

RISK ASSESSMENT (GENERIC)

Location: Westleigh St Paul's CE Primary School (Step 4).

Assessor: LA

Signed: *J Hankinson*

Date of Assessment: 19th July 2021

Review Date: OPEN

Activity: Step 4 COVID-19: Primary School (V1) - Full Reopening of School - September 2021.

On the 12th July 2021, the Government issued their Step 4 guidance for easing the restrictions starting from the 19th July 2021, based on the scientific and medical advice provided via SAGE. Due to the limited time remaining of this school year Westleigh St Paul's will continue with current measures until the end of term.

Step 4 of the roadmap marks a new phase in the government's response to the pandemic, moving away from stringent restrictions advising schools on how to protect themselves and others, alongside targeted interventions to reduce risk, to COVID-19 becoming a virus that we learn to live with and reduce the disruption to our pupil's education. **It is anticipate there may be further changes to this document should there be changes in national guidance.**

Control Measures that will continue, include; (See appendix A)

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

This assessment and the Public Health advice is provided to support the school management to reduce the risk of transmission of coronavirus (COVID-19) in their school. A draft Outbreak Management Plan guide is included at the end of this document including the control measures that may need to be considered for re-introduction (for a limited time and the advice provided by Health Protection,) to help manage outbreaks in our school.

This generic assessment follows the Governments guidance (**DfE School Operational Guidance. Updated 07 21**) which covers the expectations for the support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within the school.

Links to guidance:

- DfE Schools COVID-19 Operational Guidance Dated 06 07 21
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf
- Guidance Rapid Asymptomatic Testing in Specialist Settings (applies from Step 4) Updated 080721
- Rapid Asymptomatic Testing in Specialist Settings (applies from Step 4) - GOV.UK (www.gov.uk)

This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe working environment for both staff and pupils of the school. Information will be **updated** throughout **the** summer period if/when the situation changes.

The operational details for the daily management of the school can be entered into this or your assessment, or by a separate document provided to all staff.

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>Interim Period of Change.</p> <p>Step 4. Restrictions relaxed from 19th July</p>	GOV.UK Guidance	All staff and pupils		<p>Restrictions being relaxed from 19th July – Westleigh St Paul's Primary School finish on the 21st July. DfE has said that schools can retain current measures until the end of term should they wish. Westleigh St Paul's will be keeping current risk assessment until the end of term.</p> <p>Due to the increase rates of infection, Wigan is in an ERA – school will follow the advice and control measures introduced by the DPH.</p>	<p>Communication to parents to support local position on maintaining existing measures arrangements and Contact Tracing until end of term. Completed 16/7/21.</p>
<p>Building Safety</p> <p>Legionella Management</p> <p>Asbestos Management</p> <p>Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger lifts And lifting equipment</p>	<p>Compliance with HSG 274</p> <p>Compliance with Asbestos Reg 12 & HSG 264</p> <p>Compliance with PSSR 00 LOLAR 98</p>	All Building Users		<p>Domestic hot and cold water services</p> <p>The requirements for the management of the buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (Blended hot water)</p> <p>Weekly, monthly and periodical maintenance must be completed, and records maintained as per the Legionella Assessment schedule.</p> <p>Ensure asbestos file is up to date including any new works undertaken, any concerns discuss with your Asbestos consultant.</p> <p>Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.</p> <p>Any concerns to the TE&T, discuss with your managing agent and/or your specialist contractor consultant.</p>	<p>HSE Guidance Note to Dutyholders and Inspectors.</p> <p>https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</p> <p>Required - If any equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.</p>
<p>Building Hygiene</p> <p>Deep clean of all areas of the school</p>	Compliance with current hygiene standards published by Gov.UK.	All Building Users		<p>It is important that arrangements remain in place to ensure that pupils and staff are safe.</p> <p>Implement the system of controls, endorsed by Public Health England, regarding Infection and prevention control.</p> <ol style="list-style-type: none"> 1. Individuals who have symptoms of coronavirus, (COVID-19) do not attend school, 2. Promote good hand and respiratory hygiene, 3. Review and update enhanced cleaning, including cleaning frequently touched surfaces using standard cleaning products 	<p>Guidance Cleaning in Non-Healthcare settings outside of the Home. Updated 16 10 20</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Cleaning team informed and staff to</p>

