

<b>SAFETY RISK ASSESSMENT</b>	
Directorate: <b>School Little Heaton C oE Primary school Rochdale LA</b>	<b>COVID 19</b>
Job role/s: SLT / Teachers / TA's / Support Staff	
People who might be harmed i.e. staff, members of public: Staff, pupils, families & wider community, (governors, visitors)	<b>Latest's Assessment date: May 19<sup>th</sup> 2021</b> 21 <sup>st</sup> May 2020 Updated 5 <sup>th</sup> September 2020 Updated 6 <sup>th</sup> October 2020 Updated December 3 <sup>rd</sup> 2020 Updated January 5 <sup>th</sup> 2021 Updated 2 <sup>nd</sup> March 2021 for wider re opening on 8 <sup>th</sup> March 2021 Updated May 14 <sup>th</sup> 2021- for latest recovery road map stage 3 20 <sup>th</sup> May 2021 Updated September 6 <sup>th</sup> September for return to school.
Are there any special considerations needed for new & expectant mothers or persons under 18, etc. <b>Yes / No</b> If yes, specify:	Review date: Risk assessment to be reviewed on a weekly basis – until the school returns to 'normal'. This may be reduce to fortnightly if cases are not a concern to staff
Names of all involved in assessment process: Headteacher Health and safety lead 1 – Miss J Hulme (not present for September review) Health and safety lead 2 – School Bursar Mrs E Edwards Deputy Head teacher – Mrs C Crawford Governors: Read and approved Emmerson Whitworth / Andy Leach  Caretaker – Mr B Clarke (not present for September review) Union rep- on site: NEU Mr O'Boyle Shared to: NEU local rep	<b>Manager authentication:</b>
<b>Contextual info:</b>	National restrictions easing from Monday May 20 <sup>th</sup>  Wider reopening- pupils return to school March 8 <sup>th</sup>  Easing of restrictions before return on 6 <sup>th</sup> March  Return to school following removal or restrictions. 6 <sup>th</sup> September 2021  <ul style="list-style-type: none"> <li>• The start and end of the day will be staggered so that only 1 Department bubble group leaves through each gate at one time and that parents are not queueing together. Parents encouraged to follow: hands, face, space.</li> <li>• Each department bubble group of children to enter via a different entrance on site: Early Years 1 and 2 - KS1 gates off the front entrance on Boardman lane, KS2 - Rear entrance off Boardman Lane and the Vicarage KS2 (entrances lead into designated areas and classrooms so groups will not come into contact with others)</li> <li>• Siblings arrive at 8:45 along with Reception &amp; Year 1 @ 8.55, and Year 2 @ 8:50. Year 5 and 6 @ 8.50, Year 3 and 4 @ 8:55              Evenings: leave via same areas R – 3pm, Year 1 - 3.05pm, Year 2 - 3:10, Year 5+6 - 3:10, year 3&amp;4 - 3:15</li> </ul>

