



Covid 19 Risk Assessment to support the return of all pupils in September 2020 – **Spring I Review**

Objective: To ensure safety of staff and pupils

Date completed: September 2020 – **Reviewed January 2021**

Government guidance source:

- **Guidance for Full Opening – Schools** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>
- **Guidance for Full Opening: Special Schools and other Specialist Settings** <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- **Guidance for Schools: Coronavirus** https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19?utm_source=aa90ae5c-050a-4451-9e64-656e88397bea&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- **Guidance for Food Businesses on Coronavirus** [guidance for food businesses on coronavirus \(COVID-19\)](#)

Government requirement: ‘Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is ‘reasonably practicable’

As part of planning for full return in the autumn term (**review**), it is a legal requirement that schools should revisit and update their risk assessments (building on the learning to date and the practices they have already developed), to consider the additional risks and control measures to enable a return to full capacity in the autumn term (**review**). Settings should also review and update their wider risk assessments and consider the need for relevant revised controls in respect of their conventional risk profile considering the implications of coronavirus (COVID-19). Schools should ensure that they implement sensible and proportionate control measures which follow the health and safety hierarchy of control to reduce the risk to the lowest reasonably practicable level.

School employers should have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

Key for RAG Rating:

	Risk not mitigated - unable to follow guidance or implement adequate controls
	Risk partially mitigated – some actions outstanding
	Risk mitigated – adequate controls in place and guidance followed

The headteacher must have read the guidance stated above and must ensure that all elements of the guidance are adhered to. Should the school need to diverge from the guidance then it must be recorded in this risk assessment in order that the Governing Body can approve the mitigation or ask that additional measures are taken.

Guidance Requirements	Hazards	How might people be harmed	Controls/measures in place	Actions needed	Status
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					
Has school adequately communicated to children, parents, carers and any visitors, such as suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)	COVID brought into school	COVID spread Bubbles closed	Signage in school reception Letter(s) to all stakeholders to include: <ul style="list-style-type: none"> • Attendance expectations • Uniform expectations (children to wear uniform as normal – clean more regularly) • Curriculum adaptations • Transport information • Staggering for dropping off and picking up • Parents/carers visits to the school (requested to make appointments) 	Signs are in school reception School COVID poster displayed and referred to for visitors First day phone calls or text always occur. Reopening letter issued to all stakeholders – July '20 on website, referenced on Social Media. Details of protocols, routines etc from reopening letter that children need to be	

			<p>Site manager/admin to liaise with visitors and/or contractors</p> <p>Social Media to be used to reinforce message and communicate to harder to reach families</p> <p>First day response phone calls or text to check why children are off and take relevant action within school should potential Covid case be apparent</p> <p>Liaison with transport providers to ensure that they inform school should any driver/accompanying adult have symptoms</p>	<p>aware of are shared on their return to school by class teachers.</p> <p>Partial opening letter sent out Jan '21</p> <p>Updated RA communicated to all stakeholders Jan '21</p>	
2. Clean hands thoroughly more often than usual.					
<p>Is school ensuring that that sufficient handwashing facilities are available? Where a sink is not nearby, is hand sanitiser provided in classrooms and other learning environments</p>	<p>Covid spread within school</p>	<p>Cross contamination</p>	<p>Hand sanitisers are in place</p> <p>Additional soap dispensers in toilets</p> <p>Sufficient stock of soap and hand sanitiser is always in reserve in readiness for use</p>	<p>Hand sanitiser at front entrance for visitors.</p> <p>Children to sanitise their hands on entering the classroom.</p> <p>Hand sanitiser (bottles) available in all classrooms</p> <p>Regular handwashing scheduled into timetable</p> <p>All staff check level of hand washing products as part of daily checks. Report to AS</p>	
<p>Are procedures in place to ensure that all adults and children frequently wash their hands with soap and water for 20 seconds and dry thoroughly?</p>	<p>Covid spread within school</p>	<p>Cross contamination</p>	<p>In place and factored into the routine of the day with staff supporting pupils where needed</p> <p>Hand sanitiser available at the main entrance and sinks/hand sanitiser in place within class for staff and pupils to use on arrival</p>	<p>Hand washing facilities are available for each classroom and hand sanitiser</p> <p>Children wash hands on entering the room.</p> <p>Teachers instil age appropriate technique for group washing hands at hand washing times.</p>	

