DAWPOOL: COVID-19 RECOVERY PLAN & RISK ASSESSMENT

Last Updated: 12.04.21

Introduction

All pupils at Dawpool Primary School returned to face-to-face education on 8 March 2021 following a period of National Lockdown during the Spring Term 2021.

The purpose of this document is to explain the protective measures that we are implementing to safely reintegrate all pupils during the Summer Term 2021.

Dawpool will consider all government guidance in the context of this risk assessment to ensure that the school community is kept as safe as possible. It is recognised that all schools will face different challenges dependent on a range of factors such as pupil numbers, classroom sizes, school layout, location and size of dining areas, communal areas and drop off/pick up points. With that in mind, we have carefully considered the government's latest guidance and made a judgement about how to balance and minimise any risks from COVID-19 as far is reasonably practicable with providing a full educational experience for all children.

This risk assessment is not exhaustive and is flexible and fluid. Some situations that arise may need additional advice from the local authority. This document is cross referenced with the health and safety related comments from the professional associations and trade unions.

The advice within this document is primarily taken from:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

All aspects of this recovery plan and risk assessment will be reviewed at the end of each half term or earlier if required in light of new and ongoing government advice. The government's Road Map out of Lockdown can be accessed here: https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary#step-2---not-before-12-april

Overarching Guidance

The following 12 sections contain a drill down of the guidance where prevention is the aim.

1. Minimise contact with individuals who are unwell by ensuring that those who have COVID-19 (coronavirus) symptoms or who have someone in their household who does, do not attend school. See COVID-19: guidance for households with possible coronavirus infection.
2. Ensure face coverings are used in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.
6. Minimise contact between individuals and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.
8. Where necessary, wear appropriate personal protective equipment (PPE).
9. Promote and engage in asymptomatic testing, where available.
10. Promote and engage with the NHS Test and Trace process.
11. Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
12. Contain any outbreak by following PHE local health protection team advice.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	When an individual develops coronavirus (COVID-19) symptoms or has a positive test, pupils, staff and other adults must not come into the school if: • They have one or more coronavirus (COVID-19) symptoms https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#part-1-people-who-develop-symptoms-of-coronavirus. • A member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms. • They are required to quarantine having recently visited countries outside the Common Travel Area https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive. • They have had a positive test. They must immediately cease to attend and not attend for at least 10 days from the day after: • The start of their symptoms. • The test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#tests-for-covid-19. Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works. If anyone in school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), we will: • Send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days. • Advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection • Advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19). Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating, they will need to restart the 10-day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms. If a pupil displays coronavirus (COVID-19) symptoms while at school they should be collected by a member of their family or household.

	If a child is awaiting collection, they should be moved to the office by the hall where they can be isolated behind a closed door (depending on the age and needs of the child) with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them this office space, we will move them to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The toilets and office space must be cleaned and disinfected thoroughly using standard cleaning products before being used by anyone else. PPE (disposable, gloves, apron and fluid resistant surgical mask, plus eye protection if a risk of splashing/respiratory droplet contamination to face) must be worn by staff caring for the child while they await collection, but only if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance. In an emergency, an individual should call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital, unless advised to. Public Health England (PHE) has good evidence that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless: • The symptomatic person subsequently tests positive. • They develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test) https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. • They are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated). • They have tested positive from an LFD test as part of a community or worker programme. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings. If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so. The period in which a person is considered to be infectious is now defined as 2 calendar days before symptom onset (or date of test if asymptomatic), as opposed to 48 hours as previously advised.
2: Ensure face coverings are used in recommended circumstances	Face coverings should be worn by staff and adult visitors only in situations where **social distancing between adults is not possible** (for example, when moving around in corridors and communal areas). This advice will be in place during periods of high coronavirus (COVID-19) prevalence in the community and will be reviewed at the end of each half term, or sooner if required. Children do not need to wear a face covering.

Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).

Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

Kitchen staff should wear a face covering in enclosed spaces where social distancing with other adults isn't possible.

Lunchtime staff do not need to wear a face covering when in close proximity with pupils. However, they should be worn in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

Exemptions

Some individuals are exempt from wearing face coverings. This applies to those who:

- Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties.
- Speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate.

We will be sensitive to people in this situation, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others.

PHE has also published guidance on how to make a simple face covering:
https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering

We will have a small contingency supply of face coverings available for people who:

- Are struggling to access a face covering.
- Are unable to use their face covering as it has become damp, soiled or unsafe.
- Have forgotten their face covering.

All parents and carers in Wirral should wear face coverings when collecting and dropping off their children at school.

Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.

	Whilst certain individuals are exempt from wearing face coverings, they will still be expected to maintain social distance. Wearing a face covering does not replace the need for social distancing.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual	Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser. We will ensure that pupils clean their hands regularly, including: • When they arrive at the school. • When they return from breaks. • When they change rooms. • Before and after eating. We will consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans. Frequent and thorough hand cleaning will be regular practice. We will: • Provide hand sanitiser 'stations' at entry and exit points so that all pupils and staff can clean their hands regularly. • Provide liquid soaps rather than bar soaps in toilets. • Ensure hand sanitiser contains a minimum of 60% alcohol. • Be vigilant to the pupils' use of hand sanitiser to avoid ingestion. • Help small children and pupils with complex needs to clean their hands properly. Skin friendly cleaning wipes can be used as an alternative where appropriate. • Build these routines into school culture, supported by behaviour expectations and helping younger children, and those with complex needs, to understand the need to follow them.
4. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	The 'catch it, bin it, kill it' approach continues to be very important. We will make sure enough tissues and bins are available to support pupils and staff to follow this routine. As with hand cleaning, we will ensure younger pupils and those with complex needs are helped to get this right, and all pupils understand that this is now part of how the school operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus
5: Maintain enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergent.	In accordance with government guidance, as a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. See: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings. In line with this guidance, we will put in place and maintain a cleaning schedule to include: • The cleaning of rooms or shared areas that are used by different groups. • The cleaning of frequently touched surfaces. • The cleaning of toilets. • Encouraging pupils to wash their hands thoroughly after using the toilet. Classroom staff will have access to their own supply of disinfectant cleaning products for cleaning surfaces more frequently during the school day, if required.

	Rooms in regular use, including staff toilets, have been allocated their own supply of cleaning materials: - Disinfectant spray (for all surfaces) - Disinfectant wipes (for tablets, laptops and equipment) - Cloths - Hand sanitizer Where necessary, tables and contact points will be cleaned during the day by classroom staff using the allocated cleaning materials.
6. Minimise contact between individuals and maintain social distancing wherever possible	Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). Schools are asked to minimise the number of contacts that a pupil has during the school day as far as is reasonably practicable given the school's setting while delivering a broad and balanced curriculum. The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on: • Children's ability to distance. • The lay out of the school. • The feasibility of keeping distinct groups separate while offering a broad curriculum. Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used to date in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Each group should be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups. Dawpool will take steps to limit interaction and sharing of rooms and social spaces between groups as much as possible. We recognise that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their group. For children old enough, they will be supported to maintain distance and not touch staff where possible. We will keep pupils in their class groups for most of the classroom time, but will allow mixing in wider groups for specialist teaching and wrap-around care, in accordance with government guidance. All teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. We will try to minimise the number of interactions or changes wherever possible. In response to this guidance about grouping pupils, we will minimise contacts and mixing between people by reducing overcrowding at key times: • Arrivals and Departures • Collective Worship

- Playtimes
- Lunchtimes

Arrivals and Departures

To avoid traffic congestion on School Lane, parents are encouraged to park away from school and walk.

Pupils must be accompanied to school by **one adult per family.**

All parents and carers in Wirral should wear face coverings when collecting and dropping off their children at school.

Members of school staff who oversee drop-off and collection times will also be required to wear a face covering.

Whilst certain individuals are exempt from wearing face coverings (for example those with particular medical conditions), they will still be expected to maintain social distance. Wearing a face covering does not replace the need for social distancing.