	<ul style="list-style-type: none"> <li>• Phased returns for children with additional needs or those children struggling will be dealt with and risk assessments- agreed staggered times for these children as needed on reasonable time scales – punctuality and attendance with support will still be monitored.</li> <li>• <b>Early Years / KS1 have dinner first at 12.00. KS2 to be sat at the other end of the hall when they start to come in. Good ventilation to be maintained through the opening of windows.</b></li> <li>• Classrooms will be cleaned at this time by the Lunch time team on a rota.</li> <li>• Cleaner will clean all toilets and touch points on corridors daily between 1:00pm and 1:30 pm.</li> <li>• Cleaner will complete full enhanced clean of touch points each morning</li> <li>• Follow updated risk assessments from FM.</li> <li>• All parents will be advised of PE Days each term and children will wear PE kits to school for PE days</li> <li>• PPE – gloves, face coverings and aprons will be provided for staff. This must be worn when administering first aid and changing should it be required for the younger children. PPE will be disposed of following the guidelines and staff will watch instruction video.</li> <li>• Before and after school clubs will be running and the children will be in one bubble as we only have a small number of children attending. Key stage bubbles will use separate areas of the hall when in this space.</li> <li>• There are 4 key holders- including the alarm company Titan- and 2 of those as staff members will be on site at all times ensuring that keyholders will always be available.</li> </ul>	
<b>Infection Control : Staff</b>	<ul style="list-style-type: none"> <li>• Communicate with ALL staff on their wellbeing? Health? Personal health conditions i.e. asthma, diabetes etc Communicate on Families/home life or have symptoms, or self-isolating?</li> <li>• Review staffing to ensure sufficient numbers available whether Teaching, TA's or Support to manage the increased pupils attending?</li> </ul>	<ul style="list-style-type: none"> <li>• Whole school staff meetings held with staff will be held virtually. <b>Where smaller number of staff, meetings may be held within the hall or outside.</b></li> <li>• Leadership meetings will be virtually or socially distanced. Ventilation rules to apply.</li> <li>• Any staff member who exhibits symptoms should put on a mask, leave the building and get a PCR test- Alert office staff on the phone.</li> <li>• If any member of staff has symptoms of Covid -19, they should NOT come into school. They should instead call the Head/ Deputy Head/ bursar or covid coordinator – Rayna Niazi -or school to give an update and arrange for a test to be taken ASAP. The results of the test must be shared with school ASAP so that appropriate action can be taken.</li> <li>• <b>Staff will reduce the number of meetings with parents on a one-to-one basis during this period. Where possible conversations to be over the phone. If meetings do need to occur by appointment- 3ply masks worn by all parties, 2m distance maintained, no longer than 30 minutes.</b></li> <li>• Feedback and marking system maintained- for more detailed written feedback or gap analysis, Books can be taken home if needed.</li> <li>• <b>Staff to maintain social distancing in shared areas</b></li> <li>• <b>Classroom doors and windows will be kept open where possible to allow for ventilation. At intervals throughout the day, the door must be open for at least 15 minutes if the weather means too cold to stay open all the time.</b></li> <li>• Risk assessment to be reviewed regularly – until a decision is made</li> </ul>

		<p>that the school returns to 'normal'.</p> <ul style="list-style-type: none"> <li>• Any child displaying symptoms will be given a mask (where appropriate) and will be taken to the medical room. Staff are to wear full PPE when supervising this. This will be reported to the main office for parent/ carer to be contacted.</li> <li>• Staff to follow covid19 symptoms and action flow chart- call to be made to the office on class phones. Temperature ONLY to be taken if child says they feel hot!</li> <li>• Extended covid19 WHO list to be followed by all staff and families – any child or staff with symptoms off these lists should be recommended to go for a PCR test</li> <li>• <b>SEE CONTINGENCY PLAN FOR HOW POSITIVE CASES WILL NOW BE MANAGED</b></li> </ul>
<p><b>Infection Control : Start and End of theschool day</b></p>	<ul style="list-style-type: none"> <li>• Teacher and or support staff of specific class at entrance to ensure system is put in place</li> <li>• Washing of hands on entering the building , cleaning station, sanitiser or use of toilets before lesson starts</li> <li>• Teacher and support staff supervise drop off and collection so it is effective to prevent pupils congregating</li> </ul>	<ul style="list-style-type: none"> <li>• We have staggered start and end times as each year group and bubble has its own entrance point away from the others.</li> <li>• Each group of children to enter via a different entrance on site: siblings groups arrive first and leave last so other bubbles should not be over crowded at these times and less crossing of households from outside bubbles will occur. (entrances lead into designated areas and classrooms so groups will not come into contact with others)</li> <li>• Any masks worn on entry to school need to be removed and stored in a bag until out of the grounds on the way home. For those children wishing to keep a mask on all day, good mask hygiene and use is expected to be followed by individual children and families.</li> <li>• Sanitiser stations will be set up at each entrance for parents and children to use. Parents will not be coming into the school buildings and will be meeting staff (2m apart) at the gates. Only KS2 parents in time bubbles allowed onto the KS2 playground in an evening and they MUST space</li> <li>• <b>Children to sanitise their hands when they enter the school building</b></li> <li>• Parents instructed to queue (2m apart) at points of entry and staff will send children to them / collect them.</li> </ul>