			<p>and bacterial wipes,</p> <p>4. Minimise contact between groups where possible.</p> <p>Recommend you undertake a thorough clean and sanitise all rooms and surfaces. Frequently touched areas include;</p> <ul style="list-style-type: none"> • Hand rails • Classroom and office desks and tables • Bathroom facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Visitors reception area • Teaching and learning aids • Computer equipment (including keyboards and mouse) • Sports equipment • Telephones. <p>Utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.</p> <p>Anti-bacterial hand gels or wipes are located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.</p>	<p>continue to clean/wipe during the school day.</p> <p>Hand sanitiser stations located at every entrance and at points throughout the school. Hand sanitiser provided for all staff and pupils in classrooms and offices.</p> <p>School protocols provided to all staff and visitors includes information about the school procedures.</p> <p>Additional signage around the school building and premises reminds staff and pupils about social distancing.</p> <p>Any equipment that is shared in teaching areas can be cleaned using the multi-use antiviral wipes provided in each room.</p> <p>Help contain any outbreak by following the advice of the local health protection team advice.</p>
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.	<p>Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus.</p> <ul style="list-style-type: none"> • Natural ventilation – opening windows in classrooms to promote through ventilation (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a through way of air. • Poorly ventilated spaces to be identified and where possible the air flow to these spaces to be improved or limited in there use. • If the door is wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, the door must be closed and on a fire evacuation, the wedge must be removed. • Intermediate fire doors along the escape route can only be left open if they are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard. • Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from your Heating Ventilation and Air Conditioning engineer. (HVAC) • Particular consideration must be given to adequate ventilation 	<p>Government guidance.</p> <ul style="list-style-type: none"> • DoE BB101 Ventilation in schools. <p>Guidance Step 4 Schools COVID-19 operational guidance (applies until Step 4) Updated 14 07 21 Schools COVID-19 operational guidance (applies until Step 4) - GOV.UK (www.gov.uk)</p> <p>Do Not Use the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007</p> <p>To minimise drafts consider; consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low windows. • increasing the ventilation while spaces are unoccupied (for example, between classes, during

				and pupil staff and visitor numbers when holding events such as during the Christmas season. Consider taking further advice from Public Health and/or your Safety Team.	break and lunch, when a room is unused) <ul style="list-style-type: none"> providing flexibility to allow additional, suitable indoor clothing rearranging furniture where possible to avoid direct draughts.
Fire Management	Compliance with the RR(FS)O BB100	All Building Users		Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils. Prior to the increased routine of the school: <ul style="list-style-type: none"> Physically test the fire alarm system and emergency lights are operational. Complete a planned Fire evacuation within 7 days or the start of the new term. Carry out weekly checks of alarms systems, call points and emergency lighting. Carry out regular hazard spotting to identify escape route obstructions. Check that all fire doors are operational and fit for purpose. Review, update and test individual named PEEP's 	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file
Catering service	HSW 74	Pupils, Staff and Visitors		A deep clean of the main kitchen by Orian will be completed including all equipment and extraction vents prior to the start of the academic year. There is no need to make alternative arrangements to avoid mixing at lunch times as bubbles are no longer mandatory, therefore lunch can be delivered at set sittings based on your Key Stage groups. However, be aware that in the event of an outbreak bubbles may be reintroduced as a limited control measure. <ul style="list-style-type: none"> Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc. Reallocate appropriate level of staff for supervision of pupils. Consider the layout and division of the dining room to facilitate separate the larger number of pupils having lunch at the same time. As good practice, continue to clean tables/seating after each sitting has left. Serving/dining area to be sanitised in between each sitting. Where possible pupils with a packed lunch will be allocated a lunch area. <p>School Kitchen to comply with guidance for food business on coronavirus (COVID-19)</p>	The school SLT to provide specific management details. <ul style="list-style-type: none"> Additional cleaning time to be allowed for tables and seating. COVID Standards for kitchens Guidance for Food Businesses on Coronavirus. Dated 21 05 21 https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19

Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.		<p>During the summer holiday period maintenance work may be undertaken. Contact your contractors and impress on them that where possible such work <u>must be</u> completed before Sept 2021 before the start of the new school term. Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p> <p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)</p> <ul style="list-style-type: none"> • Observe good hygiene practice. • Contractors to sign in and out as is normal practice • Consider times when contractors can complete work either before or after the school day. 	Use signs, posters and regular reminders to raise awareness.
<p>Management of Access Control to and from the building.</p> <p>General principles.</p>	HSWA 74	Pupils, staff and visitors		<p>The social distancing 2 metre rule is no longer a requirement for all visitors attending the school building.</p> <p>As good practice, consider where possible retaining at least 1 metre.</p> <ul style="list-style-type: none"> • All persons have a duty of care to look after themselves and others. They should be mindful of maintaining a respectable distance. • The one way pedestrian system for pupils and parents attending the premises as the entry and exit routes to and from the building entrance. • If the car park is used prohibit movement of vehicles at the start and finish of the school day. • Retain footpath markings and displayed signage as an aid to encourage parents, pupils and visitors to maintain reasonable distancing. 	Use signs, posters and regular reminders to raise awareness.
Test and Trace	Support the management of COVID-19	Staff, pupils and all visitors		<p>Self-Isolation (From 16th Aug)</p> <p>Children under the age of 18 years old will no longer be required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case. Instead, children will be advised to take a PCR test. (Early Years children should only take a PCR test if a member of their household tests positive.)</p> <ul style="list-style-type: none"> • Confirmed cases must still isolate if symptomatic or have had a positive test • Symptomatic individuals not to attend Summer schools/Clubs <p>Contact tracing (from 19th July)</p> <p>Nurseries, schools and colleges will no longer be expected to trace close contacts, this will be undertaken by NHST&T they will:</p> <ul style="list-style-type: none"> • will work with the positive case to identify close contacts • contacts in a school setting only traced if specifically named by the positive case • Schools may be asked to help in identifying close contacts • T&T that they currently do not envisage contacting schools in 	<p>In the period up to the end of this Summer term Government guidance and Wigan Health Protection would advised schools that they may wish to continue contact tracing and asking identified close contacts not to attend school as a precautionary measure during the last few days of term</p> <p>DfE Schools COVID-19 operational guidance Dated 14 07 21 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf</p> <p>Guidance Rapid asymptomatic testing in specialist settings (applies from Step 4) Updated 080721 Rapid asymptomatic testing in</p>

<p>Testing program</p>			<p>very many situations anyway.</p> <p>Outbreak Management (19th July) –</p> <ul style="list-style-type: none"> • Schools are expected to have an outbreak management plan to implement control measures and to work with Public Health in event of outbreak. • If an outbreak is in a school or the area is in ERA measures, a DPH may advise temporary reintroduction of some control measures – this is not clarified in guidance • These measures would be last resort, kept to minimum number of schools or groups as possible, and for the shortest amount of time • Schools Outbreaks to be classified as ‘several’ cases within 14 days • LA/PH will work with the school to recommend measures described in the contingency framework <p>.....</p> <p>Over the summer settings will only provide tests for twice weekly asymptomatic testing for Year 6 leavers and staff if they are attending settings that remain open, such as summer schools and out of school activities based in a school setting. Westleigh St Paul’s has no provision apart from staff coming into school to do jobs so therefore need to test before attending.</p> <p>There is no need for primary age pupils (those in year 6 and below) to test over the summer period. Where possible, Year 6 leavers will be offered the 2 tests at an ATS at the beginning of the autumn term when they start at their secondary school as a new year 7.</p> <p>Confirmatory PCR tests</p> <ul style="list-style-type: none"> • Staff with a positive LFD test result should self-isolate in line with the stay at home guidance. They will also need to get a free PCR test to check if they have COVID-19 to confirm the result. • Whilst awaiting the PCR result, the individual should continue to self-isolate. • If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to their setting, as long as the individual does not have COVID-19 symptoms. • Those with a negative LFD test result can also continue to attend school. <p>Staff will continue to use the LFD test kits provided to schools:</p> <ul style="list-style-type: none"> • All school staff are offered twice weekly LFD testing to be completed at home - this will help identify those who are carrying the virus without displaying symptoms, reducing the 	<p>specialist settings (applies from Step 4) - GOV.UK (www.gov.uk)</p> <p>Note - we are awaiting further details on what information will be required by T&T</p> <p>If a parent insist on their child attending nursery or school when they have symptoms, the school can take the decision to refuse the child attending if, in their reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19</p> <p>If schools have any questions they should complete the asymptomatic testing contact form or call 0800 046 8687 (Mon-Fri 8am to 6pm, Sat-Sun 10am to 6pm)</p>
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<p>Maintaining records of staff and visitors to support the NHS Test and Trace</p>			<p>risk of transmission</p> <ul style="list-style-type: none"> Primary School Pupils will not be tested with LFD. <p>Testing remains voluntary, but those who are eligible for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges.</p> <p>.....</p> <p>The school already operate an electronic signing or manual in/out system of recording visitors.</p> <p>The following information would be required by the Test and Trace operators and therefore the documentation must be made available for up to 21 days, if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> the names of staff who work at the premises, a contact phone number for each member of staff, the dates and times that staff are at work. <p>Visitors.</p> <ul style="list-style-type: none"> the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group a contact phone number for each visitor, or for the lead member of a group. date of visit, arrival time and departure time the name of the member of staff who they are meeting, or activity being delivered on behalf of the school, the names of any learners they are working with. <p>If you have several confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. Call the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Additionally - contact HPCC Team on 01942 404240 to notify your incidents and seek advice</p>	<p>Maintaining Records of staff Customers and Visitors to Support NHS Test & Trace. 17 05 21 https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily</p> <p>Staff and pupil details are held by the school</p> <p>Visitors are recorded using the school signing in system</p> <p>Help contain any outbreak by following local health protection team advice</p>
<p>Entering and leaving the School Site</p>	<p>Spread of Virus/failure to comply with social distancing rules</p>	<p>Staff/Visitors</p>	<ul style="list-style-type: none"> Start and finish times no longer need to be staggered Pupils will enter the school site via the assigned entry doors as communicated with parents July 2021. Anyone entering the school site may have their temperature taken and be asked the following questions: <ul style="list-style-type: none"> Have you had a persistent cough, high temperature or loss of taste and smell in last 10 days? Has anyone in your household had any of these symptoms in the last 10 days? Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: 	<p>Guidance (COVID-19) Coronavirus restrictions: what you can and cannot do Dated 12 07 21 (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK (www.gov.uk)</p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 23</p>

