

## Highfield Nursery School 2021

### Assessing identified risks

|  |   |
|--|---|
| <b>Identify Hazard</b>                               | <i>Lack of social distancing in each bubble with the potential to transmit Covid-19</i> |
| <b>Existing level of risk</b>                        | <b>High</b>   |
| <b>Remaining level of risk with control measures</b> | <b>Medium</b>   |

#### **Control Measures to reduce risk:**

- Limit contact in each bubble see main risk assessment
- Large open environments to allow children to play apart but also in well ventilated areas
- Outdoor provision provided and encouraged
- Information leaflet and clear guidance provided to parents on expectations for their child to attend the school or playgroup.
- Information leaflet for parents and staff of what to do if suspected or confirmed case.
- Furniture and resources limited to allow for larger open spaces.
- Children unwell or with symptoms not attend or sent home
- Staff to encourage social distancing when possible
- Mealtimes, snack times, group times children to sit apart
- Hand washing and toileting- limited numbers in area due to being more contained
- Children's coats, and pegs spread apart to encourage social distancing
- Cleaning of touch points, hard surfaces, toys and play equipment daily.
- Staggered start and finish times and limiting children and parents entering the building.
- Suspected cases sent home with deep cleaning of area, confirmed cases- systems of controls followed with test and trace used to prevent outbreak.
- Group times only provided in large ventilated areas where children can socially distance
- Singing can take place but socially distanced and at a low volume.

**WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT SOCIAL DISTANCE WITH EACHOTHER OR WITH ADULTS**

|                                |   |
|--------------------------------|---|
| <b>Identify Hazard</b>         | <i>Lack of social distancing using toilets and poor hygiene</i> |
| <b>Existing level of risk</b>  | <b>High</b>   |
| <b>Remaining level of risk</b> | <b>Medium</b>   |

#### **Control Measures to reduce risk:**

- Limit number of children in toilet areas for each bubble dependant on space – see separate risk assessments.
- Clear signs and visuals to help children understand and hand wash
- Supervision of toileting and handwashing- using a consistent song.
- Adult led activities with older children to teach them good hygiene and the reasons.
- PPE worn during intimate care with regular handwashing
- Clear intimate care procedures in place.

**WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT SOCIAL DISTANCE WITH EACHOTHER OR WITH ADULTS**

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>Lack of social distancing waiting to enter the building at beginning of session and when leaving.</i> |
| <b>Existing level of risk</b>  | <b>High</b>  |
| <b>Remaining level of risk</b> | <b>Medium</b>  |

**Control Measures to reduce risk:**

- These control measures are to encourage space between children where possible.
- Markers outside the building or entrance points for the children and parents to wait – more than 2 metres apart
- Sessional parents and children to have staggered start and finish times to reduce numbers waiting to enter.
- Willow room and Rainbow room greeted and go home from side door- no longer enter building
- Settling in session's parents will complete a visitor declaration and enter the garden from a side gate. In these cases hand sanitising is essential and disinfecting area when leaving.
- Instructions shared re social distancing between families with parents and children – parents not congregating outside just dropping children off and then leaving
- Clear markings in the entrance points, telling parents and adults which route they are to follow
- Signage for parents and children displayed

**WE HAVE TO ACCEPT THAT CHILDREN OF THIS AGE WILL NOT SOCIAL DISTANCE WITH EACHOTHER OR WITH ADULTS**

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>Contact of shared resources causing indirect transmission</i> |
| <b>Existing level of risk</b>  | <b>High</b>  |
| <b>Remaining level of risk</b> | <b>Medium</b>  |

**Control Measures to reduce risk:**

- Resources washed in disinfectant end of each day or sessional children lunch time and left to dry
- Tables, door handles, other surfaces and touch points disinfected at lunch time and end of the day.
- Soft furnishings sprayed with disinfectant lunchtime and steam cleaned daily
- Bedding washed after each use
- Hand washing when children return for outside
- Books placed in daily baskets and replenished after each day and go into 72 hr isolation
- Outdoor equipment disinfected at end of each day
- Toys mouthed, coughed or sneezed on to be removed immediately and placed in disinfectant.
- Resources, toys and equipment limited to what is manageable for effective supervision and daily disinfecting.
- List of agreed tactile resources that can have a dynamic risk assessment.

- Admin resources not to be shared when possible
- Disinfecting of office based areas after use- desks spaced apart and not opposite
- Disinfecting of telephone after use.
- Disinfectant spray and blue cloth available in each workspace and bubbles.
- Where possible separate resources for snack and mealtimes.

