

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

Prepared September 2020

Review Date November 1st 2020

Preamble

Following a further government update on Friday 28th July, this document has been updated to achieve government guidance. A system of controls has been put in place to prevent and then control any infections. See below:

Prevention

- 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.
- 2) Where recommended, use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 6) Minimise contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 5 must be in place in all schools, all the time.

Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 7 applies in specific circumstances.

Response to any infection

- 8) Engage with the NHS Test and Trace process.
- 9) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.
- 10) Contain any outbreak by following local health protection team advice.

Numbers 8 to 10 must be followed in every case where they are relevant

Public Health England - PHE North West London Health Protection Team
61 Colindale Avenue London NW9 5EQ phe.nwl@nhs.net

Phone: [020 3326 1658](tel:02033261658) / [0300 303 0450](tel:03003030450) to report the case(s)

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

Reopening Plan – September 7th 2020

Re-opening the school requires the cooperation of the entire school community. The risk assessment has three main underlying caveats;

- The Government have said it is safe enough for schools to open with staggered start and finish to reduce community contamination
- The school community attending each day is well and symptom free (temperature taking)
- The internal class communities are contained with limited contact with others to enable contact tracing if a member of staff or pupils become symptomatic (obviously some staff/pupils will be asymptomatic but by reducing overall contact, tracing will be easier.

The following expectations have been laid down by government

- All children expected to attend school
- 'Catch it, bin it, kill it' approach
- Hygiene regime is established
- Social distancing is no longer deemed essential but encouraged where possible particularly between staff as staff at greatest risk
- Enhanced cleaning takes place
- SYMPTOMS - 10 days from initial symptoms and 14 days self isolation for close contact/family member - return to school with negative test.

Additional adaptations to school to be reviewed in autumn term

- Educational visits to be carefully scrutinised before organising
- Breakfast/aftercare to start on 14th September . Risk Assessment to be carried out in September 2020
- No after school clubs or swimming

	RISK	WHO IS AT RISK?	CONTROLS	LEVEL OF RISK	ACTIONED BY
1	Entering and leaving the school	All pupils, staff and visitors to site	All parents and staff are expected to wear masks when in contact with others. This includes school gates before and after school, in communal areas in school - October 2020	High	All staff

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

	and site users	<p>Parents made aware to stay at home when a child or household member develops coronavirus symptoms and access testing. See Appendix 1: Flowchart for parents: what to do if your child or someone in your household has symptoms of COVID-19 (emphasise need to remain vigilant and continue to take precautions as advised by government due to higher risks posed to BAME community)</p> <p>Parents (and staff) strongly advised that</p> <ol style="list-style-type: none">(1) the Foreign Office advice is currently: The Foreign & Commonwealth Office currently advises British nationals against all but essential international travel. Travel to some countries and territories is currently exempted.(2) NOT to travel to any country which is high risk or which may require you to remain in quarantine on return – fines/sanctions will be imposed for all late returns to school due to quarantine (unless the quarantine period finishes BEFORE the start of term) <p>Temporary Spray paint markings, barriers and tape to indicate one-way areas, direction of traffic and lining up points for parents and pupils where necessary</p> <p>On entry to school, staff, pupils and visitors to wash their hands with soap and water for at least 20 seconds and hands dried. (<u>or</u> if not available, use alcohol hand gel/sanitiser for adults and if essential, for children aged 6+/Year 1 and older ONLY, ensuring that all parts of the hands are covered.)</p> <p>Car Park closed from 8:30 – 9:15 and 2:45 – 3:45 (staff and visitors wishing to arrive/leave in cars during those times should park in surrounding roads)</p> <p><u>Stagger drop-off and collection times</u></p>		
--	----------------	--	--	--