				<p>guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 10 days and the rest of their household for 10 days.</p> <ul style="list-style-type: none"> • Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for 10 days. • Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors. • One-way system may be in operation in the outdoor area. • Parents may be asked to book an appointment if they wish a meeting with the staff, ring or book a virtual meeting. • Visitors prior to leaving must sign out at the school Reception office 	<p>06 21 https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>The school SLT to include specific management details.</p>
Communicating with parents on changes	Safety of others.	Pupils, staff and parents.		<p>Inform pupils, their parents/carers.</p> <ul style="list-style-type: none"> • Not to enter the school if they are displaying any symptoms of coronavirus. (Following the COVID-19: guidance for households with possible coronavirus infection) • If their child needs to be accompanied into school, only one parent should attend. • Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located. <p>Enhanced Response Area. Local authorities, directors of public health and PHE health protection teams may recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	<p>Step 4 - what parents and carers need to know about early years providers, schools and colleges Updated 8 July 2021 What parents and carers need to know about early years providers, schools and colleges - GOV.UK (www.gov.uk)</p>
Communication with Staff Protection against infection	Personal safety	Staff		<p>Inform staff about the changes in the Government guidance and the measures currently implemented in Wigan as an Enhanced Response Area (ERA) safeguarding measures, timetable changes, the daily routine of the school and the Outbreak Management Plan (OMP) that outlines how the school should operate if additional measures are recommended for your setting.</p> <ul style="list-style-type: none"> • Avoiding contact with anyone with symptoms of COVID-19 • Continue frequent hand cleaning and good respiratory hygiene practices • Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc. • Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach. • GOV.UK recommendations for maintaining a safe working environment. 	<p>Actions for schools during the Coronavirus Outbreak (DfE School Operational Guidance. Updated 14 07 21 Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)</p> <p>DfE Face Coverings in Education. dated 24 05 21 Face coverings in education - GOV.UK (www.gov.uk)</p> <p>Guidance (COVID-19) Coronavirus restrictions: what you can and cannot do Dated 12 07 21 (COVID-19) Coronavirus restrictions: what you can and cannot do - GOV.UK</p>

				<p>Enhanced Response Area. Local authorities, directors of public health and PHE health protection teams may recommend measures described in the contingency framework in individual education and childcare settings – or a small cluster of settings – as part of their outbreak management responsibilities.</p>	<p>www.gov.uk</p> <p>Guidance Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) (applies until Step 4) Updated 15 July 2021 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>
<p>Working environment</p> <p>Stay Alert, Stay Safe.</p>	Good Practice	Pupils and Staff		<p>Hand hygiene and respiratory hygiene measures stay the same.</p> <p>Disposable cleaning products (cloths, aprons, gloves, masks, mops) to be available and stock levels are maintained.</p> <p>Consider the following good practice. to help minimize the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> • Inform pupils, parents and visitors they must not enter the school if they are displaying any symptoms of coronavirus. • Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport. • Consider maintaining where possible the one-way system or divide the corridor into two lanes for walking on the left. • Where possible – Classes to be allocated their own entry and exit point to and from the classroom/building. • Classroom based resources, such as books and games, should be cleaned regularly, along with all frequently touched surfaces. • Resources such as sports, art, IT equipment should be cleaned before it is reused. 	<p>Face covering are not recommended for use in schools</p> <p>The school SLT to include specific detailed information for the management of the school day.</p> <p>Information and procedures to be brought to the attention of all staff.</p>
Personal Protective Equipment	Personal protection	Pupil and Staff		<p>From 19 July, face coverings will no longer be advised for pupils, staff and visitors either in classrooms or in communal areas. However staff at Westleigh St Paul’s will continue to wear face coverings until the end of term.</p> <p>The new expectation is that they are worn in enclosed and crowded spaces where you may come into contact with people you do not normally meet. This includes public transport and dedicated transport to school.</p> <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.</p>	<p>Guidance Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) (applies until Step 4) Updated 15 July 2021 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>

