

This risk assessment was created by Archibald Primary School senior leadership team and estates director with support from an external advisor. The purpose of this Risk Assessment is to implement systems of control in order to keep Archibald Primary School a safe environment for pupils and staff through reducing risk to the lowest reasonably practical level.

Schools coronavirus (COVID-19) operational guidance (updated 29th November 2021) – click [HERE](#)

Unique Organisation No: 36442291

Risk Area	Issue	Control Measures	Comments	Outstanding actions	Risk Rating
Effective infection prevention and control	Individuals who become unwell	<p>All staff briefed on COVID symptoms and school procedures outlined in this Risk Assessment.</p> <p>Taken ill in school:</p> <ol style="list-style-type: none"> 1. Person taken to designated space (consultation room) clear of others 2. Check temperature with non-contact thermometer 3. Infrared thermometer are available in office to check temperatures of any staff member or pupil. 4. If a child, adult supervising should wear appropriate PPE if 2m distance cannot be maintained. PPE kit to be kept in consultation room. 5. Parent / carer informed to collect immediately and book a PCR test. If the parents does not take their child for a PCR test the school has the right to stop the pupil attending if it is necessary to protect other pupils and staff from possible infection with COVID 19. They will be given guidance on next steps 6. If well enough, staff leave site for home immediately 7. Testing procedure shared and Public Health England guidance followed. 8. Welfare call to be made (A. Smith for children, A Roberts for staff)– to ensure testing procedure is being followed. Log in CPOMS for child. 9. Ensure before person leaves the building that staff know exactly where they have been on site to inform cleaning schedule (see below) 	<p>Individuals displaying symptoms or testing positive for Covid 19; Anyone with COVID-19 symptoms or a positive test result should stay at home and self-isolate immediately. If they have symptoms of COVID-19, they should arrange to have a PCR test as soon as possible. This still applies even if they have received one or more doses of COVID-19 vaccine. If a pupil/staff member receives a positive test result, they should follow the stay at home guidance and self-isolate even if they have received one or more doses of COVID-19 vaccine to reduce the risk of spreading infection and help to protect other people.</p> <p>Close contacts of a confirmed Covid 19 case; Contacts of a positive Covid 19 case will not be required to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> ▪ They are fully vaccinated ▪ They are below the age of 18 years 6 months ▪ They have taken part in or are currently part of an approved COVID-19 vaccine trial ▪ They are not able to get vaccinated for medical reasons ▪ Fully vaccinated means that they have been vaccinated in the UK, and at least 14 days have 	<p>Weekly check of supplies/PPE JS. Feedback to AR prior to Risk assessment meeting.</p> <p>Follow up children (L Davies/A Roberts)/staff (C Postgate) that are absent if they have COVID-19 Symptoms.</p>	Medium

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			<p>passed since they received the recommended doses of that vaccine.</p> <p>All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of vaccination status and age, will be contacted directly by NHS Test & Trace and required to self-isolate immediately and asked to book a PCR test. They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>Contacts meeting these criteria will be advised to have a PCR test as soon as possible. Children aged 4 and under will not be advised to take a test unless the positive case was someone in their own household. They should not arrange to have a PCR test if they have previously received a positive PCR test result in the last 90 days, unless they develop any new symptoms of COVID-19, as it is possible for PCR tests to remain positive for some time after COVID-19 infection.</p> <p>Close contacts will be identified via Track and Trace and will be advised to take a PCR test (this may result in only a small number of individuals being contacted). It is not a requirement of school to identify these contacts but settings may be contacted to support track and trace in exceptional circumstances with identifying contacts who may have closely mixed with the positive case.</p> <p>Settings should still continue to risk assess contacts working with clinically extremely vulnerable individuals.</p> <p>If a staff member or child has symptoms of COVID 19 – PPE (Apron, Gloves and Masks) should be worn until the child or staff member leaves, the area where they have been will then need to be deep cleaned. Used PPE to be double bagged in bin and stored in caretakers outside store for 72 hours. Label bag with date.</p>		