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

		<p>ONE parent/carer ONLY per child/family allowed through the gates</p> <p>Supervision = adults: at Main Gate / KS1 playground gate; 1 adult at Reception /Nursery gate; additional adults in KS1 playground; drive and KS2 playground</p> <p><u>End of day pick up</u> (ONE parent per child/family ONLY)</p> <p>All teachers/TAs dismissing children MUST fully adhere to Safeguarding dismissal procedures referring to Class Collection Safeguarding Sheet (listing all authorised collectors) EVERY day.</p> <ul style="list-style-type: none">- Release pupils one at a time in order of parent (first come, first served) <p>Pupils must be collected by 3:40pm then deemed late Supervision – same as morning</p> <p>Late arrival process Office to operate Inventory sign-in for late children (and for recording and monitoring purposes). We will not be issuing yellow cards to pupils to reduce cross contamination. We ask Teachers to be extra vigilant and monitor pupils arriving late into class for registration. Pupils continually arriving late daily will be reported to Head for further instructions.</p> <p>Late collection process Pupils to wait in class/dismissal point until 3.40pm. Late children then escorted to Foyer. Office to operate Inventory sign-out system for recording and monitoring purposes. SLT to support the office with calling parents as required. Office to inform Headteacher if a child is collected late more than once and on every occasion thereafter.</p> <p><u>Parents / Visitors in building / ID for staff and visitors</u></p>		
--	--	---	--	--

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

			<p>No parents enter school building (nor classroom) unless essential – all meetings should take place with parent outside school building.</p> <p>Office staff deal with queries outside or if essential, one query at a time ONLY in the foyer (to be avoided if possible) - queries dealt with via email or phone whenever possible. (all staff queries to admin staff via email or face to face through the Foyer office window)</p> <p>Visitors only allowed into school essential meetings, all must sign in, must wear lanyard and ID and by pre-booked appointment only – complete health check and give Car reg. details on arrival.</p>		
2	Reducing exposure and transmission of Coronavirus	All pupils, staff and visitors to site and site users	<p>All parents and staff are expected to wear masks when in contact with others. This includes school gates before and after school, in communal areas in school - October 2020</p> <p>DfE Control Measures</p> <p><u>Prevention:</u></p> <p>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- Refer to dealing with suspected and confirmed cases below in Appendix 1</p> <p>2) Clean hands thoroughly more often than usual (Hand washing when arriving at school, when returning from breaks, before and after eating. Some children and pupils with complex needs may need help to clean their hands properly. - Pupils are encouraged not to touch their mouth, eyes and nose unless hands have just been cleaned.</p>	High	Parents, staff & pupils

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

		<p>- Keeping Safe Rules reinforced every morning after registration with Collective Worship and Daily Mindfulness Activity</p> <p>3) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p> <p>4) Enhanced cleaning (see Appendix 2 COVID-19 Cleaning Schedule)</p> <p>KS2 Individual stationery packs in named zip wallets for each pupil if deemed appropriate</p> <p>Classroom based resources such as books, games etc can be shared but these should be cleaned regularly if possible.</p> <p>Pupils to limit the amount of equipment they bring in each day to essentials such as; lunch boxes, hats, coats, books - Bags are allowed.</p> <p>Books and other shared resources can be taken home, although unnecessary sharing should be avoided.</p> <p>Resources that are shared between classes and ‘bubbles’ such as sports, arts and science equipment etc should be cleaned frequently and meticulously, and always between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>5) Minimise contact between individuals where possible All parents and staff are expected to wear masks when in contact with others. This includes communal areas and corridors in school October 2020.</p> <p>Teachers should role model and maintain distance wherever possible from pupils and from other adults – use floor marking tape around teacher’s desk, Smartboard and area for other adult(s) to demarcate areas, but where closer</p>		
--	--	---	--	--

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

		<p>contact is necessary, keep 'contact' time to a minimum and/or use a face mask/covering (optional) – avoid all physical contact.</p> <p>CALL BELL – classroom management tool to indicate “Stop, Look and Listen” - in every bubble classroom to be rung and pupils must FREEZE (stop, look and listen)</p> <p>Avoid touching/physical contact within bubbles.</p> <p>Pupils remain in same bubble each day, and different bubbles are not mixed nor interact.</p> <p><u>Movement around school</u> All staff are expected to wear masks when in contact with others outside the classroom. This includes communal areas and corridors in school October 2020.</p> <p>All doors must remain open at all times, except for individual toilet cubicles and in rooms/offices where a private or confidential meeting is taking place.</p> <p>1 child per class allowed in a washroom at a time. Keep all (if possible) or at least 1 window open for ventilation.</p> <p>Remove corridor obstructions e.g. trophy cabinet, lunch trolleys, chairs etc)</p> <p>Follow Keep Left protocol and red floor markings</p> <p>Encourage/remind pupils and staff (and all other adults/visitors) to keep their distance and avoid physical contact.</p> <p><u>STAFF TOILETS</u></p>		
--	--	---	--	--