			<p>Children in primary school do not need to wear a face covering.</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> • cleaning of hands before and after touching – including to remove or put them on • safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff should consider bringing a spare face covering to wear if their face covering becomes damp during the day. See guidance link for further information.</p>	<p>DfE Face Coverings in Education. dated 24 05 21 Face coverings in education - GOV.UK (www.gov.uk)</p>
First Aid	Support to others	Pupils, staff and Visitors	<ul style="list-style-type: none"> • The number of first aiders to be available within school for the school population has not changed. • For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. • If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home, a distance of 2 metres must be maintained. A fluid-resistant surgical face mask should be worn by the supervising adult. • If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult. • Staff who have helped anyone with suspected symptoms do not need to go home and self-isolate for 10 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact NHS for a test or use the Lateral flow test kits if available in school. • If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. • Supervising staff must wash their hands thoroughly for 20 seconds after supporting the student. • To support staff and monitor possible infection of coronavirus LFD testing must be undertaken completed 2 x weekly. 	<p>Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. Dated 22 02 21 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>DfE Schools COVID-19 operational guidance Dated 14 07 21 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf</p> <p>COVID-19 Symptoms includes;</p> <ul style="list-style-type: none"> • High Temperature 37.8°C • Continuous Cough • Loss of taste and smell <p>Contact Health Protection for further advice on a Positive COVID test result.</p>
Lateral Flow Device Testing	Testing for Coronavirus	All school staff	<p>Lateral Flow Device (LFD) tests kits are provided for staff use. Swabbing and processing of this test will be conducted twice weekly by staff at home, with results available in around 30 minutes. (Primary School pupils are not tested.)</p> <p>For all results whether they are positive, negative or invalid/void, Staff must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Staff must also inform their school of the LFD test result.</p>	<p>Guidance PPE portal: how to order COVID-19 personal protective equipment (PPE) 18 05 21 PPE portal: how to order COVID-19 personal protective equipment (PPE) - GOV.UK (www.gov.uk)</p> <p>To reorder test kits, the school must use their DfE sign in account</p>

Classroom Management	Staffing	Pupils and staff	<ul style="list-style-type: none"> Bubbles are no longer recommended from 19th July, including for summer schools. But will be maintained until the end of summer term at Westleigh St Paul's. From September the class will operate normally, under the control of a teacher and a teaching assistant Assemblies can resume No longer need alternative arrangements at lunch All staff and pupils to continue to frequently their clean hands - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach Frequently clean touched hard surfaces, furniture using standard detergents products/sanitiser bacterial wipes or spray. From Step 4, the Government is removing the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people, you do not normally meet. You may change the layout of the classroom but be aware that if there is an outbreak the protective measure for forward facing desks may be reintroduced as part of the school Outbreak Management Plan. (OMP) Further details below. <p>The above measures can be reintroduced as part of any outbreak control measures</p> <ul style="list-style-type: none"> Hand hygiene and respiratory hygiene measures stay the same Disposable cleaning products (cloths, aprons, gloves, masks, mops) to be available and stock levels are maintained. If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group and parents informed. 	<p>DfE Schools COVID-19 operational guidance Dated 14 07 21 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/999689/Schools_guidance_Step_4_update_FINAL.pdf</p> <p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) Updated 15 07 21 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>The school SLT to include specific detailed information for the management of the school day....</p> <p>In the event of an outbreak, the Director of Public Health might advise you that face coverings should temporarily be worn in communal areas or classrooms (by pupils, staff and visitors, unless exempt)</p>
Early Years classes	Nursery and Reception		<p>Early years groups in school should:</p> <ul style="list-style-type: none"> Bubbles are no longer recommended as necessary to keep children in groups. Ensure play equipment that is used is appropriately cleaned after use by small groups of children. All children who are CEV should attend their setting unless they are one of the very small number of children on the Paediatric or other specialist care who have been advised by their GP or clinician not to attend. Paediatric first aid cover – see first aid section above Review where required the EHCP and other support plans of the named pupils. 	<p>Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. Dated 22 02 21 https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p> <p>Where safety and/or management concerns remain, these should be discussed with the school management and options identified for further discussion with the local authority or trust.</p>
Classes	Year 1 to 6	Pupils and Staff	<ul style="list-style-type: none"> The Government advise that bubbles are no longer recommended as necessary. 	<p>Safe working in education, childcare and children's social care settings,</p>

