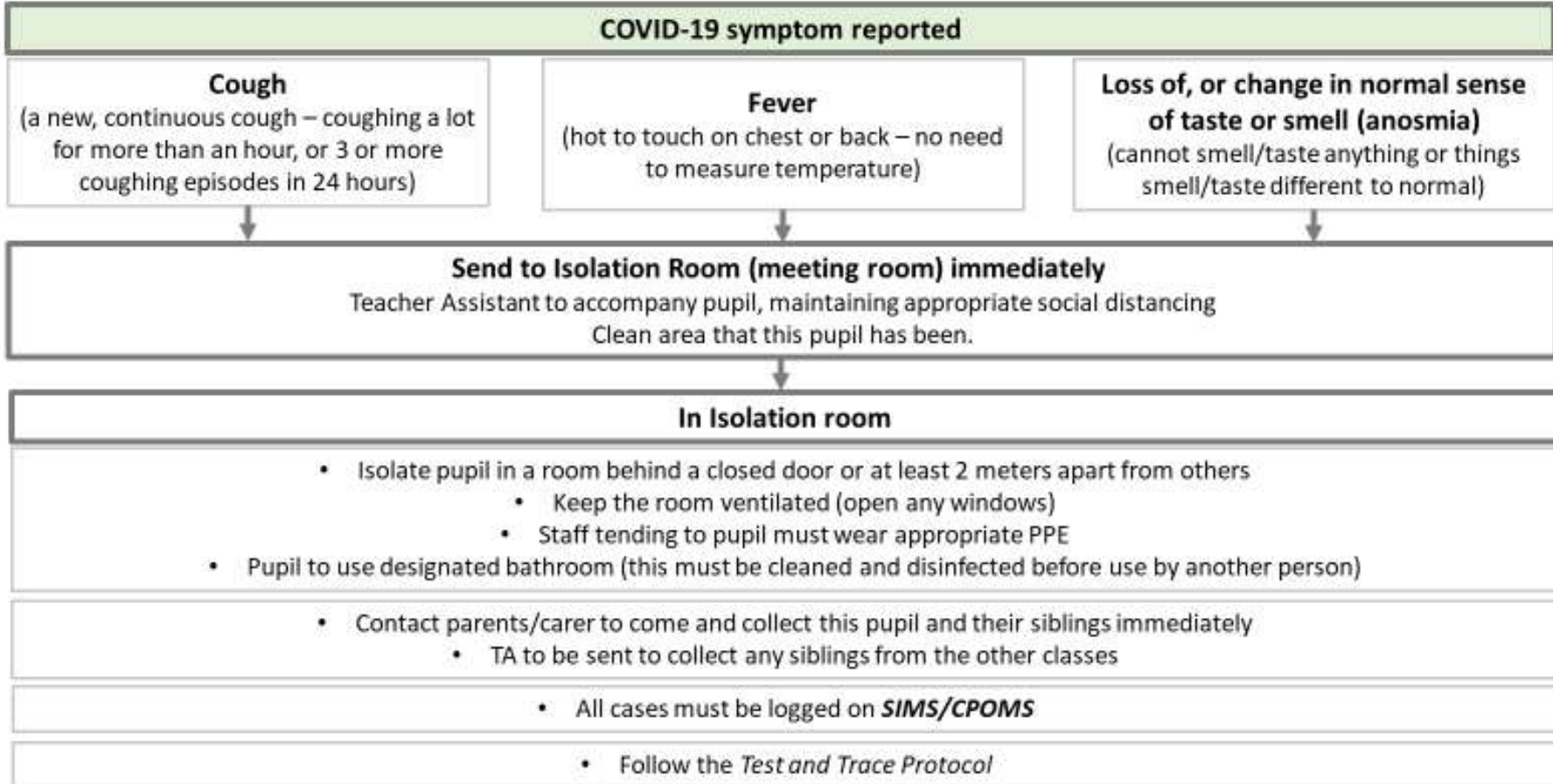
¹³ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/918924/Symptomatic_children_action_list_SCHOOLS_FINAL_17-09.pdf

