

## The Valley Primary School - COVID-19

Covid related hazard?	Who might be harmed?	Existing controls (What are you already doing?)	Who is responsible?	Residual risk rating* L/M/H	Monitoring
<b>1. Arrival/ departure to school</b> – large numbers of parents/ carers and children in close proximity.	Pupils Staff Parents/ Carers	<ul style="list-style-type: none"> <li>• Parents/carers escort younger children to specific entrances at the beginning of the school day and collect children from specific exits at the end of the school day to facilitate distancing.</li> <li>• Wrap around care to enter via the main entrance.</li> <li>• Staggered arrival and exit times.</li> <li>• Parents/carers are encouraged to maintain social distancing when waiting to collect their child(ren)</li> <li>• Parents/carers wishing to talk to staff must firstly use remote communication methods such as telephone, email, MT or Zoom.</li> </ul>	SL/Leadership Team	M	Weekly – all staff
<b>2. Visitors onsite</b> - spread of infection	Staffs Parents/ Carers	<ul style="list-style-type: none"> <li>• Visiting adults have the choice to wear face coverings when on site.</li> <li>• All visitors will be entered into the 'visitor book' this will be used for track and trace purposes if required.</li> <li>•</li> </ul>	Office staff	M	Monitored by office staff and school leader
<b>2. Entering the school building</b> – hygiene	Pupils Staff	<ul style="list-style-type: none"> <li>• All visitors to school MUST wash or sanitise their hands upon arrival into the school building.</li> <li>• Staff will direct children to either use the hand sanitiser and proceed to their classroom (another member of staff supervise pupils) or they will be directed to the wash rooms to wash their hands (member of staff will supervise)</li> </ul>	All staff	M	All staff
<b>3. Bringing equipment into school</b>	Staff Pupils Others	<ul style="list-style-type: none"> <li>• Minimal items permitted in school.</li> <li>• Children - only to bring lunch boxes, outdoor clothes, PE kits and spare clothes (if appropriate)</li> <li>• Staff - bags and mobile phones (stored in staffroom).</li> </ul>	All staff	M	SL/Leadership Team

<b>4. Classroom organisation</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Tissues available in each classroom for pupils to use when coughing or sneezing and they must go into a closed bin after one use.</li> <li>Hand sanitizer available</li> <li>All classrooms must be well ventilated – a window to be open at all times</li> <li>There will be regular cleaning of resources</li> </ul>	All staff	M	SL/Leadership Team
<b>5. Classroom Lessons</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Pupils (age appropriate) will be informed/ encouraged not to get too close to staff and their peers where possible (social distancing).</li> <li>Staff should avoid close face-to-face contact.</li> </ul>	All staff	M	SL/Leadership Team
<b>6. Use of school resources</b>	Staff Pupils	<ul style="list-style-type: none"> <li>All classroom based resources should be cleaned regularly along with all frequently touched surfaces.</li> </ul>	All staff	M	SL/Leadership Team
<b>7. Taking items/ resources home</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Reading books and school diaries will be kept in a designated place in the classroom (in a clearly labelled box)</li> <li>When accessing the contents of the folders staff are encouraged to wear disposable gloves, washing hands thoroughly before and after use</li> </ul>	All staff	M	SL/Leadership Team
<b>8. Assemblies/ Collective Worship</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Assemblies will take place in a well-ventilated space</li> <li>During periods of no recorded cases we will look allow parents in for fortnightly celebration assemblies</li> <li>Assemblies will return to virtual forums such as TEAMS and zoom if cases rise.</li> <li>Staff will wear face coverings in indoor communal areas.</li> </ul>	All staff	M	SL/Leadership Team
<b>9. Educational Visits</b>	Staff Pupils	<ul style="list-style-type: none"> <li>All outdoor educational visits will be risk assessed on an individual basis.</li> <li>Full risk assessments to be put in place for each visit.</li> </ul>	SL/Leadership Team	M	SLT
<b>10. Pupils with SENDs</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Pupils who have complex needs or who need close contact care, will continue as normal as outlined on their individual care plans.</li> </ul>	All staff	M	SL/Leadership Team