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			Named TA on each corridor to be in charge of PPE and notify Sam Savage/Charlotte Postgte if supplies are running low		
	Self-isolation	<ul style="list-style-type: none"> If have symptoms follow current government advice. Tests are available to all through Govt website or telephone 119 	<p>HT informed as per attendance procedures Record those self isolating/how/who –A Roberts as per attendance procedures. Follow DfE Guideline re attendance registers (A Smith)</p>		Medium
	Confirmed COVID cases	<p>Follow the government guidance. Currently this states that:</p> <ul style="list-style-type: none"> If a student or adult tests positive, they must self-isolate for a minimum of 10 days or until their symptoms pass NHS Track & Trace determine who has had close contact and who will be isolating. (refer to comments column) Classroom to be deep cleaned If staff are self-isolating and a stable and safe ratio of staff is not possible, the school will consult the Trust in order to consider a partial or full closure. If no DSL / DDSL / First Aider is available on site – contact Trust to arrange appropriate support / action 	<p>Follow up children/staff that are absent if they have COVID-19 Symptoms – L Davies/A Roberts</p> <div style="border: 1px solid black; padding: 5px;"> <p>A contact can be:</p> <ul style="list-style-type: none"> anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test during the infectious period: <ul style="list-style-type: none"> face-to-face contact including being coughed on or having a face-to-face conversation within one metre skin-to-skin physical contact for any length of time <u>been within one metre for one minute or longer</u> without face-to-face contact been within 2 metres of someone for more than <u>15 minutes (either as a one-off contact, or added up together over one day)</u> travelled in the same vehicle or a plane </div> <p>Notify LA of pupils with EHCP - Should you need to contact Zahid, you can e-mail at Zahid_din@middlesbrough.gov.uk or phone 01642 727956</p> <p>In response to COVID-19, the LA, education, health and care settings worked in partnership to implement and review risk assessments for each child and young person with Special Educational Needs and Disabilities (SEND). COVID-19 related incidences with an impact on school attendance can be reported via email: sen@middlesbrough.gov.uk</p>		Medium

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			<p>Contact Children’s Services to report when vulnerable children, children with a social worker, are not able to attend school. 01642 726606. Dedicated business support staff will be able available to answer the calls, make an entry on the child’s electronic records and contact the social worker.</p> <p>Notify EMAT team re traveller children if required for support with Covid messaging, Home/school liaison, supporting parents with meetings in school, pupil support, as directed by class teacher for children identified with learning gaps, support with school attendance. Siobhan_burke@middlesbrouugh.gov.uk (working days Monday, Tuesday, Wednesday) Beryl_chan@middlesbrough.gov.uk (working days Tuesday, Wednesday, Thursday)</p> <p>Pupils requiring to self-isolate must not go out during self-isolation period. LD/AR to contact families as appropriate to remind and suggest options for siblings being brought to/from school. If there are no other options, siblings will also need to access remote learning.</p>		

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	Social distancing	<ul style="list-style-type: none"> We will endeavor to promote the government social distancing measures as per guidance. Staff should try to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. It is important to reduce contact between people as much as possible, so children, where possible, will only mix in a consistent group (bubble) and that group will stay away from other people and groups where possible School hours have been reviewed with staggered start and finish times to reduce the number of people on the school site at any one time. One way system in place on school site Signage will be displayed outside school to remind parents and carers about social distancing School entrance and exits – marked at 2m intervals to encourage social distancing. Face masks to be worn by staff in communal areas (eg corridors, dining room, staffroom (except when eating)). A face visor or shield may be worn in addition to a face covering but not instead of one. This is because face visors or shields do not adequately cover the nose and mouth, and do not filter airborne particles Recommended that parents/carers wear face coverings at drop off and pick up times. All staff can wear face coverings at these times (personal choice). All staff to be aware of staff to staff transmission - ideally 2m from other adults. Staff to remember to use their own cutlery and crockery, and be aware of touch points in staff room/staff kitchen. Office staff can wear face masks when answering window enquiries, or when not seated (personal choice). 	<p><u>A contact can be:</u></p> <ul style="list-style-type: none"> anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19 anyone who has had any of the following types of contact with someone <u>who has tested positive</u> for COVID-19 with a PCR test during the infectious period: <ul style="list-style-type: none"> face-to-face contact including being coughed on or having a face-to-face conversation within one metre skin-to-skin physical contact for any length of time <u>been within one metre for one minute or longer without face-to-face contact</u> been within 2 metres of someone for more than <u>15 minutes (either as a one-off contact, or added up together over one day)</u> travelled in the same vehicle or a plane <p><u>A close contact is:</u></p> <ul style="list-style-type: none"> Jan 2021 update: Close contact within 2 metres. Defined as a one-off contact or a cumulative contact (added up over one day) of more than 15 minutes during the infectious period. (Jan 2021 update) <p>The full guidance can be found here:</p> <ul style="list-style-type: none"> LKS2/KS1 pupils to walk to/from dining room via UKS2 corridor only in poor weather conditions rather than going by outside route – to be strictly supervised. Decision wrt inside/outside made by Mr Cowgill/Mrs Jefferies as lunch duty teacher Staggered start and finish times 		Medium