			Paper towels/Hand Driers available to ensure hands are dried thoroughly.		
Are procedures in place to ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing	Covid spread within school	Cross contamination	In place and factored into the routine of the day with staff supporting pupils where needed Staff are familiar and reminded of the guidance and they encourage pupils to follow this – staff meetings used to reinforce key aspects of risk assessment Visuals in class to support pupils understanding along with posters around school	Handwashing/Sanitising takes place as all children enter the classroom at each point. Handwashing/Sanitising is built into lunchtime routine	
Are procedures in place to ensure that all adults and children are encouraged not to touch their mouth, eyes and nose	Covid spread within school	Cross contamination	Staff are familiar and reminded of the guidance and they encourage pupils to follow this – weekly staff meetings used to reinforce key aspects of risk assessment Posters and lessons are in place to reinforce the need for this and children are encouraged to point out when procedures are not followed or teacher/other pupils touch faces	Posters and visuals are placed in the classrooms and around school E-bug resources/lessons referenced in the curriculum	
Has the school ensured that help is available for children who have trouble cleaning their hands independently	Covid spread within school	Cross contamination	Staff support pupils where needed Supervision of handwashing is in place for younger children or those who are unable to follow handwashing requirements	Staff have access to gloves if they need to support children to hand wash. Hand washing takes place in classrooms where there is always supervision.	
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.					
Are procedures in place to ensure that all adults and children use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Covid spread within school	Cross contamination	Staff are familiar and reminded of the guidance and they encourage pupils to follow this Visuals in class to support pupils understanding	Posters placed in classrooms to remind children Tissues together with cleaning products in each classroom.	

			Tissues available within class bubbles to ensure pupils and staff have access to these where needed.		
Are procedures in place to ensure that bins for tissues are emptied	Covid spread within school	Cross contamination	Bins are emptied daily All bins have lids in order to ensure that tissues etc remain within and do not have to be picked up by others Recycling bins (for paper) can be used as normal	Cleaner empties each lidded bin in classroom and sanitises each bin daily and recycles paper	
Are procedures in place to ensure where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	Covid spread within school	Cross contamination	All classrooms used have suitable ventilation/windows which can be opened Offices and other working spaces have suitable ventilation/windows which can be opened, staff reminded to ensure ventilation	Windows and doors can be open when rooms are in use. DfE ventilation guidance followed	
Are procedures in place to risk assess the need to positively handle pupils who made have uncontrolled behaviour on a regular basis	Staff having to positively handle thus rendering social distancing redundant	Cross infection	Staff aware of updated behaviour policy A risk assessment been undertaken to show the level at which the school is able to positively handle if needed The risk assessment been communicated with range of stakeholders including child and parents/carers Appropriate has support been sought from LA/support services	Behaviour Policy – Summer '20 Team Teach trained staff within each bubble SENCo to liaise with staff/parents as required.	
Has school given consideration to propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Covid spread within school	Cross contamination	Classroom doors are mostly propped open when occupied and then closed when not to meet fire safety regulations All other doors are mostly open where they do not compromise fire safety	All internal doors are open alongside classroom doors.	

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products

Has school discussed with cleaning contractors or staff the additional cleaning requirements	Covid remaining on surfaces and spreading by touch	Cross infection	Appropriate cleaning rotas are in place, coordinated by AS/PF with adjusted hours implemented to take into account contact with staff/pupils	Staff to wipe down tables and touchpoints, including in toilets, regularly.	
Is school following the COVID-19: cleaning of non-healthcare settings guidance	Covid remaining on surfaces and spreading by touch	Cross infection	School are following this guidance	Above measures show how the guidance is being used.	
Are surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, being cleaned more regularly than normal	Covid remaining on surfaces and spreading by touch	Cross infection	Systems in place to reduce the use of shared resources: Toys/resources that are shared can only be done so within bubbles and will be cleaned regularly Large outdoor apparatus to continue to be used – alongside hand sanitising protocols Resources that are shared between bubbles to be cleaned before use Pupils will have own specific resources including pens, pencils, rulers etc Reading books to be used within class bubble so that they can be taken home but are not transferred between bubbles Toilets to be cleaned following lunch break and after school Cleaning schedule to ensure increased cleaning of commonly touched items – doors, handles, resources in communal staff areas. Daily timetabling of the library for each bubble. Staff to manage cleaning protocol	All children will have their own named/labelled pencil case provided by the school that they will keep their own equipment in. Children to wash/sanitise hands before and after using trim trail Reading books for the class will be used and the correct books will be kept in classrooms. Staff to regularly clean tables and touchpoints.	
Use of the school library				Protocol for use of library agreed at staff meeting	

