



# Fairfields School

Helping children to help themselves

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Risk Assessment : **COVID 19**

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# COVID 19 – Full Opening of School

## Addendum in response to Lateral Flow Device Testing February 2021

Risk:	Who	Control Measures	Risk Level
<b>LFD KITS SUPPLY and DISTRIBUTION:</b> <ul style="list-style-type: none"> <li>Stock Shortages (LFD kits)</li> <li>Unavailable storage between 2-30 degrees C (LFD kits)</li> <li>LFD distribution management and tracking (LFD kits)</li> <li>Safe distribution of kits (LFD kits)</li> <li>Timely re-distribution of kits before staff run out of them (LFD kits)</li> <li>Tests being stolen</li> <li>Testing being used by someone they are not assigned to e.g. family member</li> </ul>	Staff	<ul style="list-style-type: none"> <li>Testing kits will be stored in a secure place within school (locked cupboard in library and locked cupboard in front office) at room temperature.</li> <li>Test kits will be distributed to staff who have given consent to being part of the LFD Testing programme.</li> <li>Once tests have been distributed, the amount left will be monitored and tests will be reordered when stock becomes low.</li> <li>If school runs out of testing kits or we are unable to redistribute to staff in a timely manner, the member of staff can continue to come to work unless they start to show COVID symptoms, where they must self isolate and book a PCR test.</li> <li>Staff are asked to request more testing kits when they have two left in their supply.</li> <li>When distributing the kits the member of staff will wear PPE and social distancing measures will be in place. Hands will be sanitised/washed between each person. Collection of tests will be staggered if people need to come into school and collect or be given out whilst staff are working in school.</li> <li>A record will be kept of who has testing kits and when they are requesting more.</li> <li>Staff will sign for their tests.</li> <li>Tests to only be used by member of staff assigned to, when working in school. This will be agreed to as part of the consent.</li> </ul>	
<b>RESULTS REPORTING and RECORDING</b> <ul style="list-style-type: none"> <li>Reporting of only positive results (LFD test reporting)</li> <li>Poor result reporting compliance to schools (LFD test reporting)</li> <li>Reporting of incidents to school to help school identify emerging issues and escalate to DfE/DHSC (LFD test reporting)</li> <li>Incident escalation protocols and feedback loop (LFD test reporting)</li> <li>Staff get void result with LFD Test</li> </ul>	Staff	<ul style="list-style-type: none"> <li>Staff will be asked to report all results to the DfE <a href="https://www.gov.uk/report-covid19-result">https://www.gov.uk/report-covid19-result</a></li> <li>Staff will also be asked to report all results to school</li> <li>If staff do not consistently comply with the reporting arrangements they will be asked not to continue the LFD Testing. The member of staff can continue to come to work unless they start to show COVID symptoms, where they must self isolate and book a PCR test.</li> <li>Participants should inform school about ongoing test-related problems, so that they can check if this is a wider issue across other users.</li> <li>If there are any issues with the tests that could potentially impact the quality or safety of testing, a 'yellow card' will be raised <ul style="list-style-type: none"> <li><b>Schools: Incidents</b> In the case of an issue, it is most likely that this will be experienced by an individual at home. However, if there seems to be repeated or similar issues (e.g. multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these should be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation. Please record the time, date and details reported. DHSC/MHRA may require the school to provide more information if further investigation is required.</li> <li><b>Schools: Learning and improving</b></li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>Testing kits are broken or have parts missing</li> </ul>		<p>To ensure testing is running well, the DfE will be in contact with schools from time to time to find out how testing is going and learn any lessons. Guidance will be updated to reflect this.</p> <ul style="list-style-type: none"> <li><b>Individuals: Clinical issue</b> If there is a clinical incident which led to or has potential to harm, participants are advised to report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a>. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999.</li> <li><b>Individual: Non-clinical issue</b> For incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 in England, Wales, Northern Ireland and 0300 303 2713 for Scotland</li> </ul> <ul style="list-style-type: none"> <li>First void result – retake the test</li> <li>Two void results - staff member should self isolate and book a PCR test.</li> <li>If Void results continue to occur this must be reported to NHS through the incident report.</li> <li>If a test kit has broken or has missing parts it must not be used and must be reported to the NHS through the incident report</li> </ul>	
<p><b>BUSINESS CONTINUITY</b></p> <ul style="list-style-type: none"> <li>Managing business continuity with increase in number of cases and staff self-isolating (Asymptomatic testing impact)</li> <li>Members of the Leadership Team test positive – leadership of the school</li> <li>Staff choose to opt out of taking the LFD test</li> </ul>	Staff	<ul style="list-style-type: none"> <li>Staff are asked to test twice a week, 3/4 days apart, before they come to work</li> <li>If the test comes back negative the staff member can come into school</li> <li>Testing will be staggered to reduce the impact of lots of positive results on the same day</li> <li>If the test comes back positive, self isolation guidance should be followed and the member of staff is required to book a PCR COVID test</li> <li>If required, additional staff will be used to cover staff absence. In the event of this not being possible due to excessive mixing of bubbles or lack of staff, bubbles/classes will be closed</li> <li>If two members of staff test positive with an LFD test from the same bubble/class on the same day, the bubble will be closed until the results of the PCR test have been confirmed.</li> <li>Results of all tests (positive or negative) must be reported to NHS and to school. School will keep a register of the results</li> <li>All other protective measures will continue to be used vigilantly in school.</li> </ul> <ul style="list-style-type: none"> <li>Testing is voluntary –members of the leadership team may choose not to take part.</li> <li>If not taking the LFD tests, the member of the leadership team can continue to come to work unless they start to show COVID symptoms, where they must self isolate and book a PCR test.</li> <li>Testing will be staggered to try and ensure a member of the leadership team is always available to be in school.</li> <li>If self isolating but well, leaders will be able to run the school remotely from home.</li> <li>If leaders all test positive through a PCR test, PHE would be contacted and advice sought. This may result in the closure of the school.</li> </ul> <ul style="list-style-type: none"> <li>The LFD test is voluntary.</li> <li>A register of staff who have opted in/out will be kept through the Test Kit Log.</li> <li>All other protective measures will continue to be used vigilantly in school.</li> <li>The member of staff who had opted out can continue to come to work unless they start to show COVID symptoms, where they must self isolate and book a PCR test.</li> </ul>	

