

St Helena's CE Primary School

Preventing the spread of infectious virus

Risk Procedures and Risk Assessment

January 2022

For the month of January, we are going to minimise whole school contact by taking Collective Worship in our classrooms, lunch in our learning spaces and limiting contact with other classes unless outside.

Specific Issue	Actions including messages	Who	Notes
Suspected case in school - staff or pupil	<ul style="list-style-type: none"> - Isolate the person from others - Contact parents (if a pupil) - Contact Public Health Lincolnshire/DfE Helpline - Send the person home as soon as possible - Family to ensure measures for self-isolation have been put in place to protect school from infection. - Deep clean core areas - Core reminders of hygiene 	Admin	0344 2254524 PHE East Midlands 0800 046 8687 DfE Helpline
5 or more confirmed cases in a classroom/school	<ul style="list-style-type: none"> - Inform staff - Contact parents of children and staff who have been in contact providing the key next steps as advised by Government guidelines and Public Health Lincolnshire. Deep clean classroom 	Head/Admin Cleaners	
Teacher shortage	<ul style="list-style-type: none"> - Head/supply teacher to cover staff absence - That year group bubble may have to be closed if staffing is unavailable 	Head	
Support staff shortage	<ul style="list-style-type: none"> - Prioritise most needy children with remaining staff - Potential partial closure of that "bubble" of children 	Head	

Staff with health issues or have members of their household with such issues	<ul style="list-style-type: none"> - Complete risk assessment with employee Contact their consultants to seek advice on their condition - Continue working from home for the most vulnerable 	Head/Admin	
Pregnant staff who are clinically vulnerable	<ul style="list-style-type: none"> - Continue to work from home 	Staff Head	
Hot School Meals shut down	<ul style="list-style-type: none"> - Parents to provide packed lunches - Admin staff to send message to parents 	Admin Families	
Cleaning team shortage	<ul style="list-style-type: none"> - Discuss with other cleaning staff on increased hours. - Head to cover shortage - Employ external cleaners 	Cleaning staff Head	
Leadership shortage	<ul style="list-style-type: none"> - Available to be contacted by telephone - Designated middle leaders share day to day management of school 	Head Middle Leaders	
Admin shortage	<ul style="list-style-type: none"> - Discuss with other admin staff to increase hours - Head to be available to support admin team - Inform parents not to phone/visit office unless emergency 	Head	
Use of JB Sports Coach	<ul style="list-style-type: none"> - Inform coach of protective measures - Only teaching PE to each "bubble" of children outside - No contact sports - Social distancing rules apply - Teachers to accompany and stay with children 	Head JB Coach Teaching staff	
Possibility of another long period shut down	<ul style="list-style-type: none"> - Decision will be made by Government and the Local Authority - Continued learning activities assigned to every child's Seesaw account – KS1/3 hours, KS2 – 4 hours including daily White Rose Maths, Oak National Academy English pre-recorded lessons, Reading Comprehension and one other non-core subject 	Staff	

	<ul style="list-style-type: none"> -Maths books sent home/collected by parents -Spellings to be sent out weekly-children to practise. - Staff will feedback throughout the week -Children to be encouraged to read widely using books within the family home, where possible. -Children to have access to Times Tables Rockstars (multiplication check) - KS2 will be able to attend a live drop-in with the Head using Teams - Weekly welfare calls made to every remote learner at home - All EHCP/SEND children and vulnerable children (working with Social Care/TAC/pastoral plans) will be invited in to school 		
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Control Measures-to control the spread of infection

Control Measure	Notes / Action	Who
Reducing amounts of contact	<ul style="list-style-type: none"> -Learning in own class “bubbles” -Same few adults allocated to the group of children every week -Limited movement about school -Staggered breaks -Lunch in own designated classroom for each group of children (Y1/2 in the hall) -Sinks in every room for hand washing -No Collective Worship, sharing assemblies 	All
Tissues/Anti-bacterial wipes/Hand sanitisers/First aid kit/Cleaning materials for each classroom	<ul style="list-style-type: none"> - Cleaning staff to replenish as needed - No mixing of children across their “bubbles” - Children to stay in their safe spaces 	Cleaning staff; Teaching Staff
Clothes	<ul style="list-style-type: none"> -School uniform -Clean clothes every day -Hair tied back every day -PE kit needed in school 	Families

Things to bring to school	-Packed lunch if needed -Water bottle -Book bag	Families
Increase hand washing facilities	-All school users to wash hands multiple times per day. -Children to be supervised washing hands on entry to school and before leaving, after break, before lunch and at the end of lunch break in their classrooms. -Cleaning staff to ensure that there are enough handwashing solutions in the soap dispensers.	Teaching teams Cleaning staff
Other users of the building	- Contact every user and inform them of usage expectations: - Clean hands or use gel before using facilities - Restrictions or suspensions of usage - Contractors and Service people will be accompanied in the building	Head
Monitoring daily any child or staff absence	- Daily report to the HT or number of absences and symptoms - Weekly summary data for each class to HT - Follow up absences daily to check on next steps for school remaining open	Admin; HT

Control Measure	Notes	Who
Reducing contact point activities	Ensure extremely high hygiene for all activities Children's work tables spaced appropriately Avoid any activity where you are passing items around a class - Circle time objects - Artefact sharing - Touching activities - Children only use own water bottles - Children have own stationary packs - Hard, cleanable toys for Early Years/YR/Y1 only - Groups of 2/3 young children playing in a designated area for a given period of time	Staff
Review of cleaning	- Increase focused cleaning during the day on touch points and tables by classroom staff	Bursar Cleaning staff

Support for families affected	<ul style="list-style-type: none">- Communicate to parents and staff to contact school if they require support;- Regular contact with affected families and staff – wellbeing checks.	Head Staff
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