Have arrangements for hot school meals been put into place and how will hygiene be effectively implemented?	Staff and pupils in contact with hot meals cutlery/plates/utensils etc	Transmission of Covid from surfaces	School kitchen to be assessed against the standards here: guidance for food businesses on coronavirus (COVID-19) . Children to attend hot meals as on staggered rota	Guidance shared with School Cook no extra measures need to be put in place as kitchen operates to these standards during 'normal routine'	
5. Minimise contact between individuals and maintain social distancing wherever possible.					
Have classes been designated within bubbles?	Larger bubbles meaning more children missing education should the bubble need to close Classes maintained for Spring Term school closure when open to Critical workers and vulnerable children	Cross infection	All classrooms used have suitable ventilation/windows which can be opened	Bubbles to operate discretely across the school day Ventilation is available in all work spaces.	
All staff to follow "Close Contact" protocol wherever possible	Children and staff passing Covid within and across bubbles	Cross infection	Standard Contact Definition: <i>a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:</i> <i>being coughed on</i> <i>having a face-to-face conversation within one metre</i> <i>having skin-to-skin physical contact, or contact within one metre for one minute or longer without face-to-face contact</i> <i>a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes</i> Staff should ensure they do not breach the standard contact definition with adult	All staff understand definition of "Close Contact" All adult to adult breaches reported to HT and logged accordingly HT to discuss with individual bubbles risks associated when working with younger age groups	

			to adult contact unless wholly necessary. All breaches of adult to adult close contact should be reported to the HT.		
Have classrooms and other learning environments been organised to maintain space between seats and desks where possible?	Children and staff passing Covid within bubble	Cross infection	All tables in school (Years 1-6) arranged so no child face to face Gaps to be as large as is possible between each desk Pupils to sit next to each other facing forwards Additional furnishing and resources that are not needed to be removed from rooms to increase space and allow greater distancing between desks, pupils and staff Staff to follow close contact protocols when possible and to minimise face to face work with children when aiding with learning	Desks have been arranged accordingly Staff to support children to encourage distancing	
Has the timetable been refreshed to consider the following: <ul style="list-style-type: none"> decide which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors use the timetable and selection of classroom or other learning environment to reduce movement around the school or building stagger break times (including lunch), so 	Large groups of adults/staff /pupils passing one Covid when within the same social space	Cross infection	Full curriculum to be delivered using the cleaning protocols already outlined for shared resources Specialist/Support/PPA/Catch up teachers/TAs to be allowed to teach for PPA/subject specialisms etc. These teacher may be supported by TA/other adult who will aid children whilst teacher delivers lesson – close contact protocols must be followed wherever possible. Assemblies to take place between bubbles Break times to be staggered such that bubbles do not mix. Where area is large enough the playgrounds/fields can be zoned so that more than one group can	PPA arrangements are in place there is where possible limited movement of staff between bubbles. Assemblies will continue to take place within bubbles. Each year group have their own playground space No more than one bubble out on those spaces at any one time. Break times to be planned within bubbles and staff to liaise with each other.	