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>Close contact between child and staff member- intimate care including emotional support</i> |
| <b>Existing level of risk</b>  | <b>High</b>  |
| <b>Remaining level of risk</b> | <b>Medium</b>  |

**Control Measures to reduce risk:**

- Clear working procedures in place for all intimate care – nappy changing, toileting, first aid, sleeping, feeding.
- PPE provided for all intimate in which bodily fluids may be transmitted. Procedures review by staff on regular basis.
- Thorough hand washing after close intimate contact is encouraged.
- Records of intimate care in place for test and trace if required.
- Emotional support of cuddles is still provided when required.
- Effective, regular hand washing throughout session to reduce transmission
- Working procedures in place for managing a suspected case and the use of PPE
- Staff members within vulnerable category are placed with older children in which social distancing can be more prevalent and intimate care can be carried out by other colleagues- see individual staff risk assessments.
- Individual risk assessments for children with SEND or behavioural needs and PPE provided.

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>Risk of spreading virus due to poor hygiene</i> |
| <b>Existing level of risk</b>  | <b>High</b>  |
| <b>Remaining level of risk</b> | <b>Medium</b>                                      |

**Control Measures to reduce risk:**

We will ensure children and staff will clean hands when:

- They arrive
- When the return from outdoor play
- Before and after eating
- Before and after tactile resources
- After toileting
- After sneezing, wiping nose

Good handwashing and knowledge of good personal hygiene will be taught as part of the daily curriculum/routines.

Activities and adult led group times will be led weekly to teach and talk about good personal

hygiene.

Constant, effective supervision of hand washing;, using a consistent song across all bubbles;

Admin to supervise use of hand sanitiser by parents if and when entering building.

Set, specific hand washing facilities for each of the bubbles.

Snack and mealtimes supervised effectively to ensure social distancing/ handwashing

The School will ensure essential visitors wash hands or sanitise when entering and leaving the building

Effective stock checks and supply levels are more than adequate for each environment

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>Risk of infection due to lack of cleaning</i> |
| <b>Existing level of risk</b>  | <b>High</b>                                      |
| <b>Remaining level of risk</b> | <b>Low</b>                                       |

**Control Measures to reduce risk:**

- Cleaning schedules in place- resources and play equipment used in each bubble to be disinfected at the end of each day.
- Resources always removed cleaned and disinfected if child sneezes or coughs.
- Resources not shared between bubbles without 72 hr isolation
- Disinfecting of all hard/ touch surfaces at lunch time and end of the day. Particular attention paid to hand rails, toys, hard surface- touch points, door handles, table tops, electronic devices.
- All toilets and food facilities cleaned and disinfected at lunch time and end of the day.
- All soft furnishing to be disinfected at lunch time and steam cleaned end of the day- sessional to change resources.
- Children’s individual bedding washed daily follow guidelines
- Outdoor play equipment disinfected daily
- Cleaning schedules logged twice daily by practitioners and cleaners with fortnightly checks carried out by site team and management.
- Office based areas- disinfected after each use of person- clear working procedures in place.
- Admin areas only used by key admin staff
- Fortnightly spot checks carried out to review cleaning procedures

|                                |   |
|--------------------------------|---|
| <b>Identify Hazard</b>         | <i>Risk of illness to vulnerable staff and family members due to direct or indirect contact</i> |
| <b>Existing level of risk</b>  | <b>High</b>   |
| <b>Remaining level of risk</b> | <b>Medium</b>   |

**Control Measures to reduce risk:**

- 10 systems of controls are effectively in place to reduce the risk of transmission
- Staff to inform management if within vulnerable category or family member in category
- All risk assessments and systems of controls shared with staff and allow them to comment

and contribute.

- Clinically vulnerable staff or family members- staff encouraged to shower and change clothing when returning home.

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>Risk of illness to staff members and children due to visitors in building</i> |
| <b>Existing level of risk</b>  | <b>High</b>  |
| <b>Remaining level of risk</b> | <b>Low</b>   |

**Control Measures to reduce risk:**

- 10 systems of controls are effectively in place to reduce the risk of transmission
- Only essential visitors allowed in the building- use of face masks
- Visitors checked of symptoms, handwashing on entry and exit and 2M Social adhered too.
- Where possible visitors only enter when children not present
- Meetings take place outside where possible or in a well ventilated area where 2M distance can be adhered. Facemasks in use

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>Risk of illness to vulnerable children and family members due to direct or indirect contact</i> |
| <b>Existing level of risk</b>  | <b>High</b>  |
| <b>Remaining level of risk</b> | <b>Medium</b>  |

**Control Measures to reduce risk:**

- 10 systems of controls are effectively in place to reduce the risk of transmission
- Parents to inform management if child within vulnerable category or family member in category
- Clinically vulnerable children or family members- parents encouraged to shower child and change clothing when returning home.
- Parents' choice if they wish to send child.