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

		<p>- All staff advised to use staff toilets next to staffroom – outer door kept open at all times and staff must leave cubicle door open after finishing in toilet. Leave cubicle doors open when finished.</p> <p>- Hygiene Station available in main Staff Toilet <u>only</u> with hand sanitiser, gloves, tissues and sanitising wipes.</p> <p><u>STAFFROOMS</u> Indoor ‘staffroom’ areas with 2 adults per table (opposite ends) All staff must bring in, use and wash up their own cutlery, mugs and crockery (no shared mugs/crockery available)</p> <p><u>SCHOOL OFFICE</u> – for office staff and SLT only (all queries etc should be done from outside office) . Alternatively, phone or email any queries, help or support required – please do NOT enter the office, it is too small and too narrow.</p> <p><u>COMPUTERS</u> – Avoid use of communal computers – if essential wear gloves and/or use screen/keyboard/mice wipes to disinfect the equipment before use (Clinical Midi-Wipes– DO NOT use any other wipes, sprays etc to clean computer, Smartboard screens, keyboards etc)</p> <p><u>SHARED AREAS</u> All shared areas were allocated with a dedicated number of chairs and tables which must not be removed for any purpose. These areas are intended for 1:1 or small group meetings, interventions and teaching - Year Leaders must ensure that the tables and chairs in each shared area are tidy, cleared of unnecessary items and available for the intended purpose.</p> <p>Fire Evacuation routes are displayed.</p>		
--	--	---	--	--

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

		<p>Planning Meetings or other meetings should take place in a room where the door and/or windows can be kept open throughout the meeting and social distancing according to government guidelines.</p> <p>Teachers and other staff can operate across different class's year groups, and schools whilst maintaining social distancing as much as they can where possible. In particular, staff should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Children should be supported and encouraged to maintain distance and not to touch staff or their peers where possible</p> <p>No whole school assemblies, no briefings, but ALL staff are expected to either read their daily morning Briefing email or photocopied briefing on staffroom noticeboard before start of the day (Briefing emails will be sent between 8:30 – 8:45 each Friday morning)</p> <p>6) The majority of staff will not require PPE beyond what they would normally need for their work. PPE is only needed for a very small number of cases, including:</p> <ul style="list-style-type: none">• Where a child already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used• See use of PPE below in separate section <p><u>Response to any infection</u></p> <p>7) Engage with the NHS Test and Trace process:</p> <p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community – see Appendix 1</p> <p>9) Contain any outbreak by following local health protection team advice</p>		
--	--	---	--	--

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

			<p>Numbers 7 to 9 must be followed in every case where they are relevant. All parents and staff are expected to wear masks when in contact with others. This includes communal areas and corridors in school October 2020.</p> <p>And if suspected case is confirmed positive: <u>Contact</u> (1) Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450 See on front cover/top sheet (2) publichealth@hounslow.gov.uk Kelly O'Neill</p>		
3	Lunch & Breaktimes	All pupils, staff and visitors to site and site users	<p>All staff are expected to wear masks when in contact with others outside the classroom. This includes communal areas and corridors in school October 2020.</p> <p>Staggered breaktimes / playground use Classteachers/Teaching assistants to take pupils out and supervise at breaktimes</p> <p>Reception & Nursery play in own outdoor areas.</p> <p>KS1 playground divided into 2 areas</p> <p>KS2 playground divided into 2 areas with a rotation for each year group.</p> <p>Water Fountains will not be in use (water bottles to be refilled in classrooms)</p> <p>Lunchtime Supervision by SMSAs and other staff who are non class-based (1 adult supervising washroom standing between toilets)</p> <p>Lunchtimes - staggered lunch times</p>	High	All staff