<p>that all children are not moving around the school at the same time</p> <ul style="list-style-type: none"> • stagger drop-off and collection times • plan parents' drop-off and pick-up protocols that minimise adult to adult contact 			<p>be out at once. Staff barrier will be between the groups Lunch time to be staggered with zoned areas for each bubble. All tables and chairs to be cleaned between use by different bubbles Drop off and pick up times to be staggered. All children to receive full teaching hours Movement around school on the left side of corridors Toilet blocks to be assigned to specific bubbles– staff to encourage toilet use prior to and after staggered breaks/lunches School will explore Flexi-Schooling arrangements to support families with reintegration into school. School consider this more effective than Elective Home Education.</p>	<p>Lunchtime to operate on a rota basis within bubbles Toilets arranged as per normal school organisation. Children to attend school in PE/Sports kit on designated day Reminder that all movement around school to be on the left side of corridors Close contact protocols followed wherever possible All Flexi-Schooling requests to be discussed with the HT Protocols remain in place for Spring Term school closure when open to Critical workers and vulnerable children</p>	
<p>Has school considered how children and staff arrive at school and taken steps to reduce any unnecessary travel on coaches, buses or public transport where possible</p>	<p>Too many social interactions</p>	<p>Limiting of cross infection and clear ability to track and trace</p>	<p>School follows all LCC guidance on school transport https://www.lincolnshire.gov.uk/school-college-transport/covid-19-information-school-transport/1 Systems in place at start/end of school day to support safe access to school transport Pupils to enter by outside doors directly into classes/hall where possible</p>	<p>70+ children using school transport – regularly review procedures All pupils will enter and exit at all times via external doors. Reduced service for Spring Term school closure when open to Critical workers and vulnerable children</p>	

Have protocols for the use of the staffroom been put into place in order to minimise contact with those from other bubbles and transmission via use of shared facilities (kettles, microwaves....)	Staff who have contact within the area or use shared resources by touching surfaces	Cross infection	Where bubbles have the same time the staff from different bubbles will follow close contact protocols followed wherever possible Staff will wipe down any shared facilities after use – draws, cupboards, handles, water heaters, microwaves, dishwashers, fridges etc 6 staff limit in staffroom	Supply of cleaning materials is kept stocked up in staffroom for staff to use to clean touchpoints. Close contact protocols followed wherever possible	
Has the school created separate risk assessments for extra-curricular activities?	Bubble protocol breached and increased transmission of Covid	Cross bubble infection	School will not operate any after school clubs during the Autumn/Spring Terms Breakfast Club will be open to children on the first minibus run only.	Children will sit at designated tables and be escorted to class. Children will wash hands on entry. Fully disposal kitchenware to be used.	
How will fire alarm/drill protocols be adapted to maintain social distancing between bubbles	Pupils and staff if social distancing is compromised during fire drills	Transmission of covid between bubbles	The headteacher has identified how social distancing measures are to be observed at evacuation points and communicates this to all staff, volunteers and pupils This has been communicated effectively to staff and pupils	When children line up to leave the school during a drill/evacuation they will be kept a minimum of 1 metre apart When lining up at designated fire assembly point children will maintain this distancing Drill will take place during the Autumn term	
6. Where necessary, wear appropriate PPE.					
Are protocols in place should pupils arrive at school wearing face masks?	Pupils who touch facemasks or remove them incorrectly and transmit virus as a result	Pupils and staff in contact with facemask wearer	School communicates that pupils will not be able to wear masks at school unless there is a significant medical reason Should a pupil arrive with a face covering then staff are aware of the way in which it should be removed by the pupil Following removal staff insist that pupil washes hands HT contact parents/carers to discuss the issue with facemasks and ensure that use is minimised unless advised by independent doctor. Staff can wear face coverings when not working directly with children (optional)	Details about PPE (no use for children) shared in reopening letter and communication to parents and on school website Staff briefed during INSET Any member of staff not prepared to teach children in bubble without a face covering to discuss with HT	