Adults should be vigilant to social distancing and maintain 2m distance from each other where possible. Where 2m is not viable, for example on pedestrian paths at peak times, adults should reduce the risk to themselves and others by taking suitable precautions:

- Wear a face covering
- Keep moving
- Keep to the left (single file)
- Keep interactions brief
- Avoid face-to-face conversations

Note: You must not attend school if you are symptomatic, or a member of your household is symptomatic.

The usual pedestrian gate should be used for entry and exit. Arrival and departure times have been staggered across a 30-minute period to avoid overcrowding.

In accordance with Health & Safety advice, the school car park will be closed to pedestrians during arrival and departure times.

Parents and carers will not be able to enter the school building unless an appointment has been made by prior arrangement. If you need to contact school, such as to arrange dropping off medicine, please email or phone the school office. In emergency situations, where face to face appointments are the only option, this will be arranged by appointment only so that adequate social distancing arrangements can be made.

Arrivals

The wooden gate on the small playground will open between 08:30-09:00 for pupils to enter school. Pupils should arrive as follows:

08:30-08:40: Pupils in Years 4, 5 and 6 (including their siblings in younger year groups)
08:40-08:50: Pupils in Years 1, 2 and 3 (including their siblings in F1 & F2)
08:50-09:00: Pupils in F1 and F2 without siblings.

	Any pupils arriving in school after 09:00 should enter through the main school entrance. Parents and carers should not enter the school building under any circumstances and should leave the school premises as soon as possible to prevent overcrowding. ***Departures*** To enable adequate social distancing, parents and carers should walk through the wooden gate onto the larger main playground and wait for pupils to be dismissed. Parents and carers are asked to observe social distancing whilst waiting. Pupils will depart from the larger playground as follows: **15:00**: Pupils in F1 and F2 (without siblings in other year groups) **15:10-15:20**: All pupils in Years 4, 5 and 6 (and siblings in other year groups) **15:20-15:30:** All pupils in Years 1, 2 and 3 (and siblings in F1 & F2) Parents and carers should arrive at their allocated time to prevent overcrowding. Childminders, who need to collect pupils from different year groups, may collect all of their children at the dismissal time of the oldest child. **Collective Worship** Collective Worship will take place within year groups. Large gatherings with more than one year group are not permitted. This will be reviewed at the end of each half term. **Playtimes** Year groups will be allocated a designated space within the school grounds for a 20-minute playtime during the morning and the afternoon. Playtimes will be staggered so that year groups do not mix. **Lunchtimes** Year groups will be allocated a designated space within the school grounds for a 30-minute playtime during lunch. Each year group will also have a 30-minute indoor session for eating their lunch. Pupils with a packed lunch will eat in their own classroom. Pupils purchasing a lunch from the school kitchen will eat in the school hall with each year groups seated in their own designated area. Lunchtimes will be staggered so that year groups do not mix inside or outside. A site map shows locations of rooms and play areas used by individual bubbles (See Appendix 1) For proposed timetables of arrivals, departures, playtimes and lunchtimes see Appendix 2 **Wrap-Around Care.**

	Wrap-around care will resume in March. The government advise that schools may allow mixing into wider groups for wraparound care. It will not be possible to maintain the groups being used during the day in wrap-around, but we will use small consistent groups and use outdoor spaces where possible. The timings of wrap-around care are: *Breakfast Club 07:45 – 08:45* (Pupils will be escorted to their classroom by a member of staff at their designated start time) *After-School Club 15:00 – 17:45* (Pupils will be collected from their classrooms by a member of staff when their lessons have finished)
7. Keep occupied spaces well ventilated	Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. When school is in operation, we will ensure a well ventilated and comfortable teaching environment is maintained. This will be achieved by a variety of measures including: • Opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors will also assist with creating a throughput of air. • Opening external doors where safe to do so, as long as they do not compromise the security of the school premises. To balance the need for increased ventilation while maintaining a comfortable temperature, we will consider: • Opening high level windows in colder weather in preference to low level to reduce draughts. • Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused). • Providing flexibility to allow additional, suitable indoor clothing. • Rearranging furniture where possible to avoid direct draughts. Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
8. Where necessary, wear appropriate personal protective equipment (PPE)	Face coverings are not classified as PPE (personal protective equipment). A face covering is a covering of any type which covers your nose and mouth. PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. Most staff at Dawpool will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used. Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when: • a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2-metre distance cannot be maintained • performing aerosol generating procedures (AGPs) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe#aerosol-generating-procedures-agps

	When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. The guidance on safe working in education, childcare and children's social care provides more information about preventing and controlling infection https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe This includes: • When and how PPE should be used. • What type of PPE to use. • How to source it.
9.Promote and engage in asymptomatic testing, where available	Rapid testing remains a vital part of the plan to suppress this virus. In order to help break chains of transmission, Dawpool is providing staff with the opportunity to take part in regular asymptomatic testing. All rapid-result testing is carried out in line with the DHSC 'Terms and conditions for Covid-19 testing (Primary Schools)' guidance. Dawpool has been supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week or every 3-4 days. Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school in person although participation in testing is strongly encouraged. • Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. • They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. • If the PCR test is negative, it overrides the self-test LFD test and the member of staff can return to work. Those with negative LFD test result can continue to attend work and use protective measures. Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. The guidance for LFD tests in primary schools can be found here: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools. As of 22 March, asymptomatic testing has been expanded to provide more options to those who work to access twice-weekly asymptomatic testing. Workers are encouraged: • to attend a test site to take a test or pick up tests to do at home - find your nearest test site via the postcode checker or check the council website • attend a collection site to collect tests to do at home - find your nearest collection site online • order a test online

	The asymptomatic testing programme **does not** replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines and get a PCR test as soon as possible. **Booking a polymerase chain reaction (PCR) test** • Anyone who displays symptoms of coronavirus (COVID-19), or staff who have a positive LFD test result, should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online through testing and tracing for coronavirus or ordered by telephone through NHS 119 for those who don't have access to the internet. • Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the staff member can return to the early years setting. • Those with a negative LFD test result can also continue to attend the early years setting and use protective measures. • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days.
10. Promote and engage with the NHS Test and Trace process	Staff members, parents and carers will need to: • book a test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested if they or their child has symptoms - the main symptoms are: • A high temperature. • A new continuous cough. • A loss or change to your sense of smell or taste. A person must self-isolate immediately and not come to school if: • They develop symptoms. • They have been in close contact with someone who tests positive for coronavirus (COVID-19). • Anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19). • They are required to do so having recently travelled from certain other countries or they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation. • Provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace. https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
11.Manage confirmed cases of coronavirus (COVID-19) amongst the school community	We will take swift action when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.

	In responding to a positive case, we will 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 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. The advice service (or PHE local health protection team if escalated) will work with us to guide us through the actions we need to take. Based on their advice, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. In a school context, close contact means: • Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19). • Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre or been within 1 metre for 1 minute or longer without face-to-face contact. • Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • Travelled in the same vehicle or a plane. The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups. This will be a proportionate recording process. We will not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. The records will help us to identify the people who have been in close contact with an infectious individual. An infectious period is now defined as 2 calendar days before symptom onset (or date of test if asymptomatic), as opposed to 48 hours as previously advised. Where individuals are self-isolating and are within our definition of vulnerable, we will keep in contact with them, offer pastoral support, and check they are able to access education support. Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection. We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on testing and tracing for coronavirus (COVID-19). https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works

Reporting actual or suspected cases of coronavirus (COVID-19) through the education setting status form

In response to a positive case, we will complete an educational setting status form. The data we supply helps the government monitor the impact of coronavirus (COVID-19) on schools. See guidance on how to submit the educational settings status form for more information https://www.gov.uk/guidance/how-to-complete-the-educational-setting-status-form.

Some school staff may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from the local authority. To be eligible for a Test and Trace Support Payment, you must:

- Be on a low income
- Be unable to work from home
- Be at risk of losing income as a result of self-isolating
- Be living in England
- Meet the eligibility criteria
- Have been formally advised to self-isolate by NHS Test and Trace, who will provide you with an NHS Test and Trace Account ID

The Department for Health and Social Care has launched the Self-Isolation Service Hub (020 3743 6715). The phone line is open 7 days a week, 8am to 8pm, allowing a school to provide contact details of those individuals who have been asked to self-isolate and are likely to be eligible for the Test and Trace Support Payment or discretionary payment.