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

			Reception 11-45 – 12-45 KS1 dining hall Year 1 and Year 2 KS1 PE hall – Year 2 12-15-12.45 Year 1 12.45 – 1.15 KS2 using KS2 PE hall and KS2 dining hall		
4	Cleaning and Hygiene	Staff, pupils, visitors	<p>Frequent hand cleaning (handwashing preferable – otherwise use hand sanitiser for Year 1+) - On entry to school, after break, before eating, after lunchtime, after toilet, after any other activity/routine where a surface or item may have been touched by more than one person, after using any shared resources – teaching time will need to be reduced to allow for handwashing.</p> <p>Handwashing stations in playgrounds and EYFS outside areas.</p> <p>All hand driers turned OFF in all toilets and must not be turned on by staff or used at all – paper towels used to dry hands (Inform office, SLT if paper towels are running low or have run out)</p> <p>Safety signage throughout the school including staffroom – safe use of microwave, water dispenser etc..</p> <p>SANITISING WIPES to be left in key areas – staffroom, repro room, office etc and <u>only used if essential</u> (staff will clean tables, surfaces etc, throughout the)</p> <p>inventory touch screens cleaned throughout day including start and end of day (by office team)</p> <p>Sink with water, handwash and paper towels in every classroom – where this is not available, alcohol-based hand sanitiser will be provided.</p> <p><u>Hygiene Station</u> - box of tissues - hand sanitiser (but soap and water should always be used preferably</p>	High	Parents, staff & pupils

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

			<p>whenever possible) (for teacher use ONLY)</p> <ul style="list-style-type: none"> - Box of gloves - Sanitising or disinfectant Wipes – only to be used if essential. <p>Disposable face masks Hand sanitisers,</p> <p>Additional hand sanitisers installed in Foyer entrance and the lunch halls</p> <p>Staff must inform the school office, SLT or Mitie immediately if any hygiene/safety items are running very low or have run out (in classrooms, around the school, toilets etc) or if not working (e.g. taps etc.)</p> <p>Daily and regular/frequent cleaning of classrooms, shared areas, equipment</p> <p>Bins will be double-bagged and emptied twice a day.</p> <p>Remove all unnecessary items and items that cannot be disinfected from classrooms and other learning environments (e.g. soft toys, furnishings, reading corners, pillows, blankets, sand, playdough etc.)</p> <p>Classrooms well ventilated using natural ventilation.</p> <p>Open all windows and ALL doors at all times.</p> <p>Pupils should wear PE kit to school on their PE days.</p>		
5	<p>Dealing with suspected and confirmed cases of Covid-19</p>	<p>Staff, pupils, visitors</p>	<p>Suspected cases:</p> <p>If a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and the <u>stay at home guidance</u> followed. They should also get a <u>test</u> as soon as possible. All schools will be provided with a small number of home testing kits that they can give directly</p>	<p>High</p>	<p>Site team</p>

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

		<p>to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (KS2 Library KS1/EYFS Glassed Foyer) depending on the age of the child and with appropriate adult supervision if required. Ideally, a window/door should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible (staff disabled toilet next to headteacher's office). The bathroom should be designated 'out of use' cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Additional actions include:</p> <ul style="list-style-type: none">● Inform Hounslow Council● Consider informing parents of students in the relevant 'bubble' that a student or staff member has developed symptoms of COVID-19 (if was at school during the 'infectious period' 48 hours before and whilst symptomatic), but they are not required to self-isolate.● Inform staff● Ensure stock of PPE in case further symptomatic cases on site● Await test results (48-72 hours) <p>Confirmed cases:</p> <p>If a child, young person or staff member tests positive the school should:</p> <ul style="list-style-type: none">● Contact Public Health England London Coronavirus Response Cell (LCRC) on 0300 303 0450 see PHE London at top of page● Inform Hounslow Council		
--	--	---	--	--

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

			<p>Public Health England should work with the school to:</p> <ul style="list-style-type: none"> • Undertake a risk assessment • Identify and notify close contacts (e.g. students and staff within the relevant 'bubble') of the need to follow guidance for contacts of people with possible or confirmed coronavirus who do not live with the person including isolation for 14 days • Identify any further actions needed <p>Local outbreaks</p> <ul style="list-style-type: none"> • If a local area sees a spike in infection rates that is resulting in localised community spread, it will be decided which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area, and will support appropriate authorities and individual settings to follow the health advice. • Public Health England may advise a school or a number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils. 		
6	Use of PPE	Staff Pupils	<p>Staff are not required to routinely wear PPA.</p> <p>Individual risk assessments will be carried out for staff who are Clinically EXTREMELY vulnerable to consider whether use of PPE is required – if so, these staff will be offered PPE which they may wish to wear throughout the day (optional) – face masks, disposable gloves, aprons and face visor.</p> <p>For staff looking after children with complex special educational needs and providing direct personal care (at a distance of less than 2 metres), the following PPE should be available for use by school staff:</p> <ul style="list-style-type: none"> • Disposable gloves; • Disposable apron; • Fluid resistant (type IIR) surgical mask; 	High	Class teachers, TAs and site team