<p><b>Infection Control Lessons</b></p>	<ul style="list-style-type: none"> <li>• Classroom furniture laid out for correct social distance (in line with government guidelines)</li> <li>• Pupils to use own equipment, pens, pencils etc. If possible.</li> <li>• Instruction to pupils on social distance, Increase hygiene and washing hands etc.</li> <li>• Clear instruction to staff / pupils if feeling unwell to report immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Handwashing stations / sanitiser situated around room and outdoor for children to sanitise after using each area.</li> <li>• Instruction posters displayed clearly inside and outside the toilets and handwashing stations.</li> <li>• Tables will be cleaned by site staff at the end of each day as well as staff at dinnertime.</li> <li>• All children have own equipment in trays in pencil cases</li> <li>• Each area to have disinfectant and cloths to wipe surfaces throughout the day as required.</li> <li>• Tissues and hand sanitiser will be provided for all groups.</li> <li>• Lidded bins will be provided for each area and will be kept outside the classroom door to allow for regular collections.</li> <li>• Classroom doors and windows will be kept open where possible to allow for ventilation. This is even more important due to the higher transmissibility of the new variants</li> <li>• Any child displaying symptoms will be given a mask (where appropriate) and will be taken to the medical room. Staff are to wear full PPE when supervising this. This will be reported to the mainoffice for staff to contact parents.</li> <li>• Staff to follow covid19 symptoms and action flow chart- call to be made to the office on class phones. Temperature ONLY to be taken if child says they feel hot!</li> <li>• Extended covid19 WHO list to be followed by all staff and families – any child or staff with symptoms must be asked to consider going for a PCR test . See contingency plan for more details</li> <li>• Trips may re start although covid risk must be considered within the risk assessment</li> <li>• Instrument lessons to take place in hall for Autumn 1 so there is increased ventilation.</li> </ul>
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<b>Infection Control Lunchtime</b>	<ul style="list-style-type: none"> <li>• Eating in hall within key stage bubbles in staggered time slots</li> <li>• Staggered lunchtime play.</li> <li>• Different play areas used for key stage bubbles</li> </ul>	<ul style="list-style-type: none"> <li>• Classes to eat in the hall supervised by Lunch time organisers at staggered intervals</li> <li>• Year R- 6 classrooms toilets cleaned (by Cleaner) straight after lunch. Lunch time staff clean classroom tables during lunchtime period.</li> <li>• Touch points around school to be cleaned by cleaner straight after lunch- door and window handles, security door buttons etc.</li> <li>• Reception tables cleaned whilst playing out on the yard. <ul style="list-style-type: none"> <li>• Instruction posters displayed clearly inside and outside the toilets re hand washing- wiping area before and after use. Lidded waste bins in spaces.</li> </ul> </li> </ul>
<b>Infection Control Toilets</b>		<ul style="list-style-type: none"> <li>• Lunchtimes and breaks are staggered so that children have different times to go to the toilet.</li> <li>• EYFS have own toilets in classroom</li> <li>• Year 1 and 2 use KS1 BATH ROOMS</li> <li>• Years 3-4 USE LKS2 toilets 5&amp;6 USE UKS2 toilets</li> </ul> <p>2 children have access to the disabled toilet for personal health needs and boxes.</p> <ul style="list-style-type: none"> <li>• Instruction posters displayed clearly inside and outside the toilets.</li> <li>• Only 1 child to enter the toilets (where possible).</li> <li>• All use of toilets to be monitored by staff. <i>Children will wash hands when they leave the toilets. Check only 1 using each set of gender toilet spaces at once when requesting to go in for the toilet.</i></li> <li>• We do not have hot air dryers in the main building toilets. Those in staff toilets are NOT to be used. – switched off-</li> <li>• Toilets cleaned each night by cleaning team and caretaker</li> <li>• <b>In the event a child with Covid-19 symptoms needs the toilet they should use the disabled toilet. Once used this toilet will be closed and the caretaker notified that it needs cleaning as per the FM risk assessment.</b></li> </ul>
<b>Infection Control Playtimes</b>	<ul style="list-style-type: none"> <li>• Staggered playtimes</li> <li>• Fixed play equipment cordoned off for present time</li> <li>• Less use of handheld equipment to prevent cross contamination</li> <li>• Use of floor chalk games such as hopscotch- markers on floor.</li> </ul>	<ul style="list-style-type: none"> <li>• Playtimes and lunch breaks are staggered to limit the number of groups in the playgrounds at any one time. Maximum 2 groups per yard at morning break.</li> <li>• Children to sanitise hands on return to classroom.</li> </ul>