By providing these details, close contacts of positive cases identified at school will be formally advised to self-isolate by NHS Test and Trace and provided with an NHS Test and Trace Account ID. Individuals who have not been formally advised to self-isolate by NHS Test and Trace will not receive an NHS Test and Trace Account ID and will not be able to claim from the Test and Trace Support Payment scheme.

In order for any staff who may be eligible for a payment from the Test and Trace Support Payment scheme to be able to claim, they must follow these steps:

1. Ensure that you collate a list of appropriate close contacts for the person who has tested positive within your establishment and inform these close contacts that they now need to self-isolate.
2. Call the new Service Hub on 020 3743 6715 as soon as you have the eight-digit NHS Test and Trace Account ID (sometimes referred to as a CTAS number) of the person who has tested positive.
3. Provide the details of the person who has tested positive, along with the details of the relevant close contacts you have identified. If you do not have NHS Test and Trace Account ID for the person who has tested positive, Hub staff will assist in tracing the person in order to register their contacts on the Test and Trace system (CTAS).
4. NHS Test and Trace will then contact individuals to formally advise them of their need to self-isolate and provide them with an NHS Test and Trace Account ID.
5. Following this, individuals who are employed or self-employed, on a low income, unable to work from home and losing income as a result may qualify for the Test and Trace Support Payment scheme through their local authority.

12. Contain any outbreak by following PHE local health protection team advice	We will call the dedicated advice service who will escalate the issue to our local health protection team where necessary and advise if any additional action is required. We will reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group. If we are implementing the system of controls outlined in this risk assessment, addressing any issues we have identified and therefore reducing transmission risks, whole site closure will not generally be necessary. We will not close the whole school except on the advice of health protection teams. **Admitting children and staff back to the school** The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, we will advise them to stay at home and seek medical advice. We will not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending school, we will take the decision to refuse the pupil if, in our reasonable judgement, it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Our decision will be carefully considered in the light of all the circumstances and current public health advice **Coronavirus (COVID-19) asymptomatic testing in schools** Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to-face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms. Dawpool is providing staff with the opportunity to take part in regular asymptomatic testing. We have been supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week or every 3-4 days. Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school in person although participation in testing is strongly encouraged. • Staff with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. • They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. • If the PCR test is negative, it overrides the self-test LFD test and the member of staff can return to work. Those with negative LFD test result can continue to attend work and use protective measures. Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. As of 22 March, asymptomatic testing has been expanded to provide more options to those who work to access twice-weekly asymptomatic testing.

	Staff are encouraged: • to attend a test site to take a test or pick up tests to do at home - find your nearest test site via the postcode checker or check the council website • attend a collection site to collect tests to do at home - find your nearest collection site online • order a test online The asymptomatic testing programme **does not** replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines and get a PCR test as soon as possible. Further information is available here: https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=ca1c659b-95d6-490e-87c6-d6c09e85ecfb&utm_content=daily **Booking a polymerase chain reaction (PCR) test** • Anyone who displays symptoms of coronavirus (COVID-19), or staff who have a positive LFD test result, should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online through testing and tracing for coronavirus or ordered by telephone through NHS 119 for those who don't have access to the internet. • Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the staff member can return to the early years setting. • Those with a negative LFD test result can also continue to attend the early years setting and use protective measures. • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. The guidance for LFD tests in primary schools can be found here: https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools.
Resources	The school will provide: • Posters (for example, to encourage consistency on hygiene and keeping to own group) See: https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information about the Coronavirus • Liquid soap for sinks, and where there is no sink nearby, hand sanitiser (minimum 60% alcohol) in rooms/learning environments • Disposable paper towels • Cleaning products (standard products such as detergent) • Lidded bins (with foot pedal operation where possible) • PPE
Policies and Procedures	This recovery plan and risk assessment should be implemented alongside the school's usual policies and procedures which are available to view on the school website. Staff and governors should refer to the school handbook and remote portal for key policies and procedures **Folder 10:** Behaviour **Folder 16:** Child Protection and Safeguarding **Folder 23:** Crisis Management Plan

	Folder 26: Fire Procedures **Folder 27:** First Aid & Medical Emergencies **Folder 30:** Health & Safety **Folder 38:** Mental Health & Well Being **Folder 51:** Site Maintenance **Folder 64:** Whistleblowing

WIRRAL

All aspects of this recovery plan and risk assessment will be reviewed at the end of each half term or earlier if required in light of new and ongoing government advice.

Identified Hazards

1. Lack of social distancing at drop- off and pick-up point
2. Lack of social distancing of children during classes
3. Toileting of younger pupils
4. Lack of social distancing during lunch time and lunch time provisions.
5. Lack of social distancing during break times
6. Lack of safe distancing in staff areas
7. Inadequate cleaning of areas following displays of suspected COVID symptoms
8. Unsafe disposal of PPE and face coverings
9. Inadequate cleaning of premises (general)
10. Unsafe crossing of roads near school
11. Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and push pads
12. Changes to emergency fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.
13. Risk of transmission through contact with school resources
14. Risk of transmission through first aid procedures
15. Inadequate assessment of transmission risk between SEND pupils and staff.
16. Stress and mental health issues for staff
17. Inadequate building management and routine inspections
18. Restraining and consoling pupils.
19. Dispensing medicines to children.
20. Vulnerable Groups
21. Visitors to school
22. Educational Visits
23. Extra-Curricular Clubs
24. Physical Activity
25. Contingency planning for outbreaks
26. Legionella Risk
27. Ventilation & Air Conditioning
28. Face Coverings
29. Lateral Flow Device (LFD) Tests for staff

Hazard	Who may be harmed and how	(3) What controls exist to reduce risk	Likelihood	Severity	Risk total 1-25	(4) What action could you take to further reduce risk
1. Lack of social distancing at drop- off and pick-up points	All staff, pupils, contractors, and visitors	We will implement social distancing measures in line with government guidance and communicate these with parents and all staff. **Attendance** Attendance is compulsory for all pupils. However, children, young people, parents, carers and any visitors, such as suppliers, must not enter the education or childcare setting if they or any of their household are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) People must self-isolate at home and **not visit the school setting if**: • You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) • You're waiting for a coronavirus test result • You've tested positive for coronavirus • You live with someone who has symptoms, is waiting for a test result or has tested positive • Someone in your support bubble or childcare bubble has symptoms, is waiting for a test result or has tested positive • If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus • You arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 10 days.	**2**	**3**	**6**	All letters, correspondence to parents and carers and a copy of this risk assessment are available on the school website. Parents and children should refer to educational resources such as e-bug and PHE schools resources

		If you live with someone who has symptoms, you'll usually need to self-isolate for 10 days. If someone in your support bubble or childcare has symptoms, you'll usually need to self-isolate for 10 days. The three main symptoms of COVID-19 are: • A high temperature. • A new, continuous cough. • A loss or change to your sense of smell or taste. If you have any of these symptoms you should self-isolate and get a test. If anyone in the school becomes unwell with any of the symptoms listed above they will be sent home and advised to follow 'stay at h`ome: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. For further guidance on self-isolation, see https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ **Arrivals and Departures** To reduce traffic congestion on School Lane, parents are asked to park away from school and walk. See guidance on safe parking. To reduce overcrowding in playgrounds/collection areas and other areas of congestion on the school premises, the arrival and departure times have been staggered across a 30-minute period. The usual pedestrian gate should be used for entry and exit.				The Local Authority Health & Safety advisors have visited Dawpool to assess the arrivals and departures arrangements. They advise against using the school car park as an alternative exit. The system of staggered drop off and collection times is the safest option because the chance of transmission during the period of passage along the pedestrian path is very slight as it is momentary and is outdoors.