Risk Area	Issue	Control Measures	Comments	Outstanding actions	Risk Rating
		<ul style="list-style-type: none"> • Signage used in school to indicate restrictions on numbers of staff in one space at any one time (Limit of number of people in staff kitchen (max 3); Max x2 designated people in office at any time - All other staff to go to the office window; Limit number of adults working in mentor room (X1); Limit number of people in PPA room (x3); • Walking on the left will be reinforced throughout school. • If a face-to-face meeting with parents is required, this will be by appointment to ensure social distancing can be promoted. • Staff can wear face coverings for face-to-face meetings in school. • Fire evacuation procedure would remain as per normal arrangements. 			
	Handwashing	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Hand sanitizers in any area where washing facilities not readily available • All classrooms, offices and staffrooms have a cleaning station to include tissues/surface sanitizing wipes/pump sanitizer and a lidded bin for used tissues and hand towels. • Stringent hand washing taking place. Pupils and staff <u>must</u> clean their hands when they arrive at the school; when they return from breaks; when they change rooms and before and after eating. This must be done with soap and water <u>or</u> hand sanitizer • Staff encouraged to protect the skin by applying emollient cream regularly • Employees and pupils to be reminded on a regular basis to wash their hands for 20 seconds with 	<ul style="list-style-type: none"> • Hand sanitizers must not be stored in strong sunlight (eg NOT in direct sunlight) • Wall mounted sanitizers are ideal however in other locations where the sanitizer is to be shared a pump bottle will be used. • Flip top bottles are intended for single person use and should be stored out of reach of children as there is a risk of potential accidentally poisoning due a child swallowing the sanitizer). The pump bottles can be refilled as required. • Hand sanitizers to be used when entering a new room, rather than when leaving the room. 		Medium

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		<p>water and soap and the importance of proper drying with disposable towels.</p> <ul style="list-style-type: none"> • Also reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. • Posters displayed and all staff and pupils to be shown hand washing videos on correct hand washing procedures. To access video click HERE • Hand sanitizers located near and around high-touch surfaces and communal areas, including entrances and exits. 			
	Testing, including testing of staff	<ul style="list-style-type: none"> • Staff should undertake twice weekly home tests until the end of September 2021 when this will be reviewed by the Government • Staff able to opt in to twice weekly self-testing with COVID-19 Self-Test (Rapid Antigen Test) Friday evening and Tuesday Evening • Report testing outcomes to NHS as instructed in step – by-step guide: www.gov.uk/report-covid19-result • Archibald Staff to report positive test outcomes test to A Roberts (email) and to Anita Jefferies • Middlesbrough Council Staff to report outcomes to their line managers as instructed by them. • Testing of visiting staff 	<ul style="list-style-type: none"> • CP/AR to add names to testing kits for lunchtime staff so any left behind can be identified. 	<p>C Postgate/A Roberts to ensure text out each Tuesday and Friday evening as a reminder to all staff</p> <p>C Postgate to check supplies of testing kits and re-order if necessary</p>	Low
Teaching and Learning	Classroom resources	<ul style="list-style-type: none"> • Teachers should make sure they sanitise their hands and surfaces, before and after handling pupils' books and any equipment. • The number of resources available for child-initiated learning has been considered • Children will be required to wash/clean their hands frequently, • Children should be encouraged where possible not to touch their faces or to put objects in their mouths. 			Medium