<p><b>Case and contacts management</b> <b>Ks1-ks2</b></p>	<ul style="list-style-type: none"> <li>• It is important to identify those who may be at a greatest risk of developing an infection, and limiting the number of people to self-isolate unnecessarily.</li> <li>• The time when people who have tested positive for COVID-19 are infectious to others is from 48 hours before their onset of symptoms to 10 days afterwards (or from 48 hours prior to the date of their test to 10 days afterwards if they have had no symptoms)</li> <li>• Only those who are in contact with the infectious person during this period need to be advised to take PCR test.</li> </ul>	<ul style="list-style-type: none"> <li>• NHS test and trace will now complete contact tracing activities. Contacts of a positive case do not need to isolate unless they have received a positive PCR test result.</li> </ul>
<p><b>SEN</b></p>		<ul style="list-style-type: none"> <li>• 3 children displaying signs of anxiety around entering school at busy periods- amended time table for arrivals discussed with parents</li> <li>• Referrals will be made where necessary and reviews will continue as per updated guidance.</li> </ul>
<p><b>Cleaning / building</b></p>		<ul style="list-style-type: none"> <li>• Every Friday evening an enhanced deep clean will occur including the use of one shot coronavirus neutraliser.</li> <li>• Antibac soap and hand sanitizer units be checked and refilled. If these are empty- the staff and adults must notify the school office and bursar immediately using the class phone system. Replenished by admin bursar and the caretaker notified of this occurring immediately.</li> <li>• Each evening – children’s water cups will be replaced in class lidded boxes by staff- caretaker takes to sanitizer machine in the kitchen area and returns the following morning. Gas checked by DFP = gas safety check 14/01/2021 Fire alarm / emergency lights checked by GTM Electrical on 27/04/2021 Fire extinguisher check carried out 6<sup>th</sup> April 2021 Water checked by IWS</li> </ul>

		<ul style="list-style-type: none"> <li>• Site staff and catering will be following the detailed risk assessments produced by FM when cleaning the building before, during and after the school day. Updates to be shared by HT as they are provided-</li> <li>• Site staff and school staff will monitor levels of cleaning products and replace during the day if needed and filled up at the end of each day.</li> <li>• The school does not have air conditioning.</li> <li>• PPE and cleaning products specified by FM.</li> <li>• Health and safety audit passed 6<sup>th</sup> July 2018</li> <li>• External Forest school area will only be used by Reception class on Mondays and Tuesday's, by arrangement with KS1 with the Reception team on other days.</li> <li>• There are 4 key holders and 1 of those will be on site at all times ensuring that keyholders will always be available.</li> </ul>
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<p><b>First Aid</b> <b>(Not Covid-19 related)</b></p>	<ul style="list-style-type: none"> <li>• Sufficient first Aiders on site.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff are first aid trained (new staff to be trained asap).</li> <li>• There are several Paediatric first aiders across the school.</li> <li>• Activities must be planned with the aim of keeping the risk low in order to keep instances of first aid at a minimum.</li> <li>• Children requiring first aid (<b>that is not COVID related</b>) will be taken dealt with in class or on the yard as per school policy.</li> <li>• PPE will be worn when administering first aid.</li> <li>• Medication will be administered at home where possible as per our administering medication policy. If medication needs to be administered during the day, a parent will be contacted to give medicine and follow procedure outlined below for visitors (the 2 exception to this is listed in SEN/ CP section).</li> </ul>
<p><b>PPE</b></p>	<ul style="list-style-type: none"> <li>• PPE provided as government guidance</li> </ul>	<ul style="list-style-type: none"> <li>• PPE (gloves, mask and apron) will be provided and worn when administering any first aid.</li> <li>• Liquid resistant masks to be worn if dealing with a suspected case of Covid-19.</li> <li>• PPE will be provided and worn when carrying out any intimate care.</li> <li>• Staff will ensure that they put on and take off PPE as per the instruction video and dispose of it following the guidance.</li> <li>• Bursar, covid19 co Ordinator's and cleaner will monitor supply of PPE and reorder accordingly and order as needed. (Bursar)</li> </ul>