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
	<ul style="list-style-type: none"> Reducing contact point activities, especially in Reception. Toilets regularly stocked and cleaned. Posters around classroom, hallway and toilets reminding about handwashing and social distancing. Share message with staff, parents and pupils. Avoid any activity where items are passed around a class - Circle time objects - Artefact sharing - Touching activities – PE / Gymnastics. No sharing of cups, plates, knives etc. in class (e.g. using cups for water); replace with disposable cups. Inform parents to ensure pupils have water bottles in school- to be sent home daily. 	<p>soap and anti-bac sanitiser.</p> <p>Classes ensure pupils anti bac hands when entering classroom, first thing in the morning.</p>	<p>Jan 21</p> <p>Ongoing</p>	<p>EYFS staff</p> <p>Class teachers</p> <p>Class teachers</p> <p>AP</p>
	<ul style="list-style-type: none"> Staff asked to avoid public transport where possible, otherwise encouraged to wear a non-surgical face mask and wash hands thoroughly on arrival. Staff travelling by public transport offered altered start/finish times where operationally feasible to avoid rush hour. 	<p>Communicate message to parents</p> <p>Where necessary, ensure rota for teaching takes this into account</p>	<p>Ongoing</p>	<p>AP</p> <p>AP/SLT</p>
	<ul style="list-style-type: none"> Management checks to be undertaken each day on the control measures in place and reported back to Academy Principal. Staff encouraged to report any breaches of health and safety protocol they have witnessed. 	<p>This to be verbal and then admin/SS or AP to record these accordingly</p>	<p>Jan 21</p>	<p>Site Super and AP</p>

Hazards and risks	How are you already controlling this risk?	What further action (if any) do you need to take to control the risks?	When is the action needed by?	Who needs to carry out the action?
Curriculum	<ul style="list-style-type: none"> Teaching and learning to continue (Core subjects) in line with curriculum expectations, at this time of year for specific year groups. Topic based learning to be planned for each day to support the skill acquisition for children. 		Immediately Key Stage 1 and 2 leads	Core Subject leads

See school risk assessment for [staff](#) and [pupils](#).

What to do when a pupil develops COVID-19 symptoms at Harrold?



Coronavirus information for Parents/Carers (From Fri 11thth Dec 2020)

For general advice about COVID-19 and the symptoms to look for go to: www.nhs.uk/coronavirus

Child, or someone in your household, develops symptoms of COVID-19: new continuous cough (coughing frequently for more than an hour, or 3 or more coughing episodes in 24 hours) and/or high temperature and/or a loss of, or change in, normal sense of taste or smell (anosmia).

If your child is at home, do not send them to their education setting. Inform the setting through absence reporting.

If your child develops symptoms at their education setting, they will be separated from others and sent home.

If your child, or anyone in your household, has symptoms they must isolate at home for **10 days** (from date of onset of symptoms). The rest of the household should isolate for **10 days**.
If your child does not have symptoms but someone in the household does, your child and all other household members without symptoms must isolate at home for **10 days**.

Book a test as soon as possible for anyone in your household with symptoms. This can be done online at: www.nhs.uk/coronavirus.
Please do not let anyone from your household go into a setting or work until the test result is known.
Alternatively a test can be ordered by phone on NHS 119 for those without the internet.

Your closest test location will be offered when you book, and both drive-in and walk-in tests are available in Bedford. You may need to visit the website regularly for more slots to be released. If you are not able to walk or drive to the test centre, and no-one you live with can take you, you can request a home test kit.
Do not take a taxi or use public transport.

Result of test (you will receive this by email or text message).
It is important you inform the setting of the result as soon as possible.

Negative

Child can return to setting once well. The rest of the household can stop isolating.

Positive

Inform setting of positive test result as soon as possible.

Ensure positive case completes remainder of **10 day** isolation period (from date of onset of symptoms). Household members without symptoms should complete **10 day** isolation – even if they have received a negative test result.

NHS test and trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited.

If your child is identified as having been in close contact with a confirmed case, they will be asked to self-isolate for **10 days**. The rest of the household does not need to isolate unless the child/close contact develops symptoms. **ONLY GO FOR A TEST IF SYMPTOMATIC**

For medical advice call NHS 111, or in an emergency call 999

If a child is a confirmed case they can return to school after **10 days**. However if they still have a temperature, diarrhoea or are being sick they should wait a further 48 hours after these symptoms stop. If a household member is a confirmed case, but child does not develop symptoms, they can return to setting only after completing the **10 days** household isolation period.