

Identified Risk and Working Instructions

DJS January 2022

Area	Specific Item	Information	Risk Management
Classrooms		Desks, chairs and trays to be kept clean and sharing of spaces reduced where possible. Additional cleaning when spaces must be shared.	<p>Desks will be cleaned at the end of each day by the cleaning team. They will also be cleaned with antibacterial wipes before each change of child. If children are old enough to clean desks properly they can wipe these down themselves, (under supervision).</p> <p>Touch points of seats must also be cleaned before changes of children.</p> <p>Children should not share trays or touch each other's trays.</p> <p>Children will sanitise or wash their hands every time they enter the classroom to reduce risk when swapping desks.</p>
Indoor, communal spaces	Face Coverings, shared tables/seating	Compulsory for adults in primary schools when wandering through corridors and other communal spaces.	<p>Adults to wear face coverings at all times when indoors, until they are in their own space, (classroom or office) or are seated ready to eat or drink.</p> <p>Where an adult has used a space that is shared between adults, (staff room seating, PPA room, Intervention room, Reflection room etc), the adult must clean the seat, table etc with antibacterial</p>

			wipes/spray, before they leave the space.
Hygiene	Hands, respiratory	Good hand and respiratory hygiene are key to reducing the spread of Covid-19	<p>All 8 classrooms, Reflection room, Intervention Room have sinks - access to these must be clear for all children and adults. Hands must be cleaned regularly, this should be a habit now. This should be at all changes of environment. All classrooms have hand sanitiser for children to use every time they enter the room.</p> <p>Children must be reminded to 'catch it, bin it, kill it' and that all waste be placed in the appropriate bin.</p>
Ventilation	Windows and doors	Good ventilation is key to reducing Covid-19 infections	<p>CO2 monitors in classrooms to monitor ventilation. Should these show high (red) readings, additional windows and doors must be opened. In the meantime children and adults should be removed from the room until the reading reduces to amber or green.</p> <p>Enough windows and doors must be open in each occupied room to ensure adequate ventilation, but keep the room at a manageable/workable temperature.</p>
Lunch Hall	Tables and hands	Sanitised areas will help reduce the spread of Covid-19	Tables must be sanitised between each use with antibacterial wipes or spray. Children and adults must sanitise or wash their hands before

			entering the hall for food using either the wall dispensers or the spray bottle sanitisers that are on the table just inside the hall.
Visitors	Lateral Flow Tests	Ensure all visitors have a clear lateral flow test, (within the last 12 hours as a maximum).	<p>All adult visitors to bring evidence of a clear lateral flow test taken within the last 12 hours, (maximum). Those who don't have them are to take one on arrival at school – they should be informed that they will need to arrive at least 15 minutes before their appointment time in order to take the test. This test will be provided by the school. Anyone unable to take an LF test will have to hold their meeting outside.</p> <p>Parents do not need to wear masks while outside, however the above applies to them as well, they must have a clear lateral flow test to come into the building.</p>
Children mixing	Mixing across bubbles within school	There is currently no expectation that children cannot mix across primary school.	<p>Scientific research previously has shown that reduced mixing can help reduce infection rates. Schools must be ready to reintroduce bubbles if necessary, (on advice from PHE). Currently DJS will continue to avoid unnecessary mixing.</p> <p>Assemblies will remain whole school at present.</p> <p>Clubs can continue.</p>

			Trips can continue as long as the risk assessment of the centre being visited is sufficient to meet school needs.
Covid Symptoms	Continuous cough, headache, loss of taste or smell, high temperature.	Children and adults with symptoms in school will be isolated immediately and asked to wear a mask.	<p>Any child showing Covid-19 symptoms will have their parents contacted immediately. They will be asked to get a PCR test. Staff will be sent offsite and asked to get a PCR test and then isolate until they get the result. A positive PCR test means that the person must isolate for a minimum of 7 days. They must then LFD test every day. A negative test on days 6 and 7, (taken 24 hours apart), mean that isolation can end from day 7.</p> <p>Anyone exposed to Covid-19 should take a lateral flow test daily for 7 days to ensure they stay infection free.</p> <p>If the HT deems it necessary to ensure a child or adult remains off site to keep others on site safe from Covid-19 they can take appropriate action to ensure that this person remains off school site.</p>
Staff Covid safety	Vaccines and regular testing		All staff will be encouraged to keep up to date with vaccines. They are also reminded regularly to test three times a week. Testing will be more frequent if they have been in contact

			<p>with someone who tests positive for Covid-19.</p> <p>No staff should need to shield currently by Government guidelines.</p> <p>Additional risk assessment will be undertaken for any pregnant staff members.</p> <p>PHE guidelines will be followed at all times and Occupational Health contacted for additional advice should it be needed.</p>
Remote Education		For children learning from home	<p>Remote learning will be in place at all times. This will be ready for those who are having to isolate due to Covid-19 symptoms or positive test. Remote learning may also need to be put into place should the school not be able to run, or partially only be able to run due to staff absence.</p> <p>All other options will be exhausted before remote education is introduced for groups of children and DfE suggestions and guidance will be taken into consideration.</p> <p>The DfE preferred method of remote teaching is live streamed teaching. Should the school need to return to groups of remote learning this will be used as much as possible. This assumes that staff are well enough to do so. School staff will keep</p>

			contact with children as much as possible if they are at home and vulnerable pupils will be prioritised for school places.
Contingency Plans	School	Potential increase in restrictions	Contingency plans include returning to bubbles, with no mixing alongside even more stringent cleaning. Touch points will be sanitised more regularly and sharing of equipment will be minimised. This will mean reintroduction of much of the risk assessment from March 2021.