Risk Area	Issue	Control Measures	Comments	Outstanding actions	Risk Rating
	Classrooms and learning environment	<ul style="list-style-type: none"> • Children are taught about the new school rules and routines as a matter of induction for returning to school, and reminded following periods of isolation. Induction to be provided when children return to school (adult in charge of bubble). Reminders when children return from period of holiday or self-isolation. • Classrooms are tidied and decluttered • Windows and doors open where possible to maintain natural ventilation. • Teachers to ensure classroom is tidy. Site supervisor to open windows each morning. (classrooms, offices, staffrooms , halls etc) • All children to bring in their own water bottle • All children are not expected to socially distance, but remain in their bubble. • Clear route plans in place. • Children encouraged to clean hands after using equipment (particularly outdoor equipment). • PE outside whenever possible • Music lessons in the hall . 	<p>Behaviour Plans to be updated for key children as they return</p> <p>In cooler weather windows should be opened just enough to provide constant background ventilation whilst maintaining a comfortable temperature and opened more fully during breaks to purge the air in the space.</p> <p>Walking on the left at all times to be promoted LKS2/KS1 pupils to walk to/from dining room via UKS2 corridor only in poor weather conditions rather than going by outside route – to be strictly supervised.</p> <p>Special thoughts to be given re COVID precautions for any cooking lessons planned.</p>		
	Lesson planning & delivery	<ul style="list-style-type: none"> • Teaching style is appropriate to current guidelines • Teachers should continue to plan to deliver the curriculum, which may be delivered at a faster pace and include recovery curriculum • Home Learning to be prepared, and on website to start immediately if a child/bubble isolating and/or bubble/school in lockdown. • Remote learning Policy to be followed in cases of pupils required to isolate or not attend school • Cameras installed in all classrooms to facilitate live teaching, assemblies and remote meetings as appropriate • Increased focus on pupils wellbeing in response to Covid-19 • Teachers and TAs able to wear visors in classrooms when teaching. 	<p>Continually Update list of children who have been issued with school devices - and reissue as devices are returned/no longer required on existing spreadsheet</p> <p>Visors available from the school office. Visors must be cleaned regularly, at least daily using antibac wipes.</p>		Medium

Risk Area	Issue	Control Measures	Comments	Outstanding actions	Risk Rating
School organisation	Timetables	<ul style="list-style-type: none"> Daily class assemblies will take place during this time. Key Stage Star of the Week assemblies remotely Limit on numbers in before school provision 	AJ/SC to monitor timetables		Medium
	Drop off / collection	<ul style="list-style-type: none"> Staggering of drop off/collection times All staff may wear face coverings Designated meeting points (outside) to facilitate social distancing. Use of separate entrance/exits as far as possible. 			Medium
	Parental/carer access protocols	<ul style="list-style-type: none"> Parents / carers access to main reception only. Parents/carers should not access other areas of the school building without prior arrangement – procedures Parents / carers are requested not to congregate on school premises – and to maintain social distancing requirements with staff, other children and parents . Any appointments with adults conducted following social distancing requirements. Social events, such as Performances, Parents Evenings, Pantomime, Parent workshops will not take place. To be reviewed regularly. Paid lunches – envelopes provided for children to bring in money. 			Medium
	Shielded and extremely clinically vulnerable children	<ul style="list-style-type: none"> Extremely Clinically Vulnerable children to attend unless informed otherwise by PHE. If advised not to attend - appropriate curriculum – home learning activities. 	A Roberts to keep spreadsheet up to date and complete daily DFE returns and LA return as required.		Medium
	Shielded and extremely clinically vulnerable parents/carers	<ul style="list-style-type: none"> If a child or member of staff lives with someone extremely clinically vulnerable, - follow government guidance. 			Medium
	Individual children's needs	<p>Follow Recovery curriculum:</p> <ul style="list-style-type: none"> Review additional support for vulnerable children Ensure a clear approach to support children's emotional development and wellbeing upon return allowing for time in the curriculum 	Develop 18 month Recovery Plan as appendix to SDP Engagement flowchart in place (Appendix 7)		Medium