		In accordance with Health & Safety advice, the school car park will be closed to pedestrians during arrival and departure times. Pupils must be accompanied to school by **one adult per family.** **All parents and carers in Wirral should wear face coverings when collecting and dropping off their children at school.** Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. Whilst certain individuals are exempt from wearing face coverings (for example those with particular medical conditions), they are expected to maintain social distance. Wearing a face covering does not replace the need for social distancing. See Guidance on Face Coverings. Adults should be vigilant to social distancing and maintain 2m distance from each other where possible. Where 2m is not viable, for example on pedestrian paths at peak times, adults should reduce the risk to themselves and others by taking suitable precautions: • Wear a face covering • Keep moving • Keep to the left (single file) • Keep interactions brief • Avoid face-to-face conversations **Note: You must not attend school if you are symptomatic, or a member of your household is symptomatic.** Staff cannot apply sun cream to pupils so this must be applied by parents before the child arrives at school. Parents and carers will not be able to enter the school building unless an appointment has been made by prior				Used disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the guidance on cleaning for non-healthcare settings. Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.

		arrangement. If you need to contact school, such as to arrange dropping off medicine, please email or phone the school office. In emergency situations, where face to face appointments are the only option, this will be arranged by appointment only so that adequate social distancing arrangements can be made. ***Arrivals*** The wooden gate on the small playground will open between 08:30-09:00 for pupils to enter school. Pupils should arrive as follows: **08:30-08:40**: Pupils in Years 4, 5 and 6 (including their siblings in younger year groups) **08:40-08:50:** Pupils in Years 1, 2 and 3 (including their siblings in F1 & F2) **08:50-09:00**: Pupils in F1 and F2 without siblings. Any pupils arriving in school after 09:00 should enter through the main school entrance. Parents and carers should not enter the school building under any circumstances and should leave the school premises as soon as possible to prevent overcrowding. ***Departures*** To enable adequate social distancing, parents and carers should walk through the wooden gate onto the larger main playground and wait for pupils to be dismissed. Parents and carers are asked to observe social distancing whilst waiting. Pupils will depart from the larger playground as follows: **15:00**: Pupils in F1 and F2 (without siblings in other year groups) **15:10-15:20**: All pupils in Years 4, 5 and 6 (and siblings in other year groups) **15:20-15:30:** All pupils in Years 1, 2 and 3 (and siblings in F1 & F2) Parents and carers should arrive at their allocated time to reduce overcrowding.				

		Childminders, who need to collect pupils from different year groups, may collect all children at the dismissal time of the oldest child. Staff and parents should use mandatory face coverings (not medical masks) if travelling by public transport. Parents, staff and pupils should wear face coverings during arrival and departure times. See Guidance on Face Coverings. For proposed timetables of arrivals, departures, playtimes and lunchtimes see Appendix 2				
2. Lack of social distancing of children during classes	Staff and pupils	As far as possible, we will maintain distinct groups or 'bubbles' that do not mix as this makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Pupils will work in their usual year groups of around 30 pupils. In order to protect pupils' mental health and ensure they access the full curriculum, pupils within a year group will interact with each other normally. As far as possible, year groups will not be permitted to mix during the school day. A site map shows locations of rooms and play areas used by individual bubbles. (See Appendix 1) Where possible, older children will be encouraged to keep their distance within year groups, however it is recognised that classroom sizes will make this difficult to achieve which is why year groups should not mix where possible. See: Guidance for full opening. Each pupil will be allocated a regular desk space to reduce them touching surfaces others have touched. Ideally, adults should maintain 2 metre distance from each other (including within the staff room), and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they	**3**	**2**	**6**	Each year group should establish a clearly understood protocol about how to behave and keep others' safe. Posters and classroom displays should be established as reminders. The protocol should cover: - Hand hygiene - Social distancing - Movement around school - Use of toilets - Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands - What to do if you're unwell - Rules for using and sharing equipment - Adjusted routines • Staff must report to senior leadership any children who persistently flout the strict rules on social distancing and or hygiene routines. The issue will be discussed with parents. • Where necessary, in advance of pupils returning to school, staff should identify pupils with more challenging behaviour and plan for reasonable adjustments that might be made.

		should avoid close face to face contact and minimise time spent within 1 metre of anyone. We will keep classroom doors and windows open if possible, for air flow. In cooler weather conditions, windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space. Opening internal doors can also assist with creating a throughput of air. Internal corridor doors will be held open using the installed mag locks to ensure compliance with the fire risk assessment. We will consider which lessons or classroom activities can take place outdoors, if possible. We will ensure that all pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. We will reduce the use of shared resources by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces will be cleaned and disinfected more frequently. Classroom staff will have access to their own supply of disinfectant cleaning products for cleaning classroom surfaces during the school day, if required. Each classroom will have its own supply of hand sanitiser. Pupils within a year group will be dismissed at playtimes in smaller groups to avoid overcrowding in cloakroom areas and corridors. All pupils should return to school in March wearing school uniform. See the School Uniform section of the school website for details. School uniforms do not need to be washed any more differently or regularly than usual.				

		On PE days, pupils should arrive at school wearing their PE kit to reduce belongings and to avoid changing clothing in confined spaces. A dark plain tracksuit may be worn if the weather is cooler. Collective Worship will take place within year groups. Large gatherings such as Collective Worship, with more than one year group, are not permitted. This will be reviewed at the end of each half term.				
3. Toileting of younger pupils	Staff and pupils	We will ensure hand washing facilities are available and encourage children to wash hands after visiting the toilet using liquid soap or hand sanitiser. We will ensure the children know to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly. We will ensure that help is available for children and young people who have trouble cleaning their hands independently. In accordance with government guidance, different groups don't need to be allocated their own toilet facilities. Where toilet facilities are shared amongst bubbles, we will limit the number of bubbles that use each block to minimise lots of children from many bubbles using the same toilet facilities if possible. Toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet.	**2**	**2**	**4**	
4. Lack of social distancing during lunch time and lunch time provisions.	Staff and pupils	Each year group will have a 30-minute indoor session for eating their lunch. The school kitchen will resume normal service in March. Please refer to the school meals section of the school website for all the details. Pupils with a packed lunch will eat in a classroom and be seated in year groups. Pupils may a bring a small named lunchbox which can be washed at the end of the school day.	**3**	**2**	**6**	

Pupils' water bottles should be clearly named to avoid them being mistakenly used by someone else.

Pupils purchasing a lunch from the school kitchen will eat in the school hall and will queue and sit in year groups.

Lunchtimes will be staggered so that year groups do not mix inside or outside.

Staggered timings of lunch

	Dining Hall and/or Classrooms	Secret Garden / Field	Small Playground	Main Playground A	Main Playground B
11.45 am – 12.15 pm	F1 & F2				
12.15 pm – 12.45 pm	Years 1, 2, 3	F1 & F2	Y4	Y5	Y6
12.45 pm – 1.15 pm	Years 4, 5, 6		Y1	Y2	Y3

We will ensure pupils wash or sanitise their hands before eating their lunch.

A site map shows locations of rooms and play areas used by individual bubbles. (See Appendix 1)

For proposed timetables of arrivals, departures, playtimes and lunchtimes see Appendix 2

Kitchen staff should work side to side rather than face to face where possible.

Kitchen staff should wear a face covering in enclosed spaces where social distancing with other adults isn't possible.

Lunchtime staff do not need to wear a face covering when in close proximity with pupils. However, they should be worn in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

Face coverings for kitchen staff just needs to cover mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- to wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
- practice social distancing wherever possible

<table>
<tr>
<td><u>5.</u>
Lack of social distancing during break times</td>
<td>Staff and pupils</td>
<td>Year groups will be allocated a designated space within the school grounds for a 20-minute playtime during the morning and the afternoon.

Playtimes will be staggered so that year groups do not mix.

<u>Staggered timings of breaks</u>

<table>
<tr><td>10.00 am – 10.20 am</td><td>Years 4, 5, 6</td><td>Main Playground A
Main Playground B
Small Yard C</td></tr>
<tr><td>10.25 am – 10.45 am</td><td>Years 1, 2, 3</td><td>Main Playground A
Main Playground B
Small Yard C</td></tr>
<tr><td colspan="3">EYFS – to take a break either side of these times (or utilise their own outdoor areas)</td></tr>
</table>

Additional areas to play include:

• Trim Trail
• Field

We will use markers to show clear segregation of play areas to children where necessary.

We will discuss measures with children so they understand the need to keep their bubbles apart.