<b>Mental Health Staff</b>	<ul style="list-style-type: none"> <li>Maintaining staff wellbeing and providing support where required, offer Employee Assistance programme etc</li> </ul>	<ul style="list-style-type: none"> <li>Staff mental health coaching program is in place- inset from Mental health first aid champion (September 2020)</li> <li>Posters will be displayed in the staff room and toilets to include support lines – stress and bereavement counselling.</li> <li>Resources/advice/support for staff will be shared from: <ul style="list-style-type: none"> <li>➤ GM Health &amp; Social Care Partnership’s mental health website</li> <li>➤ The Anna Freud Education Support Partnership</li> <li>➤ Headspace</li> <li>➤ Educational Psychology Service/Critical Incident Team</li> <li>➤ NAHT</li> </ul> </li> <li>Virtual workshops/webinars for staff wellbeing, anxiety, bereavement &amp; loss.</li> <li>Staff to be referred for counselling through PAM if required.</li> </ul>
<b>Mental Health Pupils</b>	<ul style="list-style-type: none"> <li>Maintaining pupil wellbeing and providing support</li> </ul>	<ul style="list-style-type: none"> <li>Feelings charts/ wheels/ boxes/ post it’s to be used at the start of each day and after lunch periods with children- seek help from additional adults in bubble team if children need emotional support</li> <li>Headspace/Calm – go noddle and yoga / breathing sessions daily.</li> <li>Communication with parents to be maintained (via the phone) if there are concerns.</li> <li>Well being dominoes KS1 Talk about KS2 when appropriate.</li> <li>Referrals to be made to #Thrive where required.</li> <li>Bereavement counselling provided.</li> <li>Pastoral lead to do morning check (Mon-Wed) in on each class to provide support if needed.</li> </ul> <p>Staff come in to limited contact with parents but concerns can be shared daily</p>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>Ensuring safeguarding procedures are in place</li> <li>Ensuring all staff are up to speed and aware of any challenges or issues that may present themselves as a result of lockdown.</li> </ul>	<ul style="list-style-type: none"> <li>Addendum to safeguarding policy added to current CP and safeguarding policy to take account of the current situation. This has been added to the website and sent to staff. This has been updated for March 2021</li> <li>Safeguarding refresher training for all staff on return to school to ensure that all staff are up to speed and are looking out for signs of abuse or neglect that children may have suffered during lockdown.</li> <li>Ensure that all staff know what to do if a child discloses.</li> <li>Welfare checks and phone calls will continue to be made, as per school policy and procedures, for those who do not attend school.</li> <li>DSL or a DDSL will be on site at all times.</li> <li>BISC training completed by all staff by October 2020 with Claire Heap</li> </ul>



<b>Behaviour</b>	<ul style="list-style-type: none"> <li>• Policy</li> <li>• Routines and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• New routines, procedures and behaviour expectations will be explained clearly to all children on returning and will be reiterated throughout eachday.</li> <li>• . Reminders of the Little Heaton always expectations to be followed by all staff and pupils.</li> <li>• If behaviour issues arise that would normally require positive handling we will move other children safely to another area and a member of staff will stay with the child until the parents can collect them.</li> <li>• The parent collecting will be escorted (2m apart from member of staff) to the outside exit nearest the child's classroom/ location of child.</li> </ul>
<b>Communication to Parents</b>	<ul style="list-style-type: none"> <li>• Using mobile phone texting information updates</li> <li>• Emailing parents with information updates</li> <li>• Keep the school website up to date</li> </ul>	<ul style="list-style-type: none"> <li>• Text messages- school spider app-</li> <li>• Emails.</li> <li>• School website updated regularly.</li> <li>• School twitter and facebook accounts</li> <li>• Newsletters.</li> <li>• Posters regarding precautions and instructions will be displayed at suitable points around the school and the outside gates.</li> <li>• Phone calls made to parents to discuss any issues with specific children.</li> <li>• Information is sent regularly and is also on the website. The website is updated regularly. All parents have the email address of the head and all the teachers and have been told to contact staff with concerns or support</li> </ul> <p>365 teams and purple mash is used for remote and blended learning and updated daily when needed to be used.</p> <p>Work will be provided to children who are isolating through Teams if they are well enough to complete it.</p>
<b>Consultation</b>	<ul style="list-style-type: none"> <li>• Consult with Unions</li> <li>• Consult with staff</li> <li>• Consult with parents</li> </ul>	<ul style="list-style-type: none"> <li>• Unions have been sent risk assessments.</li> <li>• Staff have been sent all relevant documentation including the risk assessment.</li> <li>• All staff have been made aware of union advice and are receiving it regularly.</li> <li>• School union rep is in contact with staff in order to pass on any concerns from information shared with staff.</li> <li>• SLT in regular contact with all members of staff.</li> <li>• Updates are shared regularly to ensure all members of staff know what is happening and when.</li> <li>• The updated risk assessment has been sent to staff and unions. All information including plans, letters and policy updates have been added to the school website.</li> </ul>