<b>COVID and OUTBREAK RESPONSE</b> <ul style="list-style-type: none"> <li>Managing public health response with increase in number of cases and staff self-isolating (Asymptomatic testing impact)</li> </ul>	Staff	<ul style="list-style-type: none"> <li>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus using a PCR test, the class will be sent home to self isolate as the pupils can't socially distance.</li> <li>Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on <b>0800 046 8687</b> and selecting option 1 or phone PHE on <b>03442254524</b> for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.</li> <li>The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</li> <li>To help with this, records will be kept of: <ul style="list-style-type: none"> <li>The pupils and staff in each group</li> <li>Any close contact that takes place between children and staff in different groups</li> </ul> </li> </ul> <p>This will be done through visitor signing in, pupil register, staff register, and the fire lists. These documents will be kept in the school office.</p> <ul style="list-style-type: none"> <li>If there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team to decide if additional action is needed. Any advice given by the team will be followed.</li> <li>Positive cases will also be reported to the LA using <a href="http://www.northamptonshire.gov.uk/covidcases">www.northamptonshire.gov.uk/covidcases</a></li> </ul>	
<b>COMMS and ENGAGEMENT</b> <ul style="list-style-type: none"> <li>Stakeholder management (communication and engagement) (Asymptomatic testing impact)</li> </ul>	Staff	<ul style="list-style-type: none"> <li>All staff will be communicated with and given the option to take part in LFD testing. Initial consent will be sought through a Microsoft form. Staff will be emailed all documentation before giving consent to ensure they are fully aware of what they are participating in and can make an informed decision.</li> <li>Staff engagement levels of testing will be monitored through the results register. Discussions will be had with staff if they have signed up but are not fully engaged in their participation.</li> <li>Governors will be kept updated with the roll out of LFD testing. The Chair of Governors will be informed regularly if the testing directly impacts staffing arrangements or positive results require closing of bubbles or the whole school</li> <li>Parents will be informed of this additional measure being carried out in school and the impact this may have on their child attending.</li> <li>The leadership team will ensure they are up to date with any information from the DfE, PHE, LA through the emails they receive.</li> </ul>	