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

			<ul style="list-style-type: none"> • Visor protection where there is a risk of splashing of bodily fluids. PPE should also be provided in the following cases: • Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs. • If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, and a distance of 2 metres cannot be maintained. PPE disposed of in line with Government guidance on cleaning in non-healthcare settings. 		
7	Administering First aid/ Medication	Staff Pupils	<p>Suitable number of qualified first aid staff on duty.</p> <p>First aid risk assessment and medication policy in place (all documents saved in Policies folder admin shared drive)</p> <p>Two pupils in welfare room at a time – No friends allowed to accompany to/from welfare room.</p> <p>PPE to be worn by 1st aiders.</p> <p>All pupils must be carefully screened first by teacher/TA/SMSA before allowed to go to welfare room. Use Walkie talkie to communicate with Welfare team.</p> <p>Medical Needs Policy Bedfont Medical Needs Policy Addendum to the First Aid Policy Medical Needs COVID Addendum September 2020</p>	High	Class teachers, TAs and site team
8	School lessons/ activities	Staff Pupils	Informal, ongoing assessment from day 1 onwards (emotional, social and academic – NO testing, NO formal assessments!)	High	

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

		<p>Emphasis on PHSE, wellbeing and mental health,, outdoor learning and Catching Up (first half-term) in Maths and English New Unit Plans (new curriculum short/medium term plans) in all subjects to be delivered. No singing or whole school assemblies</p> <p>Every day in every class to begin with (1) Calming music on entry/challenge activity (2) Registration (3) Keeping Safe Rules (Handwashing, Keeping your distance, NO touching peers or adults, NO sharing, Catch it Bin it Kill it, Do not touch face – eyes, mouth and nose unless hands just cleaned) (4) Collective Worship</p> <p>Outdoor learning strongly encouraged where suitable</p> <p>Classroom routines and expectations to be established and embedded as soon as possible</p> <p>Library - no visits to library, books can be taken out by class teacher to use in classroom. Books quarantined for 72 hours</p> <p>MARKING</p> <ul style="list-style-type: none">- Teachers should mark books according to the school's Feedback and Marking Policy- Reduce need for marking by effective teaching, scaffolding,, Oral Feedback wherever possible, especially use of the visualiser in every lesson.- Pupils mark own books where possible		
--	--	--	--	--

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

			- Remote Learning to be ready in place and if possible, further developed/improved (for all pupils) in case of future local or national lockdown from 2 nd September – Chris McAllan and Paul Enright		
9	Out of school hours provision	Staff, pupils, visitors	Breakfast and Aftercare pods – Parents will need to pre book for Breakfast and Aftercare There will be a KS1/EYFS Pod and a KS2 Pods Children will be dropped off at collected via the school office	High	
	Visitors	Staff, pupils, visitors	<ul style="list-style-type: none"> • Visitor numbers will be restricted in the Autumn Term and visits will be arranged by appointment only, (e.g. EPs, SALT, OT, Therapists, Workshops, Social Workers, Governors and Supply Staff etc.) • Signs displayed outside gates and offices and on doors into the school buildings, saying that anyone displaying symptoms of Covid-19 should not enter the building • Any unexpected visitors attending the building will be kept in the contained reception area until the school has confirmed their visit is essential. • All visitors advised of health and safety procedures, including handwashing. • Perspex screen in school office to protect office staff • Any visitors will be signed-in on the computer and given a sticker or ID lanyard by office staff <p>Contractors will be asked to share their risk assessment with the school before accessing the site. They should also follow these guidelines while on site</p>	High	
	Pupils with SEN	Staff, pupils,	Risk assessments for children on EHC plans, carried out with educational providers and parents/carers, to ensure wherever possible, the child is at no more risk in the school setting than at home.		
	Safeguarding	Staff, pupils	Updated safeguarding policy incorporates impact of Covid-19 pandemic. Staff made aware of updated safeguarding protocols for pupils and staff both in school and outside school.		