			<ul style="list-style-type: none"> The class will operate normally under the control of a teacher and usually a teaching assistant. You may change the layout of the classroom but be aware that if there is an outbreak the protective measure for forward facing desks may be reintroduced. Review where required the EHCP and other support plans of the named pupils. Assemblies can resume. Alternative arrangements to avoid mixing at lunch times is no longer required. <p>However, you should consider taking a precautionary approach by:</p> <ul style="list-style-type: none"> Identify rooms that can be accessed directly from outside to avoid congestion in corridors. Consider which lessons or class activities could take place outdoors and when. (Subject to weather) Reduce movement around the building. 	<p>including the use of personal protective equipment (PPE) Updated 06 07 21 https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>The school SLT to include specific detailed information for the management control of the school.</p>
IT and Specialist Rooms	Fit for purpose	Children and Staff	<ul style="list-style-type: none"> Allocate time using the resources Continue to frequently wipe down desktops and computer equipment after use. Restrict access to a manageable number of children. Consider the requirements for children requiring 1:1 support, how this can be maintained 	The school SLT to include specific detailed information for the management of this resource.
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff	<ul style="list-style-type: none"> Review the security and condition to the external hard surface, sports courts and field areas. Ensure the fixed play equipment is safe for use, supervised by staff and to maintain. Allocate areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight 	<p>COVID-19 Guidance for Managing Playgrounds and outdoor Gyms. 18 05 21. https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</p>
Off Site Visits. Day Visits Only Residential International visits	Safety	Pupils and Staff	<p>The LA policy for Out of School Visits and the use of EVOLVE will remain the principal methods of planning approval and conducting visits or all types.</p> <p>Day visits – No overnight stay – Authorised by the Headteacher</p> <p>Residential, adventurous and Out of Country visits – approved by the LA EVA through the EVOLVE system.</p> <p>Gov.uk advise against any international visits before the start of the autumn term. As part of your planning, you must comply with international travel legislation and should have a contingency plan in place to account for any unforeseeable changes. This advice will be kept under review.</p> <p>Complete a full risk assessment of the visit to include;</p>	<p>Health and Safety on Educational Visits 26 11 18 https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>Further advice from the EVA</p> <p>Note: Whilst we are in an ERA, the instruction of the Director of Health Protection is that no Residential visits will take place.</p>

Travel - Transport			<ul style="list-style-type: none"> You should speak to either your visit provider, commercial insurance company to confirm your insurance cover prior to booking the visit Hygiene and ventilation. Pupils showing symptoms of coronavirus. <p>Face coverings are No longer advised, including on dedicated school transport. This can be reinstated in the event of an outbreak (including in classroom) – based on DPH advice</p> <p>Vehicles are an enclosed space however from Step 4, face coverings are also no longer recommended to be worn on dedicated transport to school and are no longer legally required on public transport.</p>	
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors	Injuries to pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.	HSE - Employers Guidance – Incident Reporting in Schools. https://www.hse.gov.uk/pubns/edis1.pdf
SEND Support	Compliance	Pupils and Staff	SENCO to review the EHCP/PSP/PHP/IEP/PEEP for named students and provide advice to the senior management and LA of any concerns. (See link for government guidance for working in education and the use of PPE)	
Holiday and After School Clubs	Compliance	Pupils and Staff	<p>All CEV children and young people can attend wraparound childcare and out-of-school settings where they are eligible to do so, unless they are one of the very small number of children or young people under paediatric or other specialist care and have been advised by their GP or clinician not to attend.</p> <p>Allocate a room(s) for the club use that can be controlled by them or if this is a school resource, plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school groups.</p> <ul style="list-style-type: none"> Safe access and egress so that where possible pupils limit their movement through the school at the end of the club session. Equipment and materials for activities to be separate from school used equipment. Where possible provide separate storage for club equipment from school equipment. <p>The following points should be considered for supporting the club</p> <ul style="list-style-type: none"> Posters, (for example, to encourage consistency on good hygiene practice.) Provision of soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments. Disposable paper towels and lidded bins, 	<p>Independent After School clubs and Wraparound child care, located on the school premises must also comply with the Government Guidance, complete a separate COVID assessment and inform HPCC of incidents.</p> <p>Under current safety legislation, all occupants of a premises must co-operate and co-ordination such H&S and COVID necessary measures.</p> <p>Protective measures for Holiday and After School Clubs, and other Out-of-School settings during Coronavirus (COVID-19) outbreak. 07 07 21 (Updated) https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak</p>