<p><b>Workload</b></p>	<ul style="list-style-type: none"> <li>• PPA</li> <li>• Teacher support</li> <li>• NQT time</li> <li>• Marking</li> </ul>	<ul style="list-style-type: none"> <li>• PPA will be taken as normal but off site</li> <li>• Subject leaders and senior leaders receive regular leadership time on a rota for monitoring and research</li> <li>• Staff can take books home to mark if they wish- use of verbal feedback policy still in place so can be provided within lessons-</li> <li>• Staff are not required to stay longer than is necessary at the end of the day.</li> <li>• Staff meetings will be once a week- online or in person each Wednesday,</li> <li>• Release during afternoon to support with time needed for parents consultations and phones provided so can occur off site</li> <li>• Purchased text books- maths- and online resource support to support teaching, learning, planning using high quality resources to reduce workloads for preparation of materials</li> </ul>
<p><b>Control of Visitors and Contractors etc.</b></p>	<ul style="list-style-type: none"> <li>• Ensure the entrance office is always manned by a member of staff</li> <li>• Review whether touch screen system is best? Effective cleaning system in place?</li> </ul>	<ul style="list-style-type: none"> <li>• Office manned by 1 member of staff – glass screen already in place at entrance. This will not be opened when talking to visitors.</li> <li>• Only 1 person in main entrance lobby at one time. Parents not allowed into building as will be leaving children with staff at the gates and asked to make appointments via the phone.</li> <li>• Visitors will only be on site if it is pre-arranged and necessary to deliver aspects of the curriculum or to support those with additional needs.</li> <li>• Office space (HT room) OR LITTLE kitchen room used for visits by ed psych, social services, salt/ visual impairment team as needed – mask worn, space ventilated and no longer than 30 minutes in a space with a 15 minute gap before the next visit / use</li> <li>• Deliveries will be left in the reception area and moved by site staff once contractor has left Paperwork to be dealt with as per FM risk assessment.</li> <li>• Hand sanitiser to be used before signing in on ipad system.</li> <li>• Inventory system and door handles to be cleaned by office staff after every use by visitors – deep clean of this area by caretaker and cleaner for this area each evening and morning.</li> <li>• Supply staff will only be used when there is no other alternative.</li> <li>• Visitors are advised to adhere to social distancing guideline.</li> <li>• Visitors working with children on a 1:1 basis will be asked to wear a facemask.</li> </ul>

<b>Fire Safety</b>	<ul style="list-style-type: none"> <li>• Ensure that communicating to staff and pupils what will be the procedure whilst working in school as systems might need to be reviewed</li> <li>• Ensure all fire doors and shutters are opened at the start of the school day as the building is occupied!</li> </ul>	<ul style="list-style-type: none"> <li>• Caretaker unlocks fire doors every morning.</li> <li>• Children to be walked through fire drill in the first week back.</li> <li>• Fire drill to take place during first month.</li> <li>• Surplus furniture and furnishings to be stored away ensuring classrooms are free from hazards and fire exits and escape routes are clear.</li> <li>• A Fire Marshall on site at all times.</li> <li>• PEEPs have been revisited.</li> </ul>
<b>Staff LFT Testing</b>	<ul style="list-style-type: none"> <li>• All staff receive LFT home testing kits</li> <li>• All staff notify school and NHS track and trace if positive results</li> <li>• Identify staff who are asymptomatic but have Covid19</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are to self-administer the tests twice weekly Wednesday evenings and Sunday mornings</li> <li>• Results fed back to school if positive and PCR test booked.</li> <li>• Tests are collected from the medical room- office following the social distancing guidelines and wearing masks.</li> <li>• All positive results will be kept in a register</li> <li>• Staff whose LFT test is positive will self-isolate and arrange for a PCR test to be taken</li> <li>• Close contacts of those who have tested positive will have the option to take daily tests for 7 days and remain in school (if negative) or to self-isolate as per the original guidance</li> <li>• All staff have received guidance, step by step video, privacy notice</li> </ul>

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures & following incidents, or at least annually.