# Generic Risk Assessment

Risk:	Who	Control Measures	Risk Level
<p>Transmission through contact</p> <p>To reduce the risk of exposure to COVID 19 inc new variants (Prevention)</p>	All	<ul style="list-style-type: none"> <li>To minimise the risk of transmission, strict hygiene rules are to be implemented. All employees, contractors and volunteers to be made to do the following: <ul style="list-style-type: none"> <li>Wash hands on entry</li> <li>Wash hands before and after each lesson and break/lunch time</li> <li>Wash hands if face is touched</li> </ul> </li> <li>Basic infection controls should be followed as recommended by the government. <ul style="list-style-type: none"> <li>'Catch it. Bin it. Kill it.' message displayed and shared repeatedly: cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Tissues will be put in a nappy sack and then disposed of in the bin.</li> <li>Children will be supported to wash their hands with soap and water often for a minimum of 20 seconds – use hand sanitiser gel if soap and water are not available. This is timetabled in at key points in the day</li> <li>Hand sanitiser/ hand washing to be available in or close to each classroom and the main entrance</li> <li>There will be a hand -sanitiser station set up for children to use before they enter the school building. They will then wash their hands when they get to the classroom</li> <li>Pupils will be encouraged not to touch their mouth, nose or eyes</li> <li>Touch point cleaning will happen regularly throughout the day, in high traffic areas e.g. the office this will be carried out hourly. A checklist is use to keep a record of when this occurs.</li> <li>Extra cleaning to be put in place over lunchtimes so that toilets and high contact surfaces are cleaned thoroughly at least twice every day</li> <li>Staff are able to wear face masks in school if this makes them feel safer.</li> <li>Rooms will be well ventilated throughout the day.</li> </ul> </li> <li>Temperatures of staff, pupils and visitors will not be checked on entering the school using an infrared thermometer. Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus.</li> </ul>	
<p>Minimise contact with individuals who are unwell with COVID 19 Symptoms – See flow chart</p>	All	<ul style="list-style-type: none"> <li>Everyone will be asked not to come into school if they need to self-isolate under <a href="#">current guidance</a>. Regular reminders will be given about this.</li> <li>Anyone self-isolating with symptoms will be encouraged to access <a href="#">testing</a> and engage with the NHS Test and Trace process.</li> <li>If a symptomatic person comes into school, they will be sent home immediately or go to the isolation room until they can be picked up. 999 will be called if they are seriously ill or injured or their life is at risk.</li> <li>In the case of a symptomatic pupil who needs to be supervised before being picked up: <ul style="list-style-type: none"> <li>If a distance of 2m can't be maintained, supervising staff will wear a face shield, gloves and apron.</li> <li>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>There are home testing kits available in school, these will be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if they are unable to get to a testing facility and have to wait for a home testing kit. These are to be used when it increases the likelihood of the child getting tested.</li> </ul> <p>Home test kit should only be given to individuals who:</p> <ul style="list-style-type: none"> <li>have developed symptoms while at school</li> <li>in the exceptional circumstance that we believe there maybe barriers to accessing a test elsewhere, and that by giving them a test kit directly, you will significantly increase the likelihood of them getting tested, and</li> <li>we believe that if we sent the individual home without a kit, they would not receive a test at all.</li> </ul> <p>The home testing kit should be given to the child's parent or carer.  School does not have an unlimited supply of test kits. Please note the best and fastest way for pupils or staff with symptoms of coronavirus to access a test is to visit a test site.  Appointments at test sites can be booked via:  <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a></p> <ul style="list-style-type: none"> <li>Cleaning takes place in the areas that the symptomatic person has been in, and PPE will be disposed of properly, following <a href="#">decontamination guidance</a>. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids will be cleaned thoroughly as normal.</li> <li>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the class will be sent home to self isolate as the pupils can't socially distance.</li> <li>Schools can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on <b>0800 046 8687</b> and selecting option 1 or phone PHE on <b>03442254524</b> for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice.</li> <li>The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</li> <li>To help with this, records will be kept of: <ul style="list-style-type: none"> <li>The pupils and staff in each group</li> <li>Any close contact that takes place between children and staff in different groups</li> </ul> </li> </ul> <p>This will be done through visitor signing in, pupil register, staff register, and the fire lists. These documents will be kept in the school office.</p> <ul style="list-style-type: none"> <li>Close contact means: <ul style="list-style-type: none"> <li>Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> <li>Being coughed on,</li> <li>A face-to-face conversation, or</li> <li>Unprotected physical contact (skin-to-skin)</li> </ul> </li> <li>Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person</li> <li>Travelling in a small car with an infected person</li> </ul> </li> </ul>	
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To reduce the risk of exposure for pupils who do not understand distancing guidelines and create strategies for social distancing in school.	All staff	<ul style="list-style-type: none"> <li>• Pupils will be grouped in classes</li> <li>• Classes will be zoned by location across the school</li> <li>• Each zone has its own playground and staff break area.</li> <li>• Majority of staff will be class based.</li> <li>• Mixing of classes will be kept to a minimum with playtimes staggered.</li> <li>• The mixing of zones will be kept to a minimum but meeting the needs of the children will be the priority.</li> <li>• Lunches to be eaten in the classrooms. Hygiene procedure will be in place before and after lunch. Risk Assessments will be shared with Catering Contractors to ensure appropriate arrangements are in place and protocol is compatible.</li> <li>• Classes will limit the time they spend in corridors where necessary</li> <li>• Staff lunches will be staggered to ensure there is no over crowding in the staff break areas</li> <li>• Staff will follow social distancing rules where possible</li> <li>• Where pupils are able to understand, they will be taught and reminded to maintain their distance and not touch staff or peers.</li> <li>• Consideration will be given to how pupils will be seated. They will be encouraged to sit side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</li> </ul>	
To reduce risk of exposure to COVID-19 by considering: PPE provision for SEMH, behaviour issues etc. where Physical intervention is required.	SLT All staff	<ul style="list-style-type: none"> <li>• Supplies are stored centrally and within each class. These can be accessed by all staff members as and when required in exceptional circumstances</li> <li>• Review behaviour policy – COVID 19 Addendum</li> <li>• Covid 19 addendum to individual behaviour plans, to ensure they include possible risks linked to social distancing, and behaviour. Also include possible strategies and specific PPE requirements if needed.</li> <li>• If plans have been changed or addendums written, these should be signed by Key Stage Leader and shared with parents.</li> <li>• Staff are regularly reminded of donning and doffing procedures of PPE.</li> </ul>	
To reduce risk of exposure to COVID-19 by considering: PPE provision for interacting with pupils with personal care needs	SLT All staff	<ul style="list-style-type: none"> <li>• Supplies are stored centrally and within classrooms, bathrooms and hygiene rooms. These can be accessed by all staff members as and when required, particularly when carrying out intimate care tasks.</li> <li>• Member of staff responsible for maintaining supplies of PPE and other equipment (first aid/Spill kits) across the week.</li> <li>• Staff are regularly reminded of donning and doffing procedures of PPE.</li> </ul>	
To reduce risk of exposure to COVID-19 by considering: PPE provision for emergency purposes	SLT All staff	<ul style="list-style-type: none"> <li>• Supplies are accessible to all (classrooms, bathrooms and hygiene rooms) and where required in exceptional circumstances</li> <li>• Supplies are also in the isolation room</li> <li>• Staff are regularly reminded of donning and doffing procedures of PPE.</li> </ul>	