For proposed timetables of arrivals, departures, playtimes and lunchtimes see Appendix 2</td>
<td>3</td>
<td>2</td>
<td>6</td>
<td>Where children may ordinarily play with siblings that are in different groups consider discussing the need to be apart during the school day. This is to ensure all children understand the importance of staying in their groups as those without siblings may be confused.</td>
</tr>
<tr>
<td><u>6.</u>
Lack of safe distancing in staff areas.</td>
<td>Staff and pupils</td>
<td>Physical contact such as handshakes and hugs should be avoided between school staff.

Staff should endeavour to stay as far apart from each other as possible at all times.

Staff will be encouraged to bring their own refreshments and prepared lunches to avoid congregating in kitchen areas.

We will spread out seating in the staff room to ensure social distancing is maintained.

We will ensure that staff do not share cups, and will appropriately clean eating utensils.</td>
<td>2</td>
<td>3</td>
<td>6</td>
<td></td>
</tr>
</table>

		We will encourage staff to take fresh air at break times where possible. Provision of hand washing supplies such as sanitiser will be available and regularly monitored to ensure supplies are always available.				
7. Inadequate cleaning of areas following displays of suspected COVID symptoms	Staff and pupils	If a child is awaiting collection due to having COVID-19 symptoms, they should be moved to the office by the hall where they can be isolated behind a closed door (depending on the age and needs of the child) with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them this office space, we will move them to an area which is at least 2 metres away from other people. If they need to go to the toilet while waiting to be collected, they should use a separate bathroom if possible. The toilets and office space will be cleaned and disinfected thoroughly using standard cleaning products before being used by anyone else. We will discuss with cleaning staff the additional cleaning requirements and agree additional hours to allow for this. See COVID-19: cleaning of non-healthcare settings guidance	**2**	**3**	**6**	Settings should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision.
8. Unsafe disposal of PPE and face coverings		Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the guidance on cleaning for non-healthcare settings. Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.	**1**	**3**	**3**	The following PPE is available to staff and is stored in the medical room. - Face Masks - Eye Shields - Full-face visors - Disposable gloves - Aprons

		To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE: • Put it in a plastic rubbish bag and tie it when full. • Place the plastic bag in a second bin bag and tie it. • Put it in a suitable and secure place marked for storage for 72 hours. This waste will be stored safely and securely kept away from children. Waste will not be stored in communal waste areas until the waste has been stored for at least 72 hours. See: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)				Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.
9. Inadequate cleaning of premises (general)	Staff and pupils	We will liaise closely with our Cleaning Consultants, Peninsular Cleaning Solutions. We will use cleaning products that offer disinfecting qualities. We will communicate early with contractors and suppliers that will need to prepare to support our plans for opening for example, cleaning, catering, food supplies, hygiene suppliers. We will discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this. In accordance with government guidance, as a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day. See: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings. In line with this guidance, we will put in place and maintain a cleaning schedule to include:	**2**	**3**	**6**	

		• The cleaning of rooms or shared areas that are used by different groups. • The cleaning of frequently touched surfaces. • The cleaning of toilets. • Encouraging pupils to wash their hands thoroughly after using the toilet. Classroom staff will have access to their own supply of disinfectant cleaning products for cleaning surfaces more frequently during the school day, if required. See COVID-19: cleaning of non-healthcare settings guidance Rooms in regular use, including staff toilets, have been allocated their own supply of cleaning materials: - Disinfectant spray (for all surfaces) - Disinfectant wipes (for tablets, laptops and equipment) - Cloths - Hand sanitizer Where necessary, tables and contact points will be cleaned during the day by classroom staff using the allocated cleaning materials. Tablets and laptops should be wiped before and after use or a dry disinfectant spray may be used. **10 hours cleaning per day** C. Thomas: 06:30-08:30 16:00-18:00 T. Stanley: 06:30-08:30 15:45-17:45 V. Newbold: 15:45-17:45				
10. Unsafe crossing of roads near school	Staff and pupils	Crossing patrols may not be available. Parents, carers and pupils must take care on road ways if crossing patrols are absent.	**2**	**3**	**6**	If additional support is required from road traffic division we will contact David Rees at roadsafety@wirral.gov.uk

		The crossing patrol is advised to have no physical contact with pupils. We will stagger start and finish times to reduce overcrowding at pedestrian junctions, on School Lane, within playgrounds/collection areas and other areas of congestion on the school premises and around the local area.				
11. Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and pushpads **12.** Changes to emergency fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.	Staff and pupils	We will liaise closely with our Health & Safety consultants. We will review our school fire risk assessment to reflect any changes that have been made. We will make sure that the fire log book is up to date and all checks have been made, including the fire marshal inspection checklist. To prevent touching door handles and push pads, and to improve ventilation in rooms, we will prop internal doors open. Internal corridor doors will be held open using the installed mag locks. In the case of the fire alarm being activated, Mr Burrows will ensure all internal doors are closed before leaving the building, if safe to do so. Internal doors will be closed by the school caretaker before the school is locked each evening. A fire drill will be undertaken at the start of each term or more frequently if deemed necessary. It is not a requirement to maintain 2 metres social distancing in the event of an emergency or unplanned sounding of the fire alarm, however it should be maintained at the muster point, if possible. We will communicate with staff any changes to emergency procedures that have been made and make sure that they have understood them. We will remind all staff of their responsibility not to increase the risk of fire in the workplace: to minimise combustible	**2**	**3**	**6**	 MF - Fire Risk Assessment Activity -  RA - Fire Risk Assessment Model &  RA - Fire Risk Assessment Model & Gov.uk has provided relevant guidance to the query of wedging open fire doors at the following link: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-from-1-june. The guidance states 'prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.

		materials and turning off electrical equipment when not in use at the end of the day.				
13. Risk of transmission through contact with school resources	Staff and pupils	We will limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources. Pupils do not need to bring a pencil case as everything will be provided for them to do their school work. Pupils must not bring into school any toys or other unnecessary items from home, e.g. 'show & tell.' Where possible, staff should not take marking/schoolwork home to limit any potential contamination spread. Teachers and staff should make sure they wash or sanitise their hands before and after handling pupils' books. Homework will be delivered through online resources. This will be reviewed each half term. Pupils will take home school reading books. All books that have been returned to school will be stored for at least 3 days (72 hours) before being reissued. When using reading books in school, for example during an individual or group reading session, pupils must wash or sanitise their hands before and after using the books. Each class teacher will choose a wide selection of fiction and non-fiction books from the school library at the start of each half term and keep them within their classroom environment for use by their year group. All library books should only be returned to the library when they have been untouched for 3-days (72 hours). Teaching staff will share remote home reading activities on the home learning pages of the school website which may include digital reading books through 'Serial Mash'. Where possible, all correspondence to parents will be shared through the school website, twitter feed or email.	**2**	**3**	**6**	

		Paper correspondence will be avoided. This will be reviewed each half term.				
14. Risk of transmission through first aid procedures	Staff and pupils	Pupils who require first aid should continue to receive care in the same way. No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms. See https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe - does-coronavirus-covid-19-mean-that-ppe-is-needed-for-administering-first-aid **After delivering any first aid** We will ensure we safely discard disposable items and clean reusable ones thoroughly. We will wash hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible	**2**	**3**	**6**	FINAL_VERSION 9 INFECTION CONTROl
15. Inadequate assessment of transmission risk between SEND pupils and staff.	Staff and pupils	We recognise that young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines. As far as possible, year groups will be supported by consistent staffing, and groups should remain as consistent as possible. As far as possible, we will maintain distinct groups or 'bubbles' that do not mix as this makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible. Pupils will work in their usual year groups of around 30 pupils. In order to protect pupils' mental health and ensure they access the full curriculum, pupils within a year group will interact with each other normally. As far as possible,	**1**	**3**	**3**	Cleaning of any special equipment needed for SEND pupils also needs to be included in the cleaning regime.

		year groups will not be permitted to mix during the school day. Where possible, older children will be encouraged to keep their distance within year groups, however it is recognised that classroom sizes will make this difficult to achieve. See: Guidance for full opening. See: safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE. In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary as these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.				See section 8 on use and disposal of PPE The Whole School SEND consortium will be delivering some training and how-tos for mainstream school teachers (including free insets and webinars) on supporting pupils with SEND to return to their mainstream school after the long absence, and on transition to other settings. Details of future training sessions are held on the events page of the SEND Gateway.
16. Stress and mental health issues for staff	Staff and pupils	It is recognised that changes to policy, procedure and routine as a result of COVID-19 causes anxiety. Staff should be vigilant to the health and wellbeing of colleagues and share any concerns immediately. Staff should refer to the schools' Mental Health & Wellbeing Policy (Folder 38 of the school handbook) All staff should complete the following EduCare training courses: • ***Mental Wellbeing in Children & Young People*** • ***Supporting Staff Wellbeing in Schools*** • ***Dealing with Bereavement & Loss***	**2**	**3**	**6**	Staff should refer to Folder 38 of the school handbook for **- Mental Health & Well Being Policy** **- Mental Health & Well Being Guidance (Church of England)** **- Stress Management Guidance** **- Employee Guidance for Managing Stress** **SAS wellbeing services can be contacted entirely free and confidentially, 01773 814400 or visit https://schooladvice.co.uk/staff-wellbeing/** Staff may also request referral to our occupational health provider.