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>Tactile experiences resources such as sand, water, playdough, cornflour</i> |
| <b>Existing level of risk</b>  | <b>High</b>  |
| <b>Remaining level of risk</b> | <b>Medium</b>  |

**Control Measures to reduce risk:**

- 10 systems of controls are effectively in place to reduce the risk of transmission
- Adult supervision of activity at all times.
- **Number of children limited to no more than 4**
- **Children and staff to sanitise hands before and after use.**
- **Tactile resource removed/replaced if coughed, sneezed or mouthed.**
- **Tactile experiences limited to one activity at a time.**
- **Individual trays could be used**
- **Disinfect all resources after use.**

|                                |   |
|--------------------------------|---|
| <b>Identify Hazard</b>         | <i>Resources unable to disinfect- block play, natural resources, small intricate parts, books</i> |
| <b>Existing level of risk</b>  | <b>High</b>   |
| <b>Remaining level of risk</b> | <b>Medium</b>   |

**Control Measures to reduce risk:**

- Limit resources to what is manageable and allows of effective supervision
- Ensure list of resources are clear on displays for all staff.
- Agreed quarantine area/storage

|                                |  |
|--------------------------------|--|
| <b>Identify Hazard</b>         | <i>The use of face masks and shields</i> |
| <b>Existing level of risk</b>  | <b>High</b>                              |
| <b>Remaining level of risk</b> | <b>Medium</b>                            |

**Control Measures to reduce risk:**

- Staff provide their own face mask which is stored in a sealable bag
  - Sanitise hands before and after using face mask
  - Disposable to be disposed of after each use
  - Use mask when greeting children/parents outdoors
  - Use mask/shield if in separate bubble from your own
  - Use mask/shield if working across different schools when entering bubble
  - Use mask/shield if meeting colleague for more than 15 mins.
  - Optional to wear during session and when in communal areas
- \*if exempt staff do not wear face mask or shield.***

Please refer to completed risk assessment using system of controls

|  |   |
|--|---|
| <b>Overall Risk:<br/>Medium</b>          | <b>Date: 12<sup>th</sup> January 2021</b> |
| <b>Completed by:<br/>Lyndsey Barnett</b> | <b>Date:</b>                              |
| <b>Ratified by Governors:</b>            | <b>Date:</b>                              |
| <b>Review completed by:</b>              | <b>Date:</b>                              |
| <b>Comments and actions from review:</b> |   |

## Highfield Nursery School COVID-19 Systems of Controls Risk Assessment Plan

### Aims

- to minimise cross contamination risks with other household members
- to manage children attending school to minimise cross contamination risks of mixing groups
- to minimise cross contamination risks for dealing with a child who develops symptoms

### Proposal for minimising risk

Two environments with children in own bubble with specific staff members

2-4 provision capped 31 contact- 30 hour children  
2-4's sessional provision capped 31 contact

### Environments:

Each bubble to have own consistent environment with separate toilet, changing and food facilities.

Each bubble to have specific consistent staff members covering legal ratios set out in the EYFS.

Risk assessments in place for each bubble outlining how the risk of Covid -19 is being managed.

**Government Guidance used to complete latest risk assessments:** *Education and childcare settings national lockdown Jan 2021, Actions for early years and childcare providers during coronavirus COVID-19 outbreak* *Actions for early years and childcare providers during coronavirus COVID-19 outbreak, : COVID-19: Cleaning of non-healthcare settings outside the home; COVID-19 Implementing protective measures in education, COVID-19 Safe working in education, social care and children's care and the use of personal protective equipment, Guidance for full opening of schools.*

| Systems of control  | Protective measures taken  | Resp and review period |
|---|--|------------------------|
| 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend. | The school will ensure:<br>Information leaflets are provided for staff and parents – clear guidance of when not to attend the school.<br>Handouts with clear guidance for parents and staff of what to do when they have symptoms.<br>Clear working procedures of what to do when a child displays symptoms- isolation area.<br>PPE kit provided in each bubble in preparation<br>Thermometers provided in each bubble to only be used if child seems unwell but if the child feels hot and unwell | SMT                    |