To establish procedures to ensure regular hand washing in accordance with guidelines	Allocated TA	<ul style="list-style-type: none"> <li>• Staff assigned to check soap dispensers throughout the day and notify school office if empty</li> <li>• Hand washing to be included as part of the daily routine including when entering school; after using the toilet; before and after handling food.</li> <li>• Anti-bacterial gel will be available in all classrooms for hands after coughing and sneezing or when hand washing with soap and water isn't available. Handwashing will occur at the earliest convenience.</li> <li>• Posters displayed throughout the school</li> <li>• Where pupils have to have oxygen as part of their medical needs, an alternative hand gel will be provided to reduce the risk of fire. However, if alcohol gel is properly used and allowed to dry before handling oxygen cylinders or equipment, the risk of fire will be minimised and safe to use.</li> <li>• All staff will have a small anti-bacterial gel which they can have with them at all times to use when needed</li> </ul>	
To establish procedures to ensure rooms are ventilated	All staff	<ul style="list-style-type: none"> <li>• It is important to ensure school is well ventilated and a comfortable teaching environment is maintained</li> <li>• On arrival all windows will be opened by class team.</li> <li>• Where children are safe and not prone to running, classroom doors will be left open. If a wedge is used, these will be removed in the event of a fire.</li> <li>• Classroom doors will all be opened at the start and end of the day to ensure room is ventilated.</li> <li>• As the weather gets colder and the school heating is switched on school will carry out 50 minutes of cross ventilation (window and classroom door open) at the end of the school day after pupils have left.</li> <li>• SuperCool have confirmed that the air conditioning can be used to support ventilation as normal. If a centralised ventilations system that removes and circulates air to different rooms is used, it is recommended that recirculation is turned off and a fresh air supply is used. SuperCool shared this guidance for more information. <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></li> </ul>	
To identify a contained room or area for use should a pupil/pupils show symptoms of Covid-19	Nominated first aider	<ul style="list-style-type: none"> <li>• Identified room has been allocated – The Conservatory</li> <li>• PPE to be worn by supporting staff if pupil or staff member is taken there due to being symptomatic</li> <li>• If child/adult has a temperature recorded by the infrared thermometer as 37.8 or higher with no other symptoms, they will be monitored for 30 minutes having their temperature taken at 10 minute intervals with the ear thermometer. This will be recorded.</li> <li>• Parents contacted and are expected to collect child as soon as possible</li> </ul>	
To reduce risk of exposure to COVID-19 when undertaking a home visit	Member of staff Family	<ul style="list-style-type: none"> <li>• Undertake dynamic risk assessment – does visit need to occur?</li> <li>• Prior to visit ascertain by phoning whether any member of the family is suffering from symptoms or are in isolation and whether the visit can still occur</li> <li>• If no symptoms, home visit will take place <ul style="list-style-type: none"> <li>○ 2 metres apart</li> <li>○ Handwash or use of sanitiser before and after visit</li> <li>○ Wear face mask/face shield</li> </ul> </li> <li>• Staff members to take PPE (gloves, apron etc) with them in case it is needed</li> <li>• If sharing a car, passenger will wear a mask and sit in the rear of the car. The car will be ventilated where possible.</li> </ul>	

To reduce the risk of exposure for pupils who regularly spit, salivate or bite	All Staff and pupils	<ul style="list-style-type: none"> <li>• Access to additional space</li> <li>• Staff to maintain frequent cleaning regime</li> <li>• Staff to have PPE available</li> <li>• If behaviour persists an individual risk assessment will be carried out with parents to assess whether additional measures are needed to support behaviour and if pupil can remain in school</li> <li>• Covid 19 addendum to individual behaviour plans, to ensure they include possible risks linked to social distancing, and behaviour. Also include possible strategies and specific PPE requirements if needed.</li> <li>• If plans have been changed or addendums written, these should be signed by Key Stage Leader and shared with parents</li> </ul>	
To reduce the risk of exposure through carrying out intimate care duties	All Staff and pupils	<ul style="list-style-type: none"> <li>• Staff to follow school procedure</li> <li>• Staff to wear usual PPE (gloves and aprons)</li> <li>• Facial shields are to be worn for changing and feeding. Staff will have two face shields, one for toileting, one for feeding and these will be cleaned regularly. Additional face shields will be available for messy play if required</li> <li>• Intimate care will be flexible throughout the day rather than have set toileting times.</li> </ul>	
To reduce the risk of exposure through planned activities with the children	All Staff and pupils	<ul style="list-style-type: none"> <li>• Pupils to have their own set of resources (pens, pencils).</li> <li>• Number of resources available within the classroom will be kept to a minimum to ensure it is managed appropriately.</li> <li>• Resources to be cleaned frequently and meticulously or used on a rotational basis allowing 48hrs for soft resources or 72 hours for hard resources, between uses.</li> <li>• Messy/water play should be carefully considered due to cross contamination. Children should have their own trays and it should be tidied up and disposed of immediately. Staff must wear gloves and aprons during messy/water play – for wet messy play face shields would need to be assessed on an individual risk assessment basis.</li> <li>• Activities involving blowing e.g. blowing out candles/blowing bubbles won't be carried out</li> <li>• The sharing of resources will be kept to a minimum. If resources are shared between classes and zones they will be either: <ul style="list-style-type: none"> <li>○ Cleaned frequently and meticulously, and always between groups using them; or</li> <li>○ Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups</li> </ul> </li> <li>• The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development</li> <li>• Hand washing and hygiene will be a big part of the daily routine</li> <li>• The use of shared spaces will be kept to a minimum. If they are used they will be cleaned between classes/groups.</li> <li>• Activities that involve singing, chanting, shouting or playing instruments (particularly wind or brass instruments) will be limited to no more than 15 pupils, and will take place outside wherever possible (if taking place inside, the space will be well ventilated). Pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Instruments won't be shared. Singing or instrument playing won't take place in any larger groups such as choirs or assemblies.</li> </ul>	