			<ul style="list-style-type: none"> Sanitising wipes for wiping some equipment. Frequent cleaning of materials/equipment/furniture used and touched surfaces. Promote walking or cycling to the setting. Seek advice from Public Health regarding local restrictions that form part of the COVID measures applicable to the ERA. Establish an outbreak management plans outlining how you would operate if there were an outbreak in your school/local area. (Follow the advice from Public Health.) <p>Over the summer, staff and secondary age children should continue to test regularly if they are attending settings that remain open.</p>	<p>Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4) dated 08 07 21</p> <p>Guidance for parents and carers of children attending out-of-school settings during the coronavirus (COVID-19) outbreak (applies until Step 4) - GOV.UK (www.gov.uk)</p> <p>For further guidance on control measures refer to the extract at the end of this assessment.</p>
BAME.	Vulnerable to COVID-19	Named staff and Named pupil	<ul style="list-style-type: none"> The Government guidance has not changed therefore the pupil group should continue to be supported as previous instructions To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs. Staff - Headteacher to complete a 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support within the ability of the school. 	<p>If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.</p>
Clinically Extremely Vulnerable.	Vulnerable to COVID-19	Named Staff and Pupils	<p>Shielding is currently paused. Although the advice to shield has ended, clinically extremely vulnerable people must continue to follow the rules that are in place for everyone.</p> <p>Everyone is currently advised to work from home where possible, but you can attend the workplace.</p> <p>Pupils and students should have returned to their school or other educational setting. This includes early years provision, wraparound childcare and applicable out-of-school settings.</p> <p>The school to make appropriate arrangements to support the named pupil.</p>	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 Updated 12 07 21</p> <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p>
Clinically Vulnerable		Expectant Mother	<p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p> <p>If there is a change due to an underlying condition, this will be confirmed by diagnosis by a Clinical professional.</p> <p>The manager of the expectant mother must complete a risk assessment of the member of staff and put in place suitable mitigation measures to reduce injury from hazardous activities or the exposure to coronavirus. (i.e. Covid secure environment.)</p>	<p>Guidance: Coronavirus (COVID-19): advice for pregnant employees Updated 21 06 21</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p>

Employee Wellbeing	Anxiety	School Staff and their families		<ul style="list-style-type: none"> • Employee Assistance Programme can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7 • A new virtual video counselling service is available via our Occupational Health Provider, Wellbeing Partners. • Citizens Advice – offer free, independent, confidential and impartial advice on a range of financial issues. 	For Council Employees complete the counselling referral form and return it directly to Well Being Partners
<h3>Outbreak Management Plan</h3> <p>This draft Outbreak Management Plan (OMP) (Not yet clarified in guidance.) outlines how the school should operate if additional measures are recommended for your setting or for the local area. The Director of Public Health, (Wigan) the Public Health England Health Protection Teams or the Local Authority may recommend specific measures are re-introduced to help manage the COVID-19 outbreaks in the school or the community, plus additional measures in response to a variant of concern, based on the Government advice and scientific evidence at that time.</p> <p>N.B- THE FOLLOWING CONTROL MEASURES DO NOT NEED TO BE PUT INTO PLACE UNLESS RECOMMENDED BY THE DIRECTOR OF PUBLIC HEALTH, PHE HEALTH PROTECTION TEAMS OR THE LOCAL AUTHORITY</p>					
Contingency planning to provide continuity of education in the case of a local outbreak	Major unplanned event. Anxiety	School staff and families		<p>If there is significant concern that existing or recently introduced measures in an area have failed to mitigate community transmission, or that a more robust response is required to contain the outbreak of a VoC it may be necessary to limit the number of children and young people in education or childcare settings through attendance restrictions.</p> <p>Schools Outbreaks to be classified as ‘several’ cases within 14 days</p> <p>Restrictions on pupil attendance should only be considered as a last resort, following the DfEs Contingency Framework and in collaboration with the guidance provided by the Wigan’s Health Protection CC and the Local Authority.</p>	<ul style="list-style-type: none"> • Ensure remote learning platform remains. • Provision in place for key worker children attendance. (as per national lockdowns) <p>DfE helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. Additionally - contact HPCC Team on 01942 404240 to notify your incidents and seek advice.</p>
Variant of Concern (VoC)	Infection rate	Staff and Pupils		When a variant of COVID-19 is classed as a variant of concern (VoC), DHSC will increase targeted testing in that area to help suppress and control any possible new cases and better understand the new variants.	<ul style="list-style-type: none"> • For secondary schools onsite Asymptomatic Testing Sites (ATS) in place. • Increased use of home testing for staff. • Primary school pupils not currently tested
School educational management		Staff and Pupils		<p>Temporary re-introduction of year/class bubbles, for a temporary period to reduce mixing between groups.</p> <ul style="list-style-type: none"> • Maintain good hand hygiene (Frequent cleaning)and respiratory measures, (Catch it. Bin it. Kill it.) • Sanitising points, etc. • Review Cleaning schedules to ensure enhanced cleaning is being maintained. • Year/ class group bubbles re-introduced 	Follow the advice of the local Health Protection team advice.