|   |  |                  |
|---|--|------------------|
|   | <p>to follow the flowchart of suspected case.</p> <p>Signs/reminders on the main doors, windows and website for all visitors.<br/>All visitors complete a declaration form before entry approved.<br/>Staff declaration forms to ensure awareness and understanding of safety measures and symptoms<br/>Clear working procedures in place for cleaning of contaminated area of symptomatic child and secure storage of waste.- following <i>DFE COVID-19 Cleaning of non-healthcare setting outside the home.</i></p> <p>Face masks and visors available and encouraged for staff to use during social distanced contact with parents- end and beginning of sessions, settling visits outdoors.</p> <p>All parents on site to wear face masks unless exempt-to notify school if exempt.</p> <p>Siblings do not enter the building. If parents cannot leave child is taken from the Reception door.</p> <p>Non-attendance on day 1 is followed up by admin and recorded.</p> <p>Only essential visitors on site and wear face mask unless exempt and complete declaration.</p> <p>Letter to parents with clear expectations for engaging in the system of controls to access nursery place.</p> |                  |
| <p>2) Cleaning hands more thoroughly than usual</p>                                   | <p>The school will ensure children and staff will clean hands when:</p> <ul style="list-style-type: none"> <li>• They arrive at the school</li> <li>• When they return from outdoor play</li> <li>• After coughing and sneezing</li> <li>• Before and after eating</li> <li>• After toileting</li> <li>• Before and after tactile resources</li> </ul> <p>Good handwashing and knowledge of good personal hygiene will be taught as part of the daily curriculum/routines.</p> <p>Handwashing for all staff when entering the building and when leaving.</p> <p>Activities and adult led group times will be led weekly to teach and talk about good personal hygiene.<br/>Constant, effective supervision of hand washing; using a consistent song across all bubbles;<br/>Set, specific hand washing facilities for each of the bubbles.<br/>Snack and mealtimes supervised effectively to ensure social distancing/ handwashing. Mealtimes taken in bubbles with no transmission. <b>Snack times only four children at a table at one time.</b></p> <p>The School will ensure essential visitors wash hands or sanitise when entering and leaving the building</p>                          | <p>All staff</p> |
| <p>3) Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it'</p>    | <p>The school will ensure tissues and bins are placed in accessible areas in all each of the bubble environments- Visuals used to help teach children about why the need to bin it, wash hands. Bins emptied throughout the day.<br/>Weekly adult led group times and activities that teach and encourage talk about good respiratory hygiene. The use of stories and puppets.<br/>Posters/visual prompts as reminders for children and parents.</p>   | <p>All staff</p> |
| <p>4) Introduce enhanced cleaning, including cleaning frequently touched surfaces</p> | <p>The school will create two environments with access to an appropriate level of resources and equipment that will promote child development and learning but is also manageable for daily cleaning and disinfecting.</p> <p>Disinfectant, antibacterial spray and sanitiser, and blue roll provided in each room readily available and checked daily by cleaners. If you use the telephone to take or make a call you disinfect after use (unless own personal use).</p>   | <p>All staff</p> |