		<ul style="list-style-type: none"> <li>Singing can occur in the classroom, adult lead should sit to the side of the children or wear a face shield if facing the children. Singing should be at the volume of a spoken voice.</li> </ul> <p><b>Each class has a bespoke risk assessment to reflect the individual measures required reflecting the needs of each group. These have been approved by SLT.</b></p>	
<p>To reduce the risk of contamination with staff who are in at risk groups:</p> <ul style="list-style-type: none"> <li>Clinically Extremely Vulnerable</li> <li>Vulnerable</li> <li>Black, Asian, Minority Ethnic)</li> <li>Disability</li> <li>Over weight</li> <li>Mental Health and wellbeing</li> </ul>	<p>Shielding Staff &amp; Staff</p> <p>Pupils</p>	<p>Those individuals who are clinically extremely vulnerable are advised to work from home and not to go into work. Individuals in this group will have been identified through a letter from the NHS or from their GP and may have been advised to shield in the past.</p> <p>Staff who are clinically vulnerable can attend school. They will be placed in the safest possible roles on site where it is possible to maintain social distancing.</p> <p>Staff who live with those who are clinically vulnerable or extremely clinically vulnerable can attend school.</p> <p>Women less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19) must first have a workplace risk assessment and can continue working if this advises that it is safe to do so.</p> <p>Women who are 28 weeks pregnant and beyond, or if they are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, a more precautionary approach should be taken. This is because although they are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, they have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19. For many workers, this may require working flexibly from home in a different capacity.</p> <p>Staff who fall into a risk group are entitled to receive an individual risk assessment if they choose, following the process below:</p> <ul style="list-style-type: none"> <li>Staff member, Parents or Line manager identify the need for an individual risk assessment due to being in a higher risk group.</li> <li>The Local Authority Individual Risk Assessment Template will be used.</li> <li>Employee/Parent completes Q1 &amp; Q2 and arranges a discussion with their line manager (staff) or class teacher (parent)</li> <li>If the answers are no, no further risk assessment is required</li> <li>If the answer to Q1 or Q2 is yes, complete the remainder of the Risk Assessment discussing the concerns, risk controls and considerations needed.</li> <li>Actions and timescales will be mutually agreed.</li> <li>Risk assessment will be reviewed at regular intervals.</li> </ul> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Schools will need to make appropriate arrangements to enable them to continue their education at home.</p> <p>Where a meeting with a GP or specialist clinician has not taken place, the public health advice is that the child is still clinically extremely vulnerable and should not attend school. In these situations, schools must offer clinically extremely vulnerable children access to remote education.</p> <p>Where this situation occurs copy of advice from clinician will be shared with school and pupils will</p>	