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		<ul style="list-style-type: none"> Update list of children who have not engaged in home learning activities as/if required. Feedback to team leaders weekly/Log on CPOMS 			
	Behaviour policy	<ul style="list-style-type: none"> Appendix to behaviour policy Write to parents/carers to explain policy 	Addendums to Behaviour Policy and CP policy shared with staff and on website		Medium
	Attendance	<ul style="list-style-type: none"> For children not attending, follow normal attendance procedures. "Pupils with Covid19 symptoms should not attend school. If a parents/carers insists on a pupil attending school, you can take the decision to refuse the pupil if , in your reasonable judgement it is necessary to protect other pupils and staff from possible infection with Covid 19. Your decision would need to be carefully considered in light of all the circumstances and public health advice." (School Covid19 Operational Guidance – 27.8.21) 	L Davies/A Roberts to contact non- attendees L Davies to identify pupils/families who are anxious/reluctant to return and develop a plan of support.		Medium
Staffing	Shielded and extremely clinically vulnerable adults	<ul style="list-style-type: none"> School will apply the full measures from the guidance to mitigate risks to all staff. Staff in most at risk categories (Extremely Clinically Vulnerable) should take particular care. Workplace risk assessments for individuals as appropriate, 			Low
	Clinically vulnerable adults	<ul style="list-style-type: none"> School will apply the full measures from the guidance to mitigate risks to all staff. Workplace risk assessments for individuals as appropriate, including staff who are pregnant at less than and more than 28 weeks 	If the individual chooses to take on a role that does not allow for strict social distance from other adults and they have to spend time within 2 metres of other adults, the individual must carefully assess and discuss it with senior management whether this involves an acceptable level of risk. Consult guidance as it is produced. Link to Coronavirus: advice for pregnant employees		Medium
	BAME staff	<ul style="list-style-type: none"> BAME staff are reported to have increased vulnerability to COVID-19 Conversations will be held with all BAME staff prior to return to school ensure that any concerns are fully considered Risk assessments to be completed for BAME staff. 	BAME staff to speak to HT/senior administrator - identify any concerns and take appropriate action. Specific risk assessment for each BAME member of staff if required (HR)		Medium

Risk Area	Issue	Control Measures	Comments	Outstanding actions	Risk Rating
	Shortage of staff	<ul style="list-style-type: none"> Shortage of staff in a specific area e.g. teaching staff may restrict ability to operate according to plans. If HT and DHT required to isolate – EV/ designated member of SLT in charge of school (supply cover) 	Plans to be adapted/possible restricting those eligible to attend.		Low
	Workload and wellbeing of staff	<ul style="list-style-type: none"> Workload of staff to be managed by senior leaders, particularly the balance of staff teaching time and managing home learning. Management to promote mental health and wellbeing awareness to staff and offer whatever support they can to help. References - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hse.gov.uk/stress 	<p>Timetable take this into consideration.</p> <p>Regular discussions with staff to ensure wellbeing needs are met.</p> <p>Wellbeing meeting on return to work following positive COVID19 case/ self-isolation with senior administrator.</p> <p>Record of meeting kept in staff personnel file.</p>		Medium
Site	Use of toilets	<ul style="list-style-type: none"> Designated toilets Toilets deep cleaned each day Toilets regularly checked by cleaner throughout the day Dining Room toilet not to be used 	<p><u>Staff toilets</u></p> <p>Office staff/DHT – disabled in reception</p> <p>S Walker - toilet in finance room</p> <p>KS1 corridor - disabled in reception/ toilet in finance room</p> <p>LKS2 corridor – Toilet in PPA room</p> <p>UKS2 corridor – Toilet by mentor room</p> <p>EYFS – Toilet opposite meeting room</p>		Medium
	Health & Safety	<ul style="list-style-type: none"> Ensure all required health & safety checks have been completed (ongoing) Ensure current fire plan and lockdown plans are still appropriate under new method of operation. 	<p>A Jackson (and J Sloan) to complete checks – ongoing. Email to A Jefferies</p> <p>Make amendments if required.</p>		Medium
	Increase ventilation	<ul style="list-style-type: none"> When safe and practical to do so, windows will remain open and doors can be propped open or ajar. Identify any poorly ventilated spaces Balance the need for increased ventilation while maintaining a comfortable temperature. 	<p>Doors wedged open would not be recommended. This is a fire hazard. On evacuation ensure any doors are closed</p> <p>Site Supervisor to open windows on a morning. Staff to maintain ventilation.</p> <p>Co2 Monitors to be used when provided by the Government</p>		Medium
	External contractors and visitors	<ul style="list-style-type: none"> Plan arrangements with suppliers and check they are following appropriate social distancing and hygiene measures (for example, food suppliers, grounds maintenance, transport providers), including when in school 	<p>Alwyn Jackson /Jackie Sloan to liaise with contractors</p> <p>A Jackson to ensure we have contractors information and keep records up to date.</p> <p>Hand sanitiser provided</p>		Medium