<b>11. Use of non-class teachers and other staff</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Enhancing cleaning of learning resources (see 7).</li> </ul> <p><b>Music tuition</b></p> <ul style="list-style-type: none"> <li>No sharing of woodwind instruments</li> <li>Good Ventilation required</li> </ul> <p><b>P.E.</b></p> <ul style="list-style-type: none"> <li>Outdoor sports where possible.</li> <li>Encourage social distancing between pupils.</li> <li>Equipment used will be scrupulously cleaned after each use.</li> </ul>	All staff	M	SL/Leadership Team  External providers (ASM)
<b>12. Wrap around care</b>	Pupils Staff	<ul style="list-style-type: none"> <li>Children will arrive and leave via the main entrance.</li> <li>A record of children attending each session will be kept</li> <li>Parents/ carers are encouraged to book children in prior to the session so that numbers attending can be monitored.</li> </ul>	Staff providers	M	SL/Leadership Team
<b>13. Children requiring using the toilet in lesson times</b>	Pupils Staff	<ul style="list-style-type: none"> <li>Children will be regularly reminded of the importance of washing their hands after using the toilet and where possible on their return to the classroom to use the hand sanitiser.</li> <li>Toilet areas will be cleaned on a regular and frequent basis</li> </ul>	All staff	M	SL/Leadership Team
<b>14. Break times</b>	Pupils	<ul style="list-style-type: none"> <li>Children informed again of the importance of social distancing whilst outside.</li> </ul>	All staff	M	SL/Leadership Team
<b>15. Break Times – Staff Room</b>	Staff	<ul style="list-style-type: none"> <li>Staff need to clean the table/ area they have been sat at after use</li> <li>Staff are encouraged to have their own water bottle in class.</li> <li>The number of staff in the staff room at any one time will be kept as low as possible</li> <li>The room will be well ventilated.</li> <li>Staff will wear face coverings in communal areas</li> </ul>	All staff	M	SL/Leadership Team
<b>16. Lunch breaks</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Tables and chairs to be cleaned between each year group using the dining hall.</li> </ul>	All staff	M	SL/Leadership Team

		<ul style="list-style-type: none"> <li>Lunchtime and kitchen staff to maintain social distancing where possible.</li> <li>Meals to be pre-order each morning to limit contact with food serving areas.</li> </ul>			
<b>17. First Aid – minor treatment</b>	Staff Pupils	<ul style="list-style-type: none"> <li>Where minor first aid treatment is required First Aiders must ensure they wear gloves and a face covering if prolonged face-to-face contact when dealing with injuries.</li> <li>Where possible (age and maturity of child) ask them to wipe away any blood or hold cold compresses etc.</li> <li>Ensure records of injury and treatment are recorded and who administered first aid treatment.</li> <li>Always wash hands after contact</li> <li>Any dressings used to be double bagged.</li> </ul>	All staff	M	SL/Leadership Team
<b>18. Intimate Care</b>	Staff	<ul style="list-style-type: none"> <li>When staff are carrying out any intimate care they must: (as per their usual requirements)</li> <li>Wear gloves</li> <li>Wear an apron</li> <li>Wear a mask</li> <li>Nappies, wipes etc. must be double bagged and placed into a bin (preferably a closed bin)</li> <li>Soiled clothes to be double bagged and given to Parents on collection of child.</li> <li>Staff must wash their hands once gloves and masks are removed</li> <li>Record all intimate care carried out.</li> </ul>	All staff	M	SL/Leadership Team
<b>19. Poor hygiene practice</b>	Staff Pupils Others	<ul style="list-style-type: none"> <li>Posters are displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school.</li> <li>Pupils, staff and visitors are encouraged to wash their hands with soap or alcohol-based sanitiser (that contains no less than 60% alcohol) and follow infection control procedures in accordance with the DfE and PHE's guidance.</li> <li>Sufficient amounts of soap (or hand sanitiser where applicable), clean water and paper towels/hand dryers are supplied in all toilets and kitchen areas.</li> </ul>	Admin team/SL/ Leadership Team	M	EXP

		<ul style="list-style-type: none"> <li>• Pupils may be supervised by staff when washing their hands to ensure it is carried out correctly, where necessary.</li> <li>• Pupils are forbidden from sharing cutlery, cups or food.</li> <li>• All cutlery and cups are thoroughly cleaned before and after use.</li> <li>• Cleaners to carry out daily, comprehensive cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• A senior member of staff arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the Health Protection Team /Public Health England</li> </ul>			
<p><b>20. Spread of infection</b></p>	<p>Staff Pupils Others</p>	<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with guidance, using PPE at all times.</li> <li>• Parents are informed not to bring their children to school or on the school premises if they show signs of being unwell and believe they have been exposed to coronavirus.</li> <li>• Staff and pupils do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance.</li> <li>• Pupils who are unwell are not taken on school trips or permitted to enter public areas used for teaching, e.g. swimming pools.</li> <li>• Parents notify the school if their child has an impaired immune system or a medical condition that means they are vulnerable to infections.</li> <li>• The school in liaison with individuals' medical professionals where necessary, reviews the needs of pupils who are vulnerable to infections.</li> <li>• Any additional provisions for pupils who are vulnerable to infections are put in place by the headteacher, in liaison with the pupil's parents where necessary.</li> </ul>	<p>SL/Leadership Team</p>	<p>M</p>	<p>EXP</p>

<p><b>21. Quarantine Guidance</b></p>	<p>Staff Pupils Parents</p>	<ul style="list-style-type: none"> <li>Staff, pupils and parents who have travelled to countries listed by the foreign office are required to have a negative PCR result before they return.</li> </ul>	<p>SL/ Leadership Team</p>	<p>M</p>	<p>SL/ Leadership Team</p>
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