		<p>access blended learning. Fairfield's will keep a record of and monitor engagement with this activity. Where children are not able to attend school as they are following clinical or Public Health Advice related to coronavirus the absence will not be penalised.</p> <p>The DHSC guidance for the CEV is not compulsory, although pupils, students and parents are strongly advised to follow the guidance in order to help stay safe. If a pupil falls in the CEV category but parents wish for them to attend school, a conversation will be had to ensure they are aware of the risks and a proforma will be completed and signed.</p>	
To reduce the risk of contamination from external visitors	SLT Site Staff Office Team	<ul style="list-style-type: none"> <li>• Only essential visitors inc multi agency professionals will be allowed on the premises.</li> <li>• External visitors will be asked to use hand sanitiser on arrival and to wash their hands at the earliest opportunity.</li> <li>• There are clear notices of the school's protocol at the main entrance.</li> <li>• Contact with staff and pupils will be kept to a minimum and location considered.</li> <li>• If required, PPE will be available for visitors</li> <li>• Risk Assessments from contractors will be gained to ensure they have in place appropriate measures.</li> </ul> <p>Contractors will have guidance on physical distancing and hygiene explained to them before or on arrival. Visits will happen outside of school hours where possible. All visitors will use the signing in book so a record can be kept of their visit.</p> <p>Visiting multi agency professionals will be told to minimise contact and maintain as much distance as possible from other staff.</p> <p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none"> <li>• Restricted to one user; or</li> <li>• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals</li> </ul> <p>Shared rooms, will be cleaned between different groups using them.</p>	
To reduce the risk of contamination from home/school	Teachers	<ul style="list-style-type: none"> <li>• Parents will be asked to limit the amount of equipment they bring into school each day. Only essentials will be needed e.g. lunch box, hat, coat</li> <li>• Teachers will wash their hands before and after handling pupils books/learning journals in school</li> <li>• Home school books will not be used. Parents will be contacted via phone and email 3 times a week unless there is something of importance.</li> </ul>	
To ensure staff always have access to supplies	All staff	<ul style="list-style-type: none"> <li>• Allocated staff members to ensure all areas of school have appropriate supplies <ul style="list-style-type: none"> <li>○ PPE</li> <li>○ First Aid Kits</li> <li>○ Spillage Kits</li> <li>○ Liquid soap and paper towels, toilet rolls, tissues, nappy sacks</li> <li>○ Hand sanitiser</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>○ Cleaning spray and disposable cloths</li> <li>• Member of staff responsible for maintaining supplies of PPE and other equipment (first aid/Spill kits) across the week. System in place to request supplies when needed.</li> </ul>	
To reduce contact with coronavirus when getting to and from school	All	<p>Everyone will be encouraged to walk or cycle into school, and asked to avoid taking public transport during peak times if possible. Anyone who needs to take public transport will be referred to <a href="#">government guidance</a>.</p> <p>For dedicated school transport (i.e. buses, minivans), discussions will be held with the providers to make sure their staff:</p> <ul style="list-style-type: none"> <li>• Follow hygiene rules</li> <li>• Try to keep their distance from passengers where possible</li> <li>• Do not work if they or a member of their household are displaying coronavirus symptoms</li> </ul> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> <li>• Hand sanitiser is available upon boarding and/or disembarking</li> <li>• There is additional cleaning of vehicles</li> <li>• Queuing and boarding is well organised</li> <li>• Pupils practise distancing within vehicles</li> </ul> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> <li>• Their allocated drop off and collection times</li> <li>• The protocols for minimising adult to adult contact</li> <li>• That only one parent/carer should attend</li> <li>• Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</li> </ul> <p>Anyone wearing non-disposable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a covered bin.</p> <p>Pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all pupils will), dispose of/store the covering, and wash their hands again before going to their classroom. Staff will remove the face covering using the string/elastic around the ears. They will not touch the front of the mask</p> <p>When taking pupils in/out of school, staff will use hand sanitiser after holding hands with each pupil.</p> <p>Protocol for entering/exiting the building is in place to minimize congestion.</p>	
Spreading infection due to excessive contact and mixing in meetings	Staff Professionals Parents	<p>Where possible, meetings will be conducted by telephone or using video conferencing. This includes meetings with parents/carers, visitors and governors.</p> <p>Where this isn't possible, essential meetings e.g. teacher meetings will be conducted outside, or in a room large enough to allow for social distancing (the hall).</p> <p>Where smaller meetings of school staff eg teachers are having professional dialogue, staff training, this can occur in classrooms, shared areas or the hall but social distancing must occur and where possible staff sit in zones.</p>	

		Face masks will be worn.	
Pupils who are unable to have the test administered.	Pupils	<p>Home Testing kit will be provided from school in exceptional circumstances. Home test kit should only be given to individuals who:</p> <ul style="list-style-type: none"> <li>○ have developed symptoms while at school</li> <li>○ in the exceptional circumstance that we believe there maybe barriers to accessing a test elsewhere, and that by giving them a test kit directly, you will significantly increase the likelihood of them getting tested, and</li> <li>○ we believe that if we sent the individual home without a kit, they would not receive a test at all.</li> </ul> <p>The home testing kit should be given to the child's parent or carer. School staff will support parents in contacting 119 (Covid line) to gather advice in administering the test. If the test isn't carried out the pupil will be required to self isolate for 10 days. If other staff/pupils in the class have symptoms they are to self isolate and get tested as soon as possible. If needed and only in exceptional circumstances (with agreement from parents) the test can be administered in school by the parent with guidance from the specialist school nurse, family support worker or SLT. School Staff and the School Nurse will not physically aid the parent or intervene with the child.</p>	
Local Area is put into a Local Lockdown following the government containment framework	All	<p><b>The Contain Framework – this hasn't been updated to link with the Governments Local Alert Levels dated 12<sup>th</sup> October 2020</b> The updated <a href="#">Contain Framework</a> sets out four tiers of restrictions for education settings, for use as an absolute last resort in areas subject to local restrictions. Annex 3 sets out tiers of national restriction, reproduced below for ease of reference.</p> <p><b>At Tier 1 – 4</b> Special schools will allow for full-time on-site attendance of all pupils. At Tier 4 remote education will be provided for all pupils shielding at home. (new road map has been introduced)</p> <p>School will follow the contingency plan to ensure blended learning is in place in case of local lockdown. SLT will also refer to the Northamptonshire COVID-19 Outbreak Prevention and Control Plan. <a href="https://www.northamptonshire.gov.uk/coronavirus-updates/Pages/local-coronavirus-guidance-and-advice.aspx">https://www.northamptonshire.gov.uk/coronavirus-updates/Pages/local-coronavirus-guidance-and-advice.aspx</a></p>	
Staff having access to Vaccines	All	<p>Due to the care work carried out by frontline staff in school, vaccines are being provided by the NHS. Staff have the right to choose whether or not to have the vaccine administered. Not all staff will have the vaccine at the same time. Currently information about the vaccine states: The 1st dose of the COVID-19 vaccine should give people good protection from coronavirus. But people need to have the 2 doses of the vaccine to give longer lasting protection. There is a chance people might still get or spread coronavirus even if they have the vaccine. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/">https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/</a> It takes up to three weeks for people to develop immunity. All other protective measures will continue to maximise safety and minimise the risk of transmission.</p>	

