Date complied: 07/01/2021By:SLTTitle: Staff attending school supporting keyworker and vulnerable children

What are the risks?	Action to be taken	By whom	When	Resources
Risks to individuals	Ensure extremely vulnerable persons are shielding themselves, following their specific medical advice.	Individuals	Completed	
	Shielding staff to submit NHS letters to JT.		Completed	
	All staff who have underlying health conditions or are shielding others to have individual risk assessments prior to retuning.	Staff and CoHeads	May 2020 Updated June 2020	
	Clear guidance on social distancing and expectations in school	All staff	On going	
	Staff to wash and change clothes immediately when arriving home and wear fresh clothes daily.	All staff	Daily	
Testing for Covid 19	No staff or student to come to school if they feel unwell.	All	Immediate	
	Staff in school to be tested on a weekly basis using Lateral Flow testing.	Staff	On going	
	Testing to take place at 8.15am in the hall as the test site.			
	Upper school students with consent to be tested on a weekly basis	Upper school students		
	Staff trained to undertake and process LFT and record results	SLT organize		
	All subjects to follow direction when in the testing site	All		
Confirmed case of	Where the young person or staff member tests positive, the rest of their class or group, including the staff member supervising will then be tested	Staff and	Immediate	

daily for 7 days as 'close contacts'. When at home, these people should self isolate until the 10 days is complete.	students		
open) until they have left the premises. They then need to book a drive through PCR test or complete a home test and follow NHS guidance. Their			
self-isolate unless the child, young person or staff member they live with in			
which will reduce risk of transmission, closure of the whole setting will not			
	CoHeads		
press (even if approached) or share information about any suspected or	All staff		
	Staff	On going	
	SLT		
Reduction in numbers of students on site.	Staff		
Reduction in contact situations.			
	Site team		
	daily for 7 days as 'close contacts'. When at home, these people should self isolate until the 10 days is complete. The affected individual is isolated in a secure area (front office with door open) until they have left the premises. They then need to book a drive through PCR test or complete a home test and follow NHS guidance. Their family/bubble will also need to isolate. The other household members of the close contacts group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms or has CV19 confirmed. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. The CoHeads will follow the protocols laid out by Herts CC and ensure Public Health England and the HCC health team are fully informed. Staff should maintain expected levels of confidentiality and not speak to the press (even if approached) or share information about any suspected or confirmed cases on social media. All staff and students/pupils to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable. No visitors or parents on site unless exceptional circumstances with the agreement of Co Heads Reduction in numbers of students on site. Reduction in contact situations. Welfare facilities are provided which contain suitable levels of soap and paper towels/hand driers	 isolate until the 10 days is complete. The affected individual is isolated in a secure area (front office with door open) until they have left the premises. They then need to book a drive through PCR test or complete a home test and follow NHS guidance. Their family/bubble will also need to isolate. The other household members of the close contacts group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms or has CV19 confirmed. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. The CoHeads will follow the protocols laid out by Herts CC and ensure Public Health England and the HCC health team are fully informed. Staff should maintain expected levels of confidentiality and not speak to the press (even if approached) or share information about any suspected or confirmed cases on social media. All staff and students/pupils to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable. No visitors or parents on site unless exceptional circumstances with the agreement of Co Heads Reduction in numbers of students on site. Welfare facilities are provided which contain suitable levels of soap and 	isolate until the 10 days is complete. The affected individual is isolated in a secure area (front office with door open) until they have left the premises. They then need to book a drive through PCR test or complete a home test and follow NHS guidance. Their family/bubble will also need to isolate. The other household members of the close contacts group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms or has CV19 confirmed. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary. The CoHeads will follow the protocols laid out by Herts CC and ensure Public Health England and the HCC health team are fully informed. Staff should maintain expected levels of confidentiality and not speak to the press (even if approached) or share information about any suspected or confirmed cases on social media. All staff and students/pupils to maintain 2 metre social distancing in line with PHE guidance as far as is reasonable. No visitors or parents on site unless exceptional circumstances with the agreement of Co Heads Reduction in numbers of students on site. Reduction in contact situations. Welfare facilities are provided which contain suitable levels of soap and Site team

Alcohol hand sanitiser provided and should be used by all persons when entering/leaving. All staff with limited acess to hand washing facilities to be offered a personal mini sanitiser. Rooms need to be well ventilated.	Staff	Quantities of soap, sanitizer, wipes, cloths
All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser, if soap and water is not available, hand washing technique to be adopted as directed by NHS guidance.	Site team	
Site staff to regularly clean the hand washing facilities and check soap and sanitiser levels.	Staff	
Tissues will be provided for all rooms. Staff to replenish as needed. Staff / students to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.	Site team	Order
Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.		suitable bins
Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.		
All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. Wearing a face covering in school in corridors is recommended . Visors will		
be offered to those providing intimate care and they will need to wear a face mask too.		

	All staff, students and parents briefed on expectations and need to self- isolate in event of symptoms / household member self-isolating etc. as per Government guidance.			
Travel to and from work	Staff who use public transport agree start and finish times with CoHeads to avoid travelling in rush hour.	Staff	Daily	
	All staff to travel in own vehicles unless sharing with someone from same household.			
	On arrival all staff are required to wash hands or use the sanitiser provided in reception.			
	Staff to use swipe in system only			
Proximity of staff	Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc and should not use offices / rooms where 2M distancing cannot be maintained.	Staff	Daily	
	Staff can use corridors or outside of building.			
	All corridor doors propped open. Staff to be vigilant and beginning of corridor and allow others who are already using to pass by first.			
	Maximum of five staff using the staffroom.			
	Staff to use empty rooms for breaks.			
	If staff bring own lunch ensure that it requires minimum preparation			
	Staff can bring in hot drinks from home in suitable flask and keep with them in classrooms to reduce use of staffrooms			
	Inner school doors propped open to reduce contact			

Staffing levels	Decisions on staffing levels made dependent on numbers / needs of pupils present in school. Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid etc maintained)	SLT	As and when required	
	Options such as splitting classes, SLT cover, partial closure may be required in event of staff shortages.			
Contact points Equipment use printers,	Staff to use an individual stylus to use common surfaces such as photocopiers. These are to be carried around on staff lanyards.	Staff	Daily	
workstations, apparatus, machinery	Staff to carry own pen on lanyard.			
etc	Regularly clean and disinfect common contact surfaces including screens, telephone handsets, desks.	Staff		
	Activities and resources Re-plan activities to avoid shared resources.			
	All shared resources to be wiped down after use (including computers, PE equipment etc).			
	Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.			
Cleaning.	A cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.	Site staff and staff	Daily	

A midday clean of all well used surfaces i.e. teachers desks, flush handles will take place daily,		
Cleaning protocol is as follows:		
Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout day.(Wipes)	Site team plus wipes available if staff wish to use more frequently	
For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.).		
See PHE advice <i>link</i> and disposable cloths / mop heads etc.		
Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.		
When cleaning a contaminated area		
Cleaning staff to:		
Wear disposable gloves and apron		
Wash their hands with soap and water once they remove their gloves and apron		
Fluid resistant surgical mask if splashing likely		
Hands should be washed with soap and water for 20 seconds after all PPE has been removed.		
PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished		

Any cloths and mop heads used must be disposed of as single use items. Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.		
Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.	Site staff	
Only cleaning products supplied by the school are to be used.		