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

	Fire Evacuation	Staff, pupils	In event of a fire alarm, school follows normal evacuation School to assemble at assembly point in pods, avoiding any mixing where possible.		
	Mental Health	Staff, pupils	Staff will be given resources and signposted to local services which are available to support mental health. Individual risk assessments have been carried out for those staff who have had an extended period of time out of school and/or who were in the 'at risk' category – e.g. BAME, clinically vulnerable or living with someone clinically vulnerable Staff should immediately speak to their line manager if they have any concerns. Planning of sessions for pupils incorporates PSHE sessions which will address the potential impact of Covid-19 pandemic.		

Appendix 1

DRAFT: 23/09/2020

Does your child have any of the symptoms of COVID-19? (A high temperature, a new continuous cough, or a loss or change in taste or smell)?

START

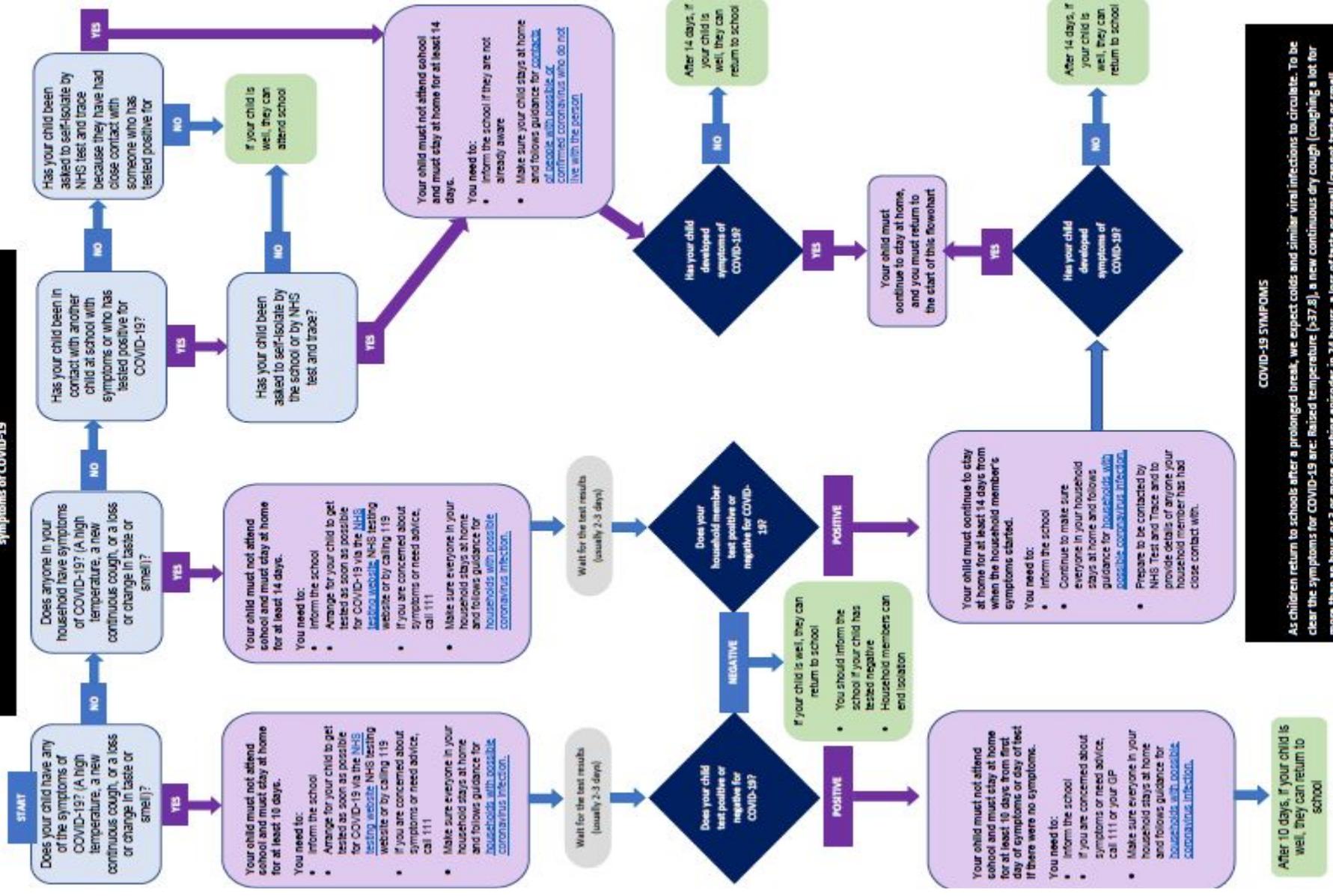
School: Bedfont Primary School
Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England