				<ul style="list-style-type: none"> Layout of class to forward facing desks may be reintroduced Staggered entrance/ exit times (if possible) Use of different entrances for specific groups (if possible) Staggered/limited use of communal areas - hall/ dining room, play periods, etc. Suspension of school assemblies Use of shared resources 	
Temporary re-introduction of face coverings.		Staff and Pupils		<p>In all cases any educational drawbacks in the recommended use of face coverings should be balanced with the benefits in managing transmission and should allow for reasonable exemptions for their use.</p> <p>Primary and Secondary School</p> <ul style="list-style-type: none"> Face coverings worn by staff and visitors, in communal areas unless they are exempt. 	<p>Secondary School</p> <ul style="list-style-type: none"> Face coverings worn by students in communal areas/ all areas <p>Face visors or shields can be worn by those exempt from wearing a face covering but they are not an equivalent alternative in terms of source control of virus transmission.</p>
Shielding - CEV		Staff and Pupils		<p>Temporary re-introduction of shielding in the event of a major outbreak or variant of concern that poses a significant risk to individuals on the shielded patient list.</p> <p>Pupils may be subject to the recommendations of a Clinician supporting the child</p> <p>SHIELDING CAN ONLY BE RE-INTRODUCED BY NATIONAL GOVERNMENT.</p>	<ul style="list-style-type: none"> Individual risk assessments regularly reviewed and specifically in line with any updated government guidance regarding VoCs. Remote learning platform in place for children who are advised to shield.
Out of School Visits		Staff and Pupils		<p>Temporary limit to certain school activities;</p> <ul style="list-style-type: none"> residential educational visits day visits open days transition and taster days parental attendance in settings performances in settings Sessional activities (Xmas play/Choirs, etc. 	<p>Help contain any outbreak by following the advice of the local Health Protection team advice.</p>
<p>Further Information: The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.</p>					

ADDITIONAL INFORMATION:

Contact points.

- Westleigh St Paul's Primary School
- Health Protection and Civil Contingencies (Help Line)
- Health and Wellbeing Team

01942 672611 (enquiries@admin.westleighsaintpauls.wigan.sch.uk)
01942 404240
01942 827857

The following are taken from the Government Guidance for Schools published on 02nd July 2020

COVID-19 Actions for Schools Guidance for Full Opening – Schools

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Control Measures.

1. Ensure good hygiene for everyone

Hand hygiene

Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that pupils and students clean their hands regularly. This can be done with soap and water or hand sanitiser.

You should also continue to consider:

- how often pupils, students and staff will need to wash their hands
- whether staff working with pupils and students who spit uncontrollably want more opportunities to wash their hands than other staff
- whether pupils and students who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' need more opportunities to wash their hands
- how to help pupils and students with complex needs to clean their hands properly.

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important. As with hand cleaning, you should ensure that younger pupils and those with complex needs are helped to get this right.

Some pupils and students with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example, those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered as part of your risk assessment in order to support these pupils and students and the staff working with them and is not a reason to deny these children and young people face-to-face education.

The e-Bug COVID-19 website contains free resources for settings, including materials to encourage good hand and respiratory hygiene.

Use of personal protective equipment (PPE)

Most staff in schools and colleges will not require PPE beyond what they would normally need for their work. If a pupil or student already has routine care needs that involve the use of PPE, the same PPE should continue to be used.

Additional PPE for COVID-19 is only required in a very limited number of scenarios, for example, when performing aerosol generating procedures (AGPs).

The guidance on the use of PPE in education, childcare and children's social care settings provides more information on the use of PPE for COVID-19.

2. Maintain appropriate cleaning regimes, using standard products such as detergents

You should put in place and maintain an appropriate cleaning schedule. This could include regular cleaning of areas and equipment (for example, twice per day).

PHE has published guidance on the cleaning of non-healthcare settings.

3. Keep occupied spaces well ventilated

When your setting is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.

You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example, dramatic productions.

Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.

If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.

Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers' recommendations.

Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so). You should balance the need for increased ventilation while maintaining a comfortable temperature.

The Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE COVID-19 advice provides more information. DfE is working with the Scientific Advisory Group for Emergencies (SAGE) and NHS England on a pilot project to measure CO2 levels in classrooms and exploring options to help improve ventilation in settings where needed.

4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

When someone develops COVID-19 symptoms or has a positive test

Pupils, students, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into their education setting if they have symptoms or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine or have a positive test).

If anyone in your setting develops COVID-19 symptoms, however mild, you should send them home and they should follow public health advice.

If a pupil in a residential setting shows symptoms, they should usually self-isolate in their residential setting so that their usual support can continue, while others may benefit from self-isolating in their family home.

For everyone with symptoms, they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible.

Appropriate PPE should also be used if close contact is necessary, further information on this can be found in the use of PPE in education, childcare and children's social care settings guidance. Any rooms they use should be cleaned after they have left.

The household (including any siblings) should follow the PHE stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.