		Dawpool subscribes to the SAS Wellbeing Service and all staff are encouraged to use the services available to support health & wellbeing: • Counselling Service • Nurse Support Service • Physiotherapy Service • Staff Wellbeing Service				
17. Inadequate building management and routine inspections.	Staff and pupils	Total Property Management continue to manage the school's routine premises checks and inspections according to the annual schedule. All routine or annual checks will be carried out in their usual time frames. Contractors that have been expected, but did not attend due to school closures, will be arranged to attend if required. Social distancing and hand hygiene should be observed by all contactors. Face masks should be worn by all contractors attending the school premises.	**1**	**3**	**3**	**Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)** ▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. **Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers** ▪ Hot water generation servicing to continue in line with manufacturers' criteria. ▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. ▪ Regularly check hot water generation for functionality and if required, temperature recording ▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. **Kitchen equipment that holds water, for example dishwashers and combination ovens** ▪ Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth. **Security** ▪ All areas of the school should be kept secure. ▪ Access control and lockdown systems are operational. **Ventilation**

						▪ Where possible, occupied room windows should be open. **Other points to consider** ▪ Core building-related electrical systems, including internal and external lighting, small power, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode. ▪ Keyholder information has been updated with Wirral Community Patrol
18. Restraining pupils.	Staff and pupils.	Individual assessment needs will be made for pupils who have known behaviours that would pose risk, such as spitting and biting where social distancing is not possible. Provision of PPE should be considered on a case by case basis. For pupils that have individual risk assessments, and it is identified that restraint is required, PPE would only be indicated in the circumstances indicated previously, i.e. if a pupil has suspected/confirmed coronavirus; or if they normally require the use of PPE for their care.	**1**	**3**	**3**	
19. Dispensing medicines to children.	Pupils and staff.	Parents should seek medical advice regarding a child's symptoms before they attend school. If parents and carers wish to administer non-prescription medicines to their child during school time, school staff should ascertain that the child does not have coronavirus (COVID-19) symptoms, (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste). If the symptoms are consistent with coronavirus, the child should self-isolate. According to school policy, non-prescription medicines are administered by parents and carers at a time agreed by the school. Parents and carers should telephone or email the school office to arrange this. Where necessary, prescription medicines will continue to be administered by school staff. As with administering first aid, no additional PPE is needed for administering medicines (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.	**2**	**3**	**6**	See section 1 (minimising contact) above. Consider planning to train more staff in medicine administration to cover for any absence of trained staff.

20. Vulnerable groups	Staff and pupils.	**Pupils** From 1st April 2021, shielding guidance has been paused. Clinically extremely vulnerable (CEV) pupils are supported to attend on-site provision. The relevant staff liaise with the parents of pupils who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, can still attend education or childcare. **Staff** Clinically extremely vulnerable (CEV) staff continue to work from home *where possible*. If this is not possible, they are supported to attend the school site. Senior Leaders hold discussions with staff who are deemed more vulnerable to infection and discuss their concerns and the infection control measures in place at the school. School will carry out a risk assessment for these staff. School will complete a risk assessment for staff who are working from home. Staff living in a household with someone who is clinically extremely vulnerable can still attend work where homeworking is not possible. For staff members or pupils who may be vulnerable to coronavirus (COVID-19) for other reasons, e.g. people from the BAME community, individual risk assessments should be used. The LA model risk assessment can be used to support this process or schools can use their own individual assessment if preferred so long as the controls required are considered and implemented so far as is reasonably practicable.	**2**	**3**	**6**	School will liaise with Wirral HR to ensure that vulnerable groups are supported Covid 19 staff risk assessment tool 0207 HR related FAQs 3 July 2020 (1).docx

		Pregnant Staff School will carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). As part of this risk assessment, school will consider whether adapting duties and/or facilitating home working may be appropriate to mitigate risks. Pregnant staff of any gestation are not required to continue working on site if this is not supported by the above risk assessment. Women who are 28 weeks pregnant and beyond or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, are supported to take a more precautionary approach. School will ensure pregnant staff are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be clinically extremely vulnerable.				
21. Visitors to schools such as speech and language, peripatetic music, etc.	Visitors staff and pupils.	Visitors should only be permitted to attend school where other means of completing their role has been explored and it is identified that the visit is required. Social distancing and hand hygiene will be observed by all visitors. Where group sessions are requested, bubbles should not be broken and only children from the same bubble should attend sessions if at all possible. We will ensure that provision of hand washing supplies will be available and regularly monitored. We will ensure all visitors wash or sanitise hands upon entering the building. Visitors should only bring resources that are absolutely necessary for the purposes of their visit.	**2**	**3**	**6**	

		Visitors should wear a face covering where social distancing with other adults cannot be maintained. Peripatetic music lessons will be permitted. Bubbles should not be broken and only children from the same bubble should attend sessions. All musical instruments and music stands will be thoroughly cleaned using disinfectant at the end of each use. Pupils will wash their hands before and after music lessons.				An additional risk assessment has been completed specifically for music lessons in consultation with Edsential.
22. Educational Visits		In line with the roadmap, schools can resume educational day visits no earlier than 12 April. **Educational day visits** We will ensure all day visits are conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. Trips will adhere to the system of controls, pupils are kept within their consistent groups and will follow the COVID-secure measures in place at the destination. A full and thorough risk assessment in relation to all educational visits is carried out to ensure they can be undertaken safely. EVOLVE system for risk assessments in use We will consult the health and safety guidance on educational visits when considering visits. **Domestic residential educational visits** In line with the Government roadmap, we will not undertake domestic residential educational visits until at least step 3, no earlier than 17 May. Any domestic residential educational visits will be conducted in line with relevant coronavirus (COVID-19) secure guidance and regulations in place at that time.			**6**	

		New bookings We may begin planning for new domestic residential educational visits to take place from no earlier than 17 May and will follow latest guidance at that point.				
23. Extra-Curricular Activities		From 29 March, all parents will also be able to access provision for one of these additional purposes: Where the provision is taking place outdoors - all children may access outdoor provision regardless of circumstances. As part of step 2 (no earlier than 12 April) of the roadmap, all parents may access extra-curricular provision, without any restrictions on the reasons for which they may attend. We will continue to work closely with external extra-curricular providers to minimise mixing between children. Children will be kept in consistent groups for extra-curricular activities as far as possible. From 29 March, activities taking place outdoors can happen in groups of any number. See: providers who run community activities, holiday clubs, after-school clubs, tuition and other out-of-school provision for children We will consult the guidance produced for providers who run, after-school clubs, tuition and other out-of-school provision for children, and work closely with extra-curricular providers to establish risk assessments in accordance with this guidance. School has assessed the impact of all third parties for onsite clubs and sports activities.			**6**	Parents can view guidance for extra-curricular provision via the following link: guidance for parents and carers
24. Physical Activities		From 12th April schools have the flexibility to decide how physical education, sport and physical activity will be provided while following the measures outlined in this risk assessment.				Refer to: guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England advice from organisations such as the Association for Physical Education and the Youth Sport Trust guidance from Swim England on school swimming