DRAFT: 23/09/2020

Parent/Guardian: What to do if your child or someone in your household has symptoms of COVID-19



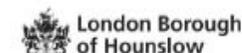
COVID-19 SYMPTOMS

As children return to schools after a prolonged break, we expect colds and similar viral infections to circulate. To be clear the symptoms for COVID-19 are: Raised temperature (>37.8), a new continuous dry cough (coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, a loss of taste or smell (cannot taste or smell anything, or things taste or smell different to normal). Your child only needs to have one symptom to stay home and seek a COVID-19 test. If you child has a runny nose and sore throat (without any of the COVID symptoms) they do not need a COVID-19 test.

School: Bedfont Primary School

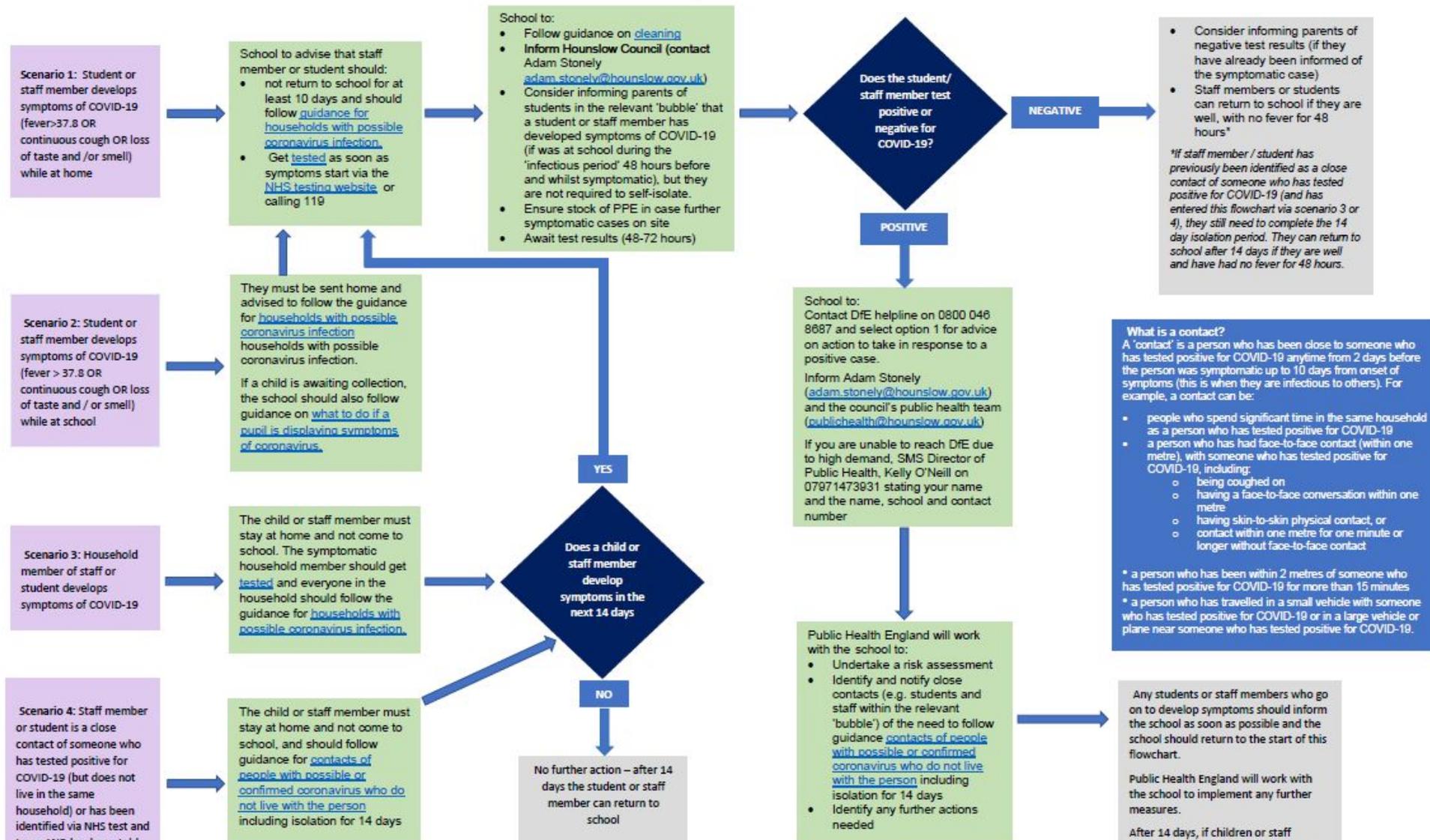
Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England