|   |   |            |
|---|---|------------|
|   | <p>You disinfect your working desk area including hard touch points, electronic devices at end of the day. Changes to working areas to increase social distance</p> <p>Resources and play equipment used in each bubble to be disinfected at the end of each day. Sessional provision- resources and play equipment to be disinfected at lunchtime.</p> <p>Resources always removed cleaned and disinfected if child sneezes or coughs.- Each bubble to have a bucket labelled cleaning/disinfect in which mouthed/ un sanitised resources can be placed during session.</p> <p>Disinfecting of all hard/ touch surfaces at lunch time and end of the day (cleaner). Named person responsible in each department and must record when complete. TM- Yellow, HW- Willow, KT- admin</p> <p>Outdoor play equipment disinfected daily – record when complete</p> <p>Disinfecting of all hard/ touch surfaces at lunch time and end of the day.</p> <p>Outdoor play equipment disinfected daily and lunchtime for sessional</p> <p>Particular attention paid to hand rails, toys, hard surface- touch points, door handles, table tops, electronic devices.</p> <p>All toilets and food facilities cleaned and disinfected at lunch time and end of the day.</p> <p>One area of soft furnishing to be provided in each bubble as vital for children’s basic care needs for security and rest. All soft furnishings to be disinfected at lunch time and steam cleaned at end of the day</p> <p>Children’s individual bedding washed daily follow guidelines.</p> <p>Environments well ventilated and outdoor play encouraged. If cold close windows for a period of time to increase the temp but ensure there are regular burst of fresh air into the room</p> <p>Environments well ventilated and outdoor play encouraged</p> <p>Cleaning schedules logged twice daily by practitioners and cleaners with fortnightly checks carried out by site team and management.</p> <p>All areas of nursery which parents have accessed at drop of and pick up points to be disinfected- and logged</p> <p>Office based areas- disinfected after each use of person- clear working procedures in place.</p> <p>Dynamic risk assessments will be completed by practitioners in line with the school risk assessment to enable them to provide tactile learning experiences, whilst maintaining safety measures- key points (limit number of children- 3/4, always provide individual tactile resources, not tactile materials that may tempt eating, tools, sanitise, before and after, always remove when not able to supervise. Water play- must be detergent- must be supervised, limited to 3/4 children and risk assessed depending on child’s needs.</p> <p>Books provided daily/am/pm and placed in 72 hr isolation before returned.</p> <p>Dressing up- not provided</p> <p>Block play provided but must go into 72 hr isolation</p> <p>All carpets in children areas cleaned weekly</p> <p>Displays in each bubble of all working procedures, cleaning schedules, timetables and resourcing list.</p> |            |
| <p>5) Minimise contact between individuals where possible</p> | <p>The School will ensure parents attend ‘settling in session’ individually with their child and ONLY outdoors- see individual risk assessment. Parents will complete a visitor declaration and enter garden through side gate. Visits limited to 30 mins. Show rounds- separate individual risk assessment- after school hours and limited to 15 mins.</p>   | <p>SMT</p> |

|  |   |           |
|--|---|-----------|
|  | <p>Baby room- specific area for parent to be for settling in- with face mask. Disinfect when parent leaves.</p> <p>Adequate qualified first aiders in each of the bubbles.</p> <p>Environments set up that creates and encourages social distancing</p> <p>Parents are provided with guidance/leaflet- to follow system of controls.</p> <p>After settling in sessions parents do not enter play based areas of the nursery unless absolutely necessary.</p> <p>Small consistent bubbles of children created to limit contact.</p> <p>Group times- strategies used to encourage social distancing when suitable take place in large open area to allow children to sit apart.</p> <p>Consistent staff members for each bubble with specific environments and rest areas.</p> <p>Environments set up that creates and encourages social distancing.</p> <p>Outdoor play encouraged and promoted for social distancing.</p> <p>Singing can take place during session time within a large, well ventilated area but at low volume and must not be used in small confined areas in large groups. Staff will not refrain from singing but be mindful of where and their volume when signing.</p> <p>Team meetings take place within staffing bubble unless outdoors at 2M social distance, team meetings outside of bubble- in ventilated area, distanced and use of face masks or visors.</p> <p>Team meetings take place within staffing bubble unless outdoors at 2M social distance.</p> <p>Parents to notify school if child attending another setting and to be risk assessed.</p> <p>Staff members working in different settings to wear face masks when entering other bubbles and limit time</p> <p>Meetings with parents and professionals to take place through the use virtual platforms.</p> <p>Visitors only attend if absolutely necessary within session times and must wear face mask if indoor/observe 2m distancing. Show rounds to take place when no children present, all must wear face masks if indoor/observe 2M distancing, limited to 15 mins- see separate risk assessment. Contractors, professionals and parents are expected to wear face masks when meeting indoors when no children present. Family support to take place at telephone support or the use of virtual platforms.</p> <p>All staff reminded to socially distance and not take breaks with staff from other rooms.</p> <p>Office based areas- staff do not enter admin areas and ask for resources from the glass screen, use of photocopier- beginning or end of day and sanitise.</p> <p>Individual risk assessments for entrance and exit to the building for each bubble- limited entry dependant on space provided and ventilation/ Clear guidance to parents to adhere to social distancing. Staggered drop off and pick up times for sessional children to reduce contact.</p> <p>Staggered drop off and pick up times to reduce contact and for staff to sensitively remind parents of social distancing when required.</p> <p>Glass screen used at Reception to minimise contact with visitors and parents.</p> <p>Face masks: if required to go into a different bubble or if you are meeting a staff member outside your bubble for more than 15 mins. Wear a mask if children present.</p> | All staff |
|--|---|-----------|