		Pupils are kept in their Year Group bubbles for Curriculum PE lessons. PE lessons can be held indoors, including those that involve activities related to team sports, for example practising specific techniques. Outdoor sports will be prioritised where possible. If indoors, we will use the school hall & will: • maximise natural ventilation flows. • Keep pupils in their Year Groups We will only consider team sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government such as sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. From 29 March, outdoor competition between different schools can take place. Indoor competition between different schools will be no earlier than 12 April We will consult the guidance produced for providers who run after-school clubs, tuition and other out-of-school provision for children, and work closely with extra-curricular providers to establish risk assessments in accordance with this guidance.				and water safety lessons available at returning to pools guidance documents using changing rooms safely
25. Contingency planning for outbreaks		Testing for those NOT displaying symptoms are now available across the Wirral. Workers can now arrange tests by following the link: https://www.wirral.gov.uk/covid-19-testing/covid-19-tests-people-who-do-not-have-symptoms As of 22 March, asymptomatic testing has been expanded to provide more options to those who work to access twice-weekly asymptomatic testing.	**2**	**3**	**6**	**Key Contacts** Tests can be booked through the following routes: **Wirral Testing Sites** by completing the online referral form via www.wirral.gov.uk/testing. This is a drive-through and walk-in facility. **Regional Testing Sites** via Gov.uk (Manchester/Haydock) **DfE Helpline** on 0800 046 8687

		Staff are encouraged: • to attend a test site to take a test or pick up tests to do at home - find your nearest test site via the postcode checker or check the council website • attend a collection site to collect tests to do at home - find your nearest collection site online • order a test online The asymptomatic testing programme **does not** replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines and get a PCR test as soon as possible. **Booking a polymerase chain reaction (PCR) test** • Anyone who displays symptoms of coronavirus (COVID-19), or staff who have a positive LFD test result, should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online through testing and tracing for coronavirus or ordered by telephone through NHS 119 for those who don't have access to the internet. • Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the staff member can return to the early years setting. • Those with a negative LFD test result can also continue to attend the early years setting and use protective measures. • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days. We will take swift action when we become aware that someone who has attended school has tested positive for				**Covid19 Helpline** 0151 666 5050 (Mon-Fri, 9am -5pm) Calling **119 if** they have no internet access **Covid19testing.gov.uk** for the Community Home Swabbing Service. **nhs.uk/coronavirus or ring NHS 111** for advice on managing difficult symptoms NHS Test & Trace Service **119**

		coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school. For up-to-date guidance on the actions we will take to respond to a positive case, we will 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 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. The advice service (or PHE local health protection team if escalated) will work with us to guide us through the actions we need to take. Based on their advice, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive. In a school context, close contact means: • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre or been within 1 metre for 1 minute or longer without face-to-face contact • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home.				

		To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups. This will be a proportionate recording process. We will not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome. The records will help us to identify the people who have been in close contact with an infectious individual. An infectious period is now defined as 2 calendar days before symptom onset (or date of test if asymptomatic), as opposed to 48 hours as previously advised. Where individuals are self-isolating and are within our definition of vulnerable, we will keep in contact with them, offer pastoral support, and check they are able to access education support. Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: • If the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. • If the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with				

		possible or confirmed coronavirus (COVID-19) infection We will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school will work with the DfE's dedicated coronavirus advice service (or local HPT if the case is escalated). Further guidance is available on testing and tracing for coronavirus (COVID-19). https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works **Reporting actual or suspected cases of coronavirus (COVID-19) through the education setting status form** In response to a positive case, we will complete an educational setting status form. The data we supply helps the government monitor the impact of coronavirus (COVID-19) on schools. See guidance on how to submit the educational settings status form for more information. https://www.gov.uk/guidance/how-to-complete-the-educational-setting-status-form				
26. Legionella Risk		Employers have a duty to protect people by identifying and controlling risks associated with legionella. Monthly testing and a 6-month inspection of the school's water supply is undertaken by Integrated Water Services and are up to date. These inspections have continued to take place during the national lockdown See https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm	**1**	**3**	**3**	

27. Ventilation & Air Conditioning		Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area. When school is in operation, we will ensure a well ventilated and comfortable teaching environment is maintained. This will be achieved by a variety of measures including: • Opening windows (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors will also assist with creating a throughput of air. • Opening external doors where safe to do so, as long as they do not compromise the security of the school premises. To balance the need for increased ventilation while maintaining a comfortable temperature, we will consider: • Opening high level windows in colder weather in preference to low level to reduce draughts. • Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused). • Providing flexibility to allow additional, suitable indoor clothing. • Rearranging furniture where possible to avoid direct draughts. Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.			**4**	
28. Face Coverings		In primary schools, it is now recommended that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Face coverings should be worn by staff and adult visitors only in situations where social distancing between adults is			**6**	

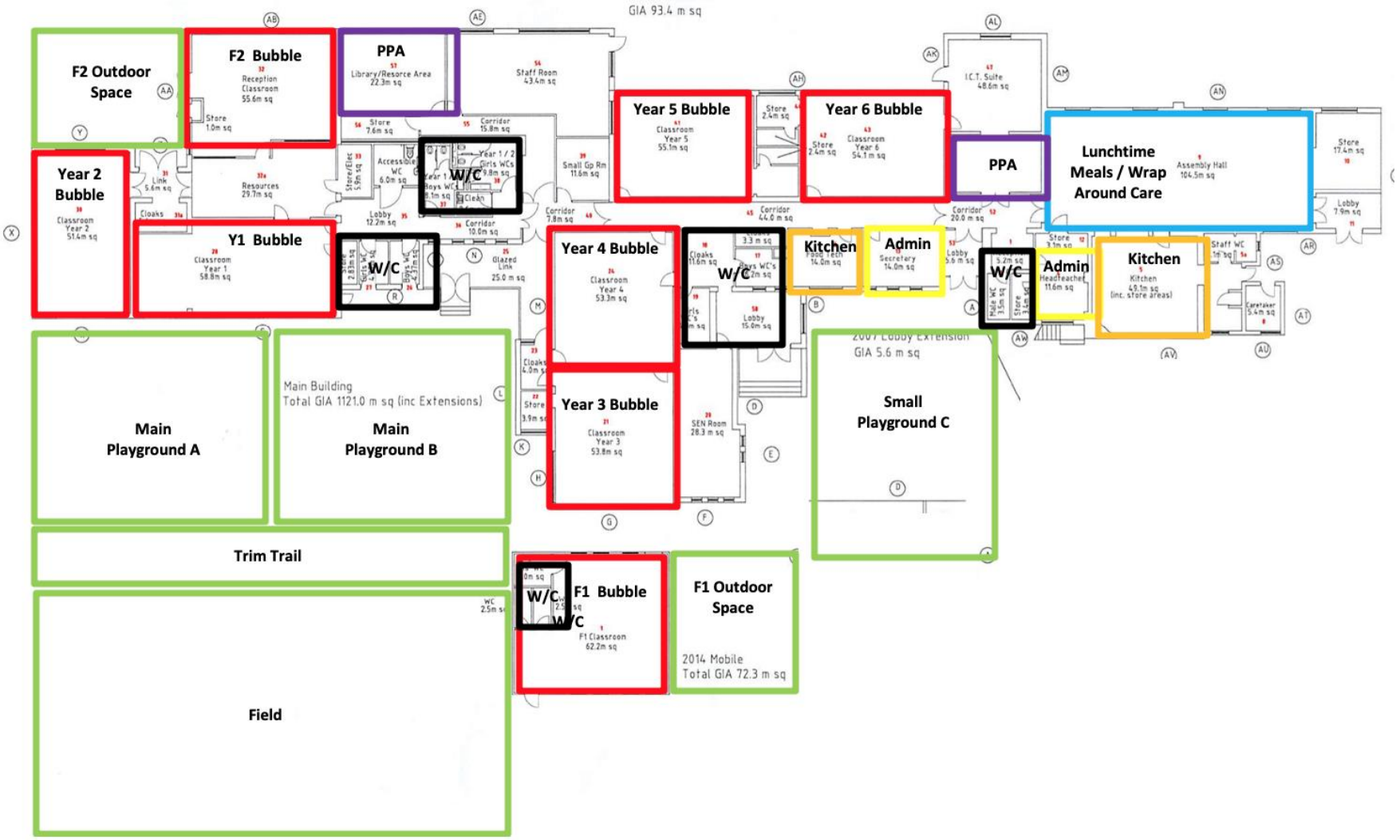
		not possible (for example, when moving around in corridors and communal areas). This advice will be in place during periods of high coronavirus (COVID-19) prevalence in the community and will be reviewed at the end of each half term, or sooner if required. Children do not need to wear a face covering. Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19). Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately. Kitchen staff should wear a face covering in enclosed spaces where social distancing with other adults isn't possible. Lunchtime staff do not need to wear a face covering when in close proximity with pupils. However, they should be worn in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). **Exemptions** Some individuals are exempt from wearing face coverings. This applies to those who:				

		• Cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties. • Speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate. We will be sensitive to people in this situation, noting that some people are less able to wear face coverings and that the reasons for this may not be visible to others. PHE has also published guidance on how to make a simple face covering: https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering We will have a small contingency supply of face coverings available for people who: • Are struggling to access a face covering. • Are unable to use their face covering as it has become damp, soiled or unsafe. • Have forgotten their face covering. **All parents and carers in Wirral should wear face coverings when collecting and dropping off their children at school.** Members of school staff who oversee drop-off and collection times will also be required to wear a face covering. Whilst certain individuals are exempt from wearing face coverings, they will still be expected to maintain social distance. Wearing a face covering does not replace the need for social distancing.				

29. Lateral Flow Device Tests (LFD)		In order to help break chains of transmission, Dawpool is providing staff with the opportunity to take part in regular asymptomatic testing. Dawpool has been supplied with lateral flow device (LFD) test kits to self-swab. Staff will be asked to take their test kits home and carry out the test twice a week or every 3-4 days. Testing is not mandatory for staff and staff do not need to provide proof of a negative test result to attend school in person although participation in testing is strongly encouraged. Staff are aware of the video "step by step guide to Covid-19 LFD Testing: https://www.youtube.com/watch?v=lm-oeBQwBPQ Staff will refer to the detailed instructions contained within the testing kits. Staff will be made aware that testing is not mandatory and have seen copy of the school's Privacy Notice. Staff will be instructed that tests are for their own use and not to be shared. Questions regarding Lateral Flow Tests for staff should be directed to the Head Teacher, Mr Burrows. Test results (including negative results) should be reported immediately to www.gov.uk/report-covid19-results Tests will be stored in the staff room away from children. Tests will be stored at the advised temperature stated on the instruction packs. Between 2 and 30 degrees. Those handling tests to distribute to other staff should use a face covering and observe hand hygiene. Staff to inform Mr Burrows if more tests are used than expected, such as if an inconclusive test has been completed and so another test is required.			**2**	Any damaged tests/or if tests are not received can be replaced by calling the DFE helpline 0800 0468687

		As of 22 March, asymptomatic testing has been expanded to provide more options to those who work to access twice-weekly asymptomatic testing. Staff are encouraged: • to attend a test site to take a test or pick up tests to do at home - find your nearest test site via the postcode checker or check the council website • attend a collection site to collect tests to do at home - find your nearest collection site online • order a test online The asymptomatic testing programme **does not** replace the current testing policy for those with symptoms. Anyone with symptoms (even if they recently had a negative LFD test result), should still self-isolate immediately according to government guidelines and get a PCR test as soon as possible. **Booking a polymerase chain reaction (PCR) test** • Anyone who displays symptoms of coronavirus (COVID-19), or staff who have a positive LFD test result, should get a PCR test as quickly as possible. Tests for symptomatic illness can be booked online through testing and tracing for coronavirus or ordered by telephone through NHS 119 for those who don't have access to the internet. • Staff with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. If the PCR test is negative, it overrides the self-test LFD test and the staff member can return to the early years setting. • Those with a negative LFD test result can also continue to attend the early years setting and use protective measures. • Staff do not take an LFD test if they have tested positive for coronavirus within the last 90 days.				

Appendix 1: Site map of pupil groups and outdoor spaces



Appendix 2: Timetables for Arrivals / Departures / Playtimes / Lunches

Arrivals:

All staff required to be in classrooms from 8.30am (as siblings may arrive from this time even if their year group is not timetabled until later)

8.30 am – 8.40 am	Years 4, 5, 6 (and siblings)
8.40 am – 8.50 am	Years 3, 2, 1 (and siblings)
8.50 am – 9.00 am	Foundation 1 and Foundation 2

Morning Playtime:

10.00 am – 10.20 am	Years 4, 5, 6	Main Playground A Main Playground B Small Playground C
10.25 am – 10.45 am	Years 1, 2, 3	Main Playground A Main Playground B Small Playground C
EYFS – to take a break either side of these times (or utilise their own outdoor areas)		

Additional areas to play include:

- Trim Trail
- Field

Lunch Arrangements:

	Dining Hall and/or Classrooms	Secret Garden / Field	Small Playground	Main Playground A	Main Playground B
11.45 am – 12.15 pm	F1 & F2				
12.15 pm – 12.45 pm	Years 1, 2, 3	F1 & F2	Y4	Y5	Y6
12.45 pm – 1.15 pm	Years 4, 5, 6		Y1	Y2	Y3

Afternoon Playtime:

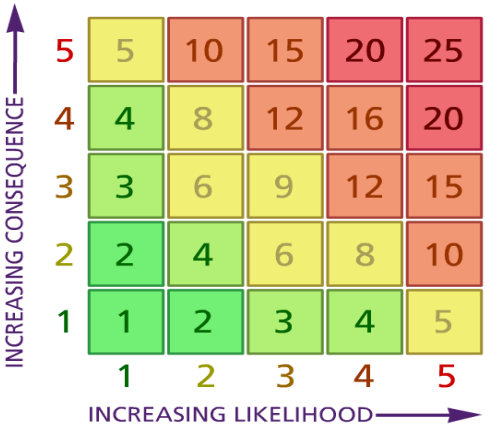
2.00 pm – 2.20 pm	Years 1, 2, 3	Main Playground A Main Playground B Small Playground C
2.20 pm – 2.40 pm	Years 4, 5, 6	Main Playground A Main Playground B Small Playground C
EYFS – to take a break either side of these times (or utilise their own outdoor areas)		

Additional areas to play include:

- Trim Trail
- Field

Departures:

3.00 pm	EYFS pupils without siblings
3.10 pm – 3.20 pm	Years 4, 5, 6 and siblings
3.20 pm – 3.30 pm	Years 3, 2, 1



Risk Rating	Action Required
17 - 25	**Unacceptable** – stop activity and make immediate improvements
10 – 16	**Tolerable** – but look to improve within specified timescale
5 – 9	**Adequate** – but look to improve at review
1 – 4	**Acceptable** – no further action but ensure controls are maintained

Likelihood:
5 – Very likely
4 – Likely
3 – Fairly likely
2 – Unlikely
1 – Very unlikely

Consequence:
5 – Catastrophic
4 – Major
3 – Moderate
2 – Minor
1 – Insignificant

(1) List hazards ***something with the potential to cause harm*** here
(2) List groups of people who are especially at risk from the significant hazards which you have identified
(3) List existing controls here or note where the information may be found. Then try to quantify the level of risk ***the likelihood of harm arising*** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain. Agree the action plan with your team leader and make a note of it overleaf. If it is agreed that no further action is to be taken this too should be noted.

Key contacts

	Link/Lead for schools
Risk Assessment/Health and Safety	Lorraine Adamson (Lorraineadamson@wirral.gov.uk)
PPE	Anna Jones (annajones@wirral.gov.uk)
Workforce implications	Sue Blevins (sueblevins@wirral.gov.uk)
Public Health/Infection Control considerations and guidance	Jane Harvey (janeharvey@wirral.gov.uk)
Asset Management considerations (buildings)	Simon Geddes (simon.geddes@chester.anglican.org)
Road Safety	roadsafety@wirral.gov.uk
Communications Plan (workforce/Public)	Sam Jenkins (samjenkins@wirral.gov.uk)
Emotional support for pupils	Health and schools Team