Risk: Staff and Pupil Attendance	Who	Control Measures	Risk Level
To share information detailing processes and procedures for day to day operation to reassure parents of mitigation against risk	HT and CoG	<ul style="list-style-type: none"> <li>• Parent letters written in partnership by Headteacher and Chair of Governors have been shared with all parents</li> <li>• Details provided of safeguarding measures in place to mitigate risk of infection</li> <li>• Clear expectations for parents have been shared</li> <li>• Parent Guidance pack to be shared in August to ensure families have the most up to date information ready for the start of school.</li> </ul>	
Process for collecting a child due to illness or an existing appointment during the school day is established and shared	SLT	Guidance for collection has been established and shared with parents through email/parent guidance Staff aware of procedure through guidance in school.	
To minimize contact at start and end of the day	All staff	Pinch points in the building will be identified Alternative entry and exit points will be used into/out of the building Where possible a member of the extended SLT will monitor this.	
To ensure specific roles are in place during school opening	SLT	There will be SLT, DSLs, First aiders on site. If one member of these roles is absent, the school can still function due to the other members of the group being on site.	
To ensure classes are covered in the absence of a teacher inc PPA Time	SLT	If teacher tests positive for COVID-19, the class group (staff and children) will isolate at home for 10 days. If the teacher is off sick due to general illness, appointment or is off due to a member of their family having symptoms the group will be covered by either a Level 3/ Level 4 LSA or a member of SLT. Where possible cover will be provided from within a zone. Staff who cross classes and zones will be extra vigilant with hand washing, cleaning, PPE and respiratory hygiene. If staffing is low and affects the safety of the group, pupils will be asked to stay at home.	
To ensure classes have enough staff in the absence of an LSA	SLT	Classes have a high number of staff so strict procedure can continue to be carried out if one member of staff is absent. If possible support will be provided by cover LSA or SLT. Where possible cover will be provided from within a zone. Staff who cross classes and zones will be extra vigilant with hand washing, cleaning, PPE and respiratory hygiene. If staffing is low and affects the safety of the group, pupils will be asked to stay at home.	
Staff who need to cross classes/zones to cover or meet pupils individual needs including medical	All	<p><b>IN ORDER TO MEET THE EDUCATION AND HEALTH NEEDS OF THE CHILDREN ALL STAFF ARE ABLE TO CROSS ZONES WHEN NEEDED. HANDWASHING, PPE, CLEANING AND RESPIRATORY HYGIENE MUST BE ADHERED TO.</b></p> <p>Staff can work across different classes and zones in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, especially due to the needs of our pupils, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Our pupils need close contact care and will have the same support as normal as distancing isn't possible. Staff crossing classes and zones will be rigorous about hand washing and respiratory hygiene. Staff meeting pupils intimate care needs or medical needs will be required to wear PPE and follow protocol around changing PPE. They will also be required to follow pupils individual care plans.</p>	

Staff or pupils who have recently travelled abroad.	All	If staff or pupil have recently returned from overseas they must follow Government quarantine advice on their return to the UK.	
Risk: Maintaining Cleanliness	Who	Control Measures	Risk Level
Maintain a high standard of cleanliness and hygiene to mitigate risk of transmission	All staff	<ul style="list-style-type: none"> <li>Follow government guidelines as follows: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></li> <li>Box of cleaning materials e.g. gloves, aprons, spray, disposable cloths available in every used space</li> <li>Checklist of cleaning has been created and is used to ensure that all frequently used objects and items are cleaned to include: <ul style="list-style-type: none"> <li>Door handles</li> <li>Toys</li> <li>Bannisters</li> <li>Books</li> <li>Sinks</li> <li>Desks, table tops</li> <li>Teaching equipment/resources</li> <li>Light switches</li> <li>Toilets</li> <li>Photocopiers, computers, keyboards, telephones, iPads</li> </ul> </li> <li>Additional cleaning capacity in place through use of teaching and support staff as part of daily routine</li> <li>Items that need laundering will be washed regularly in accordance with the manufacturer's instructions on the warmest water setting. These items will not be shared between children between washes.</li> </ul>	
Ensure cleanliness of outdoor equipment is maintained	All staff	<ul style="list-style-type: none"> <li>Where used by different classes of children, sanitiser is used by staff to wipe down bikes, climbing apparatus and other outdoor equipment at the end of playtime</li> </ul>	
Risk: Safeguarding	Who	Control Measures	Risk Level
<p>To identify actions required to ensure sufficiency in meeting increased demand for support where pupils are:</p> <ul style="list-style-type: none"> <li>At risk of exclusion</li> <li>In need of early help</li> <li>Have additional needs such as behaviour, sensory impairment etc.</li> <li>Exhibiting mental health and well-being issues</li> <li>In need of bereavement counselling</li> <li>Meeting the social care thresholds</li> </ul>	DSL Headteacher SENCo	<ul style="list-style-type: none"> <li>Pupils have been identified</li> <li>LA representatives have been contacted to discuss key issues as and where appropriate to mitigate risk/provide support</li> <li>Regular DSL meetings in place to ensure increased needs are addressed</li> <li>Continued welfare checks for pupils remaining at home and recorded on My Concern</li> <li>All staff are reminded about the Safeguarding Policy and procedures to be followed in school. Addendum written to Child Protection Policy</li> <li>All staff are aware that they need to be vigilant following the school closure as it is likely that being in 'lockdown' will have increased the incidence of safeguarding concerns.</li> <li>If a vulnerable pupil is absent or self isolating, appropriate professionals e.g. social worker will be informed.</li> </ul>	
Recommission all systems before re-opening	Site Maintenance	<p>Checks carried out on the following:</p> <ul style="list-style-type: none"> <li>gas,</li> <li>heating,</li> <li>water supply,</li> <li>mechanical and electrical systems</li> <li>catering equipment</li> </ul>	

