

What are the hazards?	Who might be harmed and how?	What are you doing already/what are you planning to do ?	What further action is necessary?	Action by whom?	Action by when?	Done
Children who are clinically extremely vulnerable contracting Covid-19	CEV Pupils	<ul style="list-style-type: none"> All children who are CEV should attend their setting unless they are one of the very small number of children under paediatric or other specialist care who have been advised by their clinician or other specialist not to attend. 	Continue to maintain contact with parents and specialists to ensure that any information related to condition is incorporated into individual HCP and continue to respond to any updates in government or medical guidance	HT	Ongoing as required	
Children and staff travelling from abroad	Whole School community	<ul style="list-style-type: none"> Staff members should notify management if they plan to travel abroad so that contingency plans can be put into place ahead of travel in case they have to self-isolate on their return Children and staff members travelling abroad should follow government guidance on self-isolation on return and should refer to the appropriate list of countries for more information 	Current government guidance should be followed should this situation occur.	Staff members / parents to inform HT	If/ when appropriate	
Positive case within the setting	Whole School community	<ul style="list-style-type: none"> Close contacts will be identified by the NHS Test and Trace service and advised on requirements to self-isolate. From 16th August only adults over 18years who have not received two vaccinations will be required to self-isolate on contact with a positive case. Children under the age of 18 and adults who have received two doses of an authorised Covid-19 vaccine more than two weeks previously will no longer have to self-isolate if they are in close contact but will be advised to take a PCR test If advised by health team the setting should implement their Outbreak Management Plan 	<p>Outbreak management plan to be implemented once thresholds met- health protection team informed</p> <p>Remote learning policy to be implemented as necessary.</p> <p>All actions should be discussed with the LA and guidance followed.</p> <p>Any positive cases to be logged with LA.</p>	HT	If/ when appropriate	
Spread of Covid 19 within the setting - hygiene	Pupils and staff	<ul style="list-style-type: none"> The setting has a suitable supply of soap and access to warm water for washing hands. Appropriate controls are in place to ensure the suitable sanitisation of children's hands on arrival at the setting, following outdoor play, before meals and following the use of toilets. Monitor the use of hand sanitiser with young children to ensure it is not ingested 	All classrooms to ensure that hand sanitiser is readily available and encourage pupils to use throughout the day. Pupils to be explicitly taught about the importance of good hand hygiene.	Class teachers	From start of term and ongoing	

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		<ul style="list-style-type: none"> Staff will encourage children to learn and practise good hygiene habits through games, songs and repetition. Staff will model the use of “catch it, bin it, kill it” to the children. Information about the Coronavirus (e-bug.eu) 				
Spread of Covid-19 within the setting – ventilation	Pupils and staff	<ul style="list-style-type: none"> Keep windows open as much as possible to ensure good ventilation throughout the setting. Thought should also be given to thermal comfort e.g. use of higher level windows or opening windows when the room is not in use Identify any poorly ventilated areas and take steps to ventilate these as well as possible Plan to use outdoor space as often as possible during the day Consider referring to Health and Safety Executive guidance on ventilation and air conditioning during the coronavirus (COVID-19) pandemic 	<p>Windows to be opened in classrooms as much as possible to ensure good ventilation.</p> <p>When weather turns colder windows and doors should be opened when the room is not in use as much as possible</p>	Class teachers	Immediately and ongoing	
Spread of Covid-19 within the setting	Pupils and staff	<ul style="list-style-type: none"> Masks to be worn in communal areas Maintain social distancing between staff. Where positive cases occur- notify and health team follow guidance. Communal events eg assemblies should be adjusted in response to positive cases (held in classes or key stages as appropriate and at the decision of the HT) OMP to be implemented as required in relation to thresholds 	Continue to observe latest LA and government guidance	All staff	Ongoing until further notice	
Spread of Covid-19 within the setting – enhanced cleaning	Pupils/ staff/ visitors to the school	<ul style="list-style-type: none"> Follow the guidance for cleaning in non-healthcare settings COVID-19: cleaning of non-healthcare settings outside the home - GOV.UK (www.gov.uk) Regular cleaning procedures should be in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities, Toilet flush and seats, door locks, bins, sanitary bins, lavatory brush and toilet roll dispenser Door handles and push plates, Handrails on staircases and corridors, 	<p>Site and Cleaning staff to continue to complete the cleaning checklist daily to include additional cleaning procedures. Additional cleaner to work additional hours to ensure that this is maintained</p> <p>Antibacterial wipes to be available in shared areas for staff to use to wipe down</p>	Cleaning staff All staff	Daily	

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		<ul style="list-style-type: none"> ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles. ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, tables and chairs. ● Where possible ensure surfaces are kept clear to enable cleaning ● Consider having clear signage in each room laminated (so that it is wipeable) detailing touch points. ● If you have been informed that someone has tested positive with covid-19 then any area/room they have accessed should undergo a thorough clean. ● Ensure the COSHH risk assessment for cleaning/caretaker activities has identified the correct process and PPE to be worn. ● Surfaces should be washed with hot soapy water, then sprayed with disinfectant and left for at least 60 seconds (or the manufacturers recommendations should be followed) prior to wiping. Care should be taken to ensure children cannot access the surfaces during this time. 	surfaces, door handles, toilet flush etc in between users.			
Child or staff member displaying symptoms whilst in the setting	Pupils/ Staff	<ul style="list-style-type: none"> ● Ensure that all staff are aware of the symptoms of Covid-19 and are alert to how to respond: <ul style="list-style-type: none"> ○ A high temperature – this means the child feels hot to touch on their chest or back (you do not need to measure their temperature) ○ A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if a child usually has a cough, it may be worse than usual) ○ Loss or change to sense of smell or taste – this means the child noticed they cannot smell or taste anything, or things smell or taste different to normal 	PPE to be regularly stock checked and should be used by adults who are tending to child displaying symptoms. Pupils awaiting collection in school due to symptoms should wait in the lobby area with an adult- This area should be thoroughly cleaned after use. All guidance in relation to testing and isolation should be followed.	Staff and pupils	As required	

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		<ul style="list-style-type: none"> • Adults who are displaying symptoms should self-isolate and get a PCR test. A poster will be displayed at all entrances advising adults of this. • If a member of staff has tested positive using a home based or workplace testing Lateral Flow Device test they should book a polymerase chain reaction (PCR) test immediately to confirm the result and self-isolate until that result is available. • If a child or staff member develops symptoms compatible with coronavirus, they should rapidly be sent home and advised to get a PCR test. Guidance should be followed: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ • Identify an area where any child displaying symptoms can be isolated whilst they are waiting for collection. Ensure a familiar adult, with appropriate PPE stays with them. • Ensure that all children have up to date contact details to enable parents/carers to be contacted quickly. • Consider how the isolation area can be easily cleaned after use. 				
Safeguarding pupils who are self-isolating	Pupils	<ul style="list-style-type: none"> • Children who are not in school due to self-isolation or full/ partial school closure should maintain contact with their class teachers through their remote learning provision. • Pupils identified as vulnerable (red/amber) will be contacted daily via telephone by a member of staff (Office/ teacher/ DSL) • If any external agencies are involved they should be informed immediately that the child/ren are not in school • A DSL will always be available during school hours • All safeguarding policies and procedures to be upheld 	Communication in relation to which children are isolating and CP records maintained to identify vulnerable pupils All safeguarding procedures to be shared and understood by all staff	DSLs All staff	As required	