Where necessary, wear appropriate personal protective equipment (PPE)	Risk of transmission	Lack of PPE means that transmission is more likely	Where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used Usual PPE to be worn except: Where pupils specific RA highlights use of PPE Gloves to be worn when emptying bins Face mask, gloves and apron when supporting a child with symptoms	Intimate care for children will continue in line with current protocols Staff briefed fully on protocol if there is an expected case protocols are as RA	
Is PPE available to members of staff who require it to carry out cleaning safely	Lack of PPE	Staff catch Coronavirus due to lack of PPE	School has enough stock of PPE to deal with both daily needs and suspected cases School is able to order PPE as supplies decrease	AS/PF to maintain stock levels	
7. Communication					
Has the Headteacher talked to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times), including discussing whether training is required	Too many social interactions	Limiting of cross infection and clear ability to track and trace	Headteacher has systems in place to communicate with staff in order that they all understand their role within the risk assessment Information is shared both in person and electronically.	Risk Assessment shared with staff prior to start of term with chance to ask questions. Close Contact protocols followed wherever possible Updated RA shared with all staff Jan '21. Online monitoring system to be used to confirm all staff have read and understand updated RA	
Is the protocol in place to close each bubble (or close contacts) and inform public health should there be a positive case within school	Covid is present within school	Transmission risk hugely increased	Headteacher/Senior Leaders will take the following action for a positive case: Close the bubble (or close contacts) immediately informing all pupils/parents that they must isolate for 2 weeks	Positive case protocol shared with whole staff Staff briefed at INSET about the protocols to follow should they have symptoms.	

			<p>Inform the rest of the school community that the bubble has been closed Inform Lincolnshire Public Health and follow any direction Complete LA Covid card to ensure all LA protocols have been completed</p> <p>Should pupils/staff have symptoms: Pupil/staff member will be sent home immediately Those supervising pupils will have the specified PPE Parents/Carers of pupils will be asked to get test completed Should the test be negative then pupil will be allowed to return after symptoms have subsided Should it be positive then the protocols above will be followed</p>	<p>Updated RA communicated to all stakeholders Jan '21</p>	
<p>Have the headteacher and the SENCO identified pupils with additional needs and put provision in place to ensure their needs are adequately and safely met, e.g. the relevant staff are available?</p>	<p>Pupil with SEND do not have the level of provision usually in place</p>	<p>Pupil with SEND and class teacher who are leading their bubble</p>	<p>Staff timetabling means that all pupils with SEND have the best possible support available without compromising bubble integrity Specialists are able to work with pupils when following close contact protocols in order to ensure high quality provision</p>	<p>SENDCo ensures plans are in place with named staff and they are aware of the child's needs.</p> <p>Reduced visitors to school for Spring Term school closure when open to Critical workers and vulnerable children</p>	
<p>Has the school got a contingency distance learning plan in place for pupils who are at home due to shielding or as a result of a bubble closing</p>	<p>Pupils who are not able to attend school due to Covid risk</p>	<p>Learning will not be sustained if plan is not in place</p>	<p>School has systems in place to communicate with parents/pupils should they be off school School has a distance learning plan in place</p>	<p>Introduction of Microsoft Teams (DfE funding), Oak Academy. White Rose Maths to formulate learning plan if class closes.</p> <p>Microsoft Teams learning platform in place for whole school</p>	

Has the school considered the role of adults who have were shielding	Staff who are more susceptible to Covid	Former shielding staff member	Where possible the school has made arrangements for working from home (admin roles) if possible Where the role has to be completed at school and individual staff must follow protocols and discuss any requirement with the HT	HT to liaise with shielding staff regularly All revised guidance will be followed pending the introduction of further national lockdown measures	
Has the school put in procedures to ensure that Therapists / Specialists / SEND advisors can visit and work with pupils (socially distanced)?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	All visits to be logged in the visitors book Specialists are able to work with pupils when following close contact protocols in order to ensure high quality provision	Visitor Log is maintained and completed at the School Office Pre-visit phone calls give information about the protocols in place at school	
Does the school has a protocol for other visitors including a visitor log?	Too many social interactions	Limiting of cross infection and clear ability to track and trace	Visitors log – school to keep a visitors log which records who visited, date of visit, areas of school visited, people they had contact with School to endeavour to maintain sporting and musical specialist provision in school in line with a commitment to support the wellbeing of the children All visitors must follow close contact protocol wherever possible and all breaches must be reported to HT	Visitor Log is maintained and completed at the School Office and is readily available for scrutiny. Provision for visitors in school to be continuously reviewed Reduced visitors to school for Spring Term school closure when open to Critical workers and vulnerable children	
Has the school advised pupils/parents to Walk / cycle where possible – 1 adult only with children?	To many social interactions/ condensed traffic leading to groups meeting near school grounds	Transmission on way to/from school	School to encourage all pupils/parents and carers to walk or cycle to school School has specified that pupils may only be accompanied by one adult on entry to school grounds	Pre - opening letter encourages walking and specifies one adult per child. Updated RA communicated to all stakeholders Jan '21	