DRAFT: 21/09/202

Process flowchart for schools: What to do if there is a suspected or confirmed case of COVID-19 in school



As children return to schools after a prolonged break, we expect colds and similar viral infections to circulate. The symptoms for COVID-19 are: Raised temperature (>37.8), a new continuous dry cough (coughing a lot for

School: Bedford Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

Update 14th September

Child/staff member sick - 10 days not 7 days unless test negative and they can return to school and stop self isolating

--

Appendix 2

Deep Clean - regular deep cleans at half terms and weekends when necessary and when following outbreak in school

Daily Cleaning - thorough daily clean of the school each morning

Cleaning throughout the school day - all school toilets (children and adults) to be cleaned at 11am and 2pm

Lunchtimes - bubbles maintained and areas cleaned before and after meals

Classrooms - all staff have cleaning materials so they can clean high traffic areas of the classroom. Doors kept open to reduce hand contact with door knobs.

All classrooms also have hand sanitiser.

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

Weekly Ping to parents/website

Dear Parents/Carers

If you or your child or anyone else at home has any of the main symptoms below you must not send your child to school, book a test and remain at home until get results.

- **a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)**
- **a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)**
- **a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal**

Most people with coronavirus have at least 1 of these symptoms.

If you have any of the main symptoms of coronavirus:

- 1. Get a test to check if you have coronavirus as soon as possible.**
- 2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.**

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

If you have symptoms or have tested positive for coronavirus, you'll usually need to self-isolate for at least 10 days.

You'll usually need to self-isolate for 14 days if:

- **someone you live with has symptoms or tested positive**
- **someone in your support bubble has symptoms or tested positive**
- **you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus**

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

Suspected or Confirmed Coronavirus Cases

[REPLY](#)[REPLY ALL](#)[FORWARD](#)

[Mark as unread](#)



Christine Hicks <Christine.Hicks@hounslow.gov.uk>

Mon 14/09/2020 15:51

Inbox

To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, [click here](#).

To always show content from this sender, [click here](#).

This message was sent with high importance.

2 attachments

[Download all](#)

Dear Provider

We are understandably receiving many queries at present in relation to suspected and confirmed Coronavirus cases in your settings.

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

If you have a suspected case – child or staff member.

Local Authority response

1. Please email the Early Years Advisory Team christine.hicks@hounslow.gov.uk and Public Health publichealth@hounslow.gov.uk stating that you have a suspected case.

You do not need to include the name or initials of the child/staff member. The email needs to contain the number of people affected and the next steps. E.g.

“There is one child with a suspected case of coronavirus. The child and family have been advised to self-isolate and seek a test”

If you have any questions relating to the case please include them in the email.

If you have one or more confirmed cases in a child or staff member of COVID-19 (test results positive)

1. Contact the Early Years Advisory Team to report the case and have support in gathering all of the information to complete the attached form.
2. Email the completed form to Hounslow Public Health Team publichealth@hounslow.gov.uk and christine.hicks@hounslow.gov.uk
3. Call PHE LCRC (0300 303 0450) to report the case(s)

I have attached the form and guidance for your reference.

Kind regards

Christine Hicks | Early Years Advisory Support Officer

School: Bedfont Primary School

Risk Assessment

Contagious diseases -Risks will be considered in line with national advice from Government and Public Health England

4th Floor, Hounslow House

London Borough of Hounslow

Office: 020 8583 2436

Mobile: 07966 271223

www.hounslow.gov.uk

Follow us online: Twitter: [@LBofHounslow](https://twitter.com/LBofHounslow) and Facebook: www.facebook.com/HounslowCouncil