Ensure water systems are safe and operational	Site Maintenance	Commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied.	
Check your fire safety systems	Site supervisor Headteacher	Checks carried out to ensure that: <ul style="list-style-type: none"> <li>all fire doors are operational</li> <li>fire alarm system and emergency lights are operational</li> </ul>	
Review the arrangements for carrying out an emergency evacuation of the building	SLT	<ul style="list-style-type: none"> <li>Review and alter existing emergency evacuation plan in light of the changes to occupancy – addendum created to fire plan</li> <li>Ensure everyone is clear of their nearest emergency exit and that signage is in place for evacuation routes to avoid converging of classes wherever possible (corridors, stairwells, final exit points etc.)</li> <li>Review arrangements at the assembly point so social distancing can continue to be achieved where possible.</li> <li>Evacuation points to be linked to zones where possible. If zones have to mix, pupils and staff should social distance if possible. Make note of contact in case of positive test result.</li> <li>Regular “dry run” evacuation with staff to familiarise them with the new procedure and carry out a practice evacuation with pupils as soon as possible on return.</li> </ul>	
Oxygen in school	All	<ul style="list-style-type: none"> <li>The use of products which on coming into contact with Oxygen may ignite such as alcohol gel, petroleum jelly, sprays, hair and body oils is controlled. However, if alcohol gel is properly used and allowed to dry before handling oxygen cylinders or equipment, the risk of fire will be minimised and safe to use. If hand gel is used without an alcohol content this will not be as effective against the virus. The most safe and effective way is to wash hands with soap and water.</li> <li>Where pupils use oxygen as part of their health plan staff will have access to alternative hand sanitiser. They will be encouraged to wash their hands more frequently</li> <li>There are individual risk assessment in place for pupils who have oxygen in school.</li> <li>Some pupils require an aerosol generating procedure (AGP) which can result in the release of airborne particles (aerosols) from the respiratory tract when treating someone who is suspected or known to be suffering from an infectious agent transmitted wholly or partly by the airborne or droplet route. When these procedures occur specific PPE will be worn, staff not carrying out procedure will be at least 2 metres distance away and a window will be opened for ventilation. Individual health care plans will be followed.</li> </ul>	
Risk: Well Being	Who	<ul style="list-style-type: none"> <li>Control Measures</li> </ul>	Risk Level
To manage anxiety of staff members through the communication of expectations, process and procedures for day to day operation	SLT All Staff	<ul style="list-style-type: none"> <li>Information shared through email and staff information boards</li> <li>Staff guidance and training provided to share expectations with all staff and to address concerns</li> <li>Regular opportunities to allow staff opportunities to express concerns</li> <li>Access to well-being and mental health support communicated and shared with staff (Employee Assist)</li> <li>SLT to contact highly anxious staff to discuss transition back into school.</li> </ul>	
Negative impact on mental health and wellbeing caused by the outbreak	All	Support for staff: <ul style="list-style-type: none"> <li>Teachers to check and monitor with TAs regarding well-being; senior leaders to check and monitor well-being of one another and of other teachers. Governors to check well-being of senior leaders.</li> <li>Agreement about how workload has been shared out – this will be subject to constant review.</li> </ul>	

		Support for children: <ul style="list-style-type: none"> <li>• High ratio of teacher and teaching assistant support with each group having a familiar adult working with them.</li> </ul> Support for families: <ul style="list-style-type: none"> <li>• Email and phone contact with teachers to be ongoing.</li> <li>• Safeguarding team to signpost resources and services as needed and as appropriate.</li> </ul>	
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This risk assessment is everyone responsibility. 'Critical friends' keep each other safe!

Initial Risk Assessment Completed by (Name): Lesley Elder Date: 15/07/2020

Approved by SLT: Nicky Wood Sara Clarkson 16/07/2020

Approved by Chair of Governors: Mary Doveston 17/07/2020

RESIDUAL RISK RATING	ACTION REQUIRED
<b>VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring</b>	<b>The activity must not take place at all.</b> You must identify further controls to reduce the risk rating.
<b>HIGH (H) Possibility of fatality/serious injury occurring</b>	You must identify further controls to reduce the risk rating. Seek further advice, e.g. from your H&S Team
<b>MEDIUM (M) Possibility of significant injury or over 3 day absence occurring</b>	If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely.
<b>LOW (L) Possibility of minor injury only</b>	No further action required.