|   |  |                  |
|---|--|------------------|
| <p>6) Where necessary wear Personal Protective Equipment.</p> | <p>The school has implemented clear working procedures written based on guidance from <b>DFE: Safe working in education and childcare and COVID-19 Cleaning in no healthcare settings</b>. Procedures are followed and reviewed by all staff for:</p> <ul style="list-style-type: none"> <li>Nappy/toileting</li> <li>First aid</li> <li>Cleaning schedules</li> <li>Managing a suspected case</li> <li>Managing a confirmed case.</li> </ul> <p>PPE supplies stored and regular checks carried out by named person.<br/> PPE equipment includes: googles, masks, gloves and aprons.<br/> Removal of PPE and cleaning equipment clearly outlined in working procedures for both symptomatic and non-symptomatic cleaning schedules.<br/> Clear guidance within working procedures of when and how to use PPE- reviewed regularly by management.<br/> PPE boxes provided in each bubble and within all admin areas with clear procedures for when and how to use.</p>   | <p>All staff</p> |
| <p>7) Engage with NHS Test and Trace</p>                      | <p>The school has displayed flowchart guidance on walls in the school to ensure staff know how and when to contact Public Health Protection team/DFE<br/> Information leaflet provided for parents and staff giving clear expectations to book a test and how to do this if they are display symptoms.<br/> Staff and children sent home if symptomatic and informed to self-isolate.<br/> Staff and parents informed that they must provide details of anyone they have been in close contact with where there is a positive test for Covid19 or if asked by NHS test and trace.<br/> Admin will keep up to date records of parents/visitor in the building and if/who they may have had contact with.<br/> Attendance registers will be kept up to date to record contact.<br/> <b>Information Leaflet provided for parents/staff of what is expected if they are asked to self-isolate due to being in close contact with confirmed case.</b><br/> <b>All non-attendance will be followed up and parents will be expected to provide reasons for non-attendance</b><br/> Up to date records of non-attendance and self-isolation periods will be in place to ensure sufficient time of isolation is complete before returning to school.<br/> Staff members that may have worked across different bubbles in extenuating circumstances will log close contact.<br/> <b>Cover cannot be provided by staff that have been working in another bubble of children and staff until 10 day break.</b></p> | <p>Admin</p>     |
| <p>8) Managing confirmed cases</p>                            | <p>The school will ensure:<br/> That swift action is taken when there is confirmed case:<br/> Contact the Health Protection Team<br/> Details of contact with others whilst the person was infected will be shared with the team<br/> <b>Confirmed contact with infected person will be asked to self-isolate for 10 days since last in contact and not attend school.</b></p>   | <p>Admin</p>     |

|                     |   |     |
|---------------------|---|-----|
|                     | <p>Close contact:</p> <ol style="list-style-type: none"> <li>1) Direct face to face for any length of time within 1 metre and includes physical contact</li> <li>2) Proximity contact- extended close contact (within 1-2 m for more than 15 mins)</li> <li>3) Travelling in same vehicle.</li> </ol> <p>Names or details of people with confirmed coronavirus will not be shared with parents.<br/> If a negative test for child during isolation period, they must continue to self-isolate for the 14 period. If positive a further 10 days from day of test or longer until symptoms have gone.<br/> If a negative test for child during isolation period, they must continue to self-isolate for the 10 period. If positive a further 10 days from day of test or longer until symptoms have gone.<br/> Parents and staff will be provided with information leaflets outlining expectations for both testing and self-isolation due to contact. Staff and Governor declaration forms completed.<br/> Clear working procedures are in place to cleaning of environment where there has been a confirmed case.</p> | SMT |
| 9) Contain outbreak | <p>The school will contact the Health Protection Team where there is more than two confirmed cases within 14 day or overall rise in absence due to suspected Covid-19 and seek advice for isolation of bubbles and deep cleaning. Deep cleaning of each bubble area will take place immediately after a confirmed case<br/> The school will notify parents and keep them up to date with any advice from the Heath Team.</p>  | SMT |
| 10) Notify Ofsted   | <p>The School will notify Ofsted if there are any confirmed cases.</p>  | SMT |

Please see attached risk assessments

|                                      |                              |
|--------------------------------------|------------------------------|
| <b>Completed by: Lyndsey Barnett</b> | <b>Date: 12 January 2021</b> |
| <b>Ratified by Governors:</b>        | <b>Date:</b>                 |
| <b>Review completed by:</b>          | <b>Date:</b>                 |

**Comments and actions from review:**

*Flow charts and working procedures updated  
Individual risk assessments updated*