Has the school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> • DfE • NHS • DHSC • PHE • Local HPT 	National expectations change and school maintains defunct protocols	All staff and pupils are restricted by protocols or are not working to new protocols thus increasing risk	DoE maintains weekly contact with all heads to update on current advice All HTs maintain risk assessment to take account of any nationally demanded changes School in full liaison with LCC/Kyra Teaching School	RA is reviewed regularly	
8. Response to Infection					
Engage with the NHS Test and Trace process	Not all potential transmission is identified	All stakeholders within the school	Visitors log to be kept which records who visited, date of visit, areas of school visited, people they had contact with Any breaches of bubbles must be recorded Any pupil or member of staff should be tested if they show symptoms Anyone who has been in school must be reminded that if they test positive school must be informed	Visitor Log is maintained and completed at the School Office. (ongoing) Staff briefed fully prior to start of term about symptoms and informing school.	
Manage confirmed cases of coronavirus (COVID-19) amongst the school community	Transmission is not limited to school when potential or known case is present	Covid transmission	The guidance: ‘Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ Will be followed	Staff to use link within RA	
Contain any outbreak by following local health protection team advice	School has an outbreak	More than 2 pupils /staff members are affected	If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of	HT and Leadership Team know and have to hand the contact details for the local health protection team. HealthProtectionTeam@lincolnshire.gov.uk All guidance is followed Flexibility is allowed for children, staff and their families with regards to getting tested.	

other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice.

9. Testing

Asymptomatic Testing Programme for all school staff

Spread of Covid-19 Coronavirus

Staff

Lateral Flow Device (LFD) Testing for Staff

Staff attending the workplace (including contract cleaners) are to perform an LFD test twice per week: Sunday/Wednesday. This is voluntary although it is strongly recommended that all staff take part. These tests can highlight asymptomatic individuals with coronavirus who would otherwise not be tested and therefore infection rates would increase

Asymptomatic LFD testing is aimed at staff in primary schools. The tests are for personal use and should not be used for anyone else.

Staff provided with version 1.3.2 of *Your step-by-step guide for COVID-19 self-testing* which outlines testing process and safety precautions. Staff to read this as this explains the process and precautions (including result reporting process on NHS Test and Trace website www.gov.uk/report-covid19-result or via telephone (7am-11pm) on 119).

Staff to dispose of test instructions found in test box and only refer to version 1.3.2 of *Your step-by-step guide for COVID-19 self-testing*.

Staff provided with link to YouTube video clearly demonstrating the testing process (How To Self

Family members of staff taking part are not eligible.

Anyone displaying symptoms of COVID-19, whether they are involved in the asymptomatic testing programme or not, must self-isolate, obtain a Polymerase Chain Reaction (PCR) test and follow NHS Test and Trace guidance.

All existing protective measures already set out for in the workplace and out of the workplace (including social distancing, hand washing, face coverings, etc) must continue to be followed and the need for these is not lessened. LFD testing is an additional tool that contributes towards reducing risk.

The named COVID-19 Co-Ordinator is Paul Floyd

The named Registration Assistant is Alyson Selby

Test with Doctor Amir Khan from NHS Test and Trace).

Staff informed of process for providing test results of positive, negative or void and aware they must phone the Headteacher immediately in the event of a positive result.

COVID-19 Co-Ordinator to monitor test levels and re-order as necessary to ensure continued consistent testing.

Staff made aware of personal information that will be held by the school.

Staff have confirmed electronically through CPOMs COVID-19 they have read *Testing of Staff in Primary Schools Privacy Statement*.

Secure storage of testing kits in school

All testing to take place off school site (staff members will undertake tests at home

In the event of a positive LFD test result from a staff member, the staff member must immediately self-isolate (along with anybody else in their household), inform the Headteacher and inform NHS Test and Trace.

In the event of a void test result, the testing kit must be disposed of and another test carried out as soon as possible. In the unlikely event of two void results, the staff member must book a PCR test and self-isolate pending the result of this test. Staff must inform school of each result.