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		<ul style="list-style-type: none"> Contractors should provide their Covid 19 control risk assessment for review before being allowed to carry out works on school premises. Mark the floor to show social distancing positions 	Contractors on site only in case of emergency.		
	Visiting Educational Staff/volunteers	<p>Visitors to school can be admitted provided:</p> <ul style="list-style-type: none"> Entry only if the visit is essential for the education, health or wellbeing of the child/ren The visitor is not showing any symptoms that would require 'self-isolation' under the current government guidance – The visitor follows the hand washing / sanitisation requirements. Hand sanitizer on entry to building Work only in designated places – not wander around the school. Risk assessment on a case-by-case basis. Pre-arranged appointments only. 			Medium
Cleaning		<ul style="list-style-type: none"> Regular cleaning of frequently touched surfaces during the day eg(door handles, light switches, door exit buttons, banisters, reception area, using appropriate cleaning products and methods. One of the cleaning staff will be available 10am to 1pm to carry out the above. Regular cleaning of computer, telephones and other hard surface equipment – antibac wipes on desks in offices. Additionally, Sam Savage (cleaning supervisor) will ensure spot checks of all areas Cleaning stations in both staffrooms and in office. 	Guidance on cleaning keyboards HERE Government Guidance on cleaning in no-healthcare Settings HERE		Medium
PPE		<ul style="list-style-type: none"> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff have been instructed on how to remove gloves and aprons carefully to reduce contamination and how to dispose of them safely. 	<ul style="list-style-type: none"> Wearing of gloves/ aprons within school is still limited to any personal hygiene requirements (eg Changing soiled underwear/ nappies, bodily fluids) Additional measures for First Aid see below. 		Medium
First Aid		<ul style="list-style-type: none"> The school has an adequate number of first aiders and paediatric first aiders within school to provide any first aid treatment for staff and pupils 	<ul style="list-style-type: none"> Do not send children to office for First Aid unless necessary. First aid to be administered in the First Aid Area (link corridor) whenever possible, but never in the 		Medium

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		<ul style="list-style-type: none"> • Emergency first aid bag for KS1 playground - Neve Smith. • First Aid Area set up in link corridor. • Additional first Aid kit stored in cupboard beneath blue staff trays – (label on cupboard door) • First Aid trained staff on each corridor to be the first point of call. 	<p>administration office. First aid kit including PPE in cupboards beneath blue trays – checked weekly by Alex Smith</p> <div data-bbox="1111 296 1756 427" style="border: 1px solid black; padding: 5px;"> <p><u>Injury treatment</u> It is recommended that prior to any first aid intervention that the first aid uses PPE (gloves, aprons) and if any risk of respiratory droplet a face visor and mask.</p> </div> <div data-bbox="1111 443 1756 995" style="border: 1px solid black; padding: 5px;"> <p><u>CPR</u> For children it is recommended that rescue breathing & compressions are given as per training. www.resus.org.uk. We accept that doing rescue breaths will increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child. (a one way face mask is available within the first aid box this MUST be used) alongside the visor which will be provided for each named First Aider In adults Compression only CPR can be used After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water; alcohol-based hand gel is a convenient alternative. They should also seek advice from the NHS 111 coronavirus advice service or medical adviser.</p> </div>		
Catering	Children attending school	<ul style="list-style-type: none"> • Mealtimes to be staggered. • All pupils to eat lunches in the dining room. • The rota allows time for all tables and seats to be cleaned between sittings. (catering dept assisted by lunchtime staff) • One way system in and out of dining room in place • Lunchtime staff/class TA to collect and dispose packed lunch rubbish from the tables • Dining Hall toilet not in use. • FSM entitled children who are isolating/shielding to be offered food parcels. Food parcels to be collected from the Food Parcel Collection point (Kitchen door) 			Low

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		<ul style="list-style-type: none"> Candles on birthday cakes <u>not</u> to be blown out by birthday child. All children will be required to bring their own water bottles and take them home each day (water bottles not required in dining room) Before school provision - restricted provision at designated tables (year groups) 			
Financial	Additional costs	<ul style="list-style-type: none"> Maintain a record of all additional costs incurred due to coronavirus. 	Possibility of reclaim to be explored - ongoing		Medium
		<ul style="list-style-type: none"> Risk assessment reviewed regularly and updated as required 			

**ENDEAVOUR ACADEMIES TRUST – ARCHIBALD PRIMARY SCHOOL
CONTINGENCY PLAN**

Control Measures	Actions Needed	Communications	Comments
Face Coverings	<ul style="list-style-type: none"> Ensure that we have plentiful stock of face masks in the event of face coverings being required. 		Check stocks regularly as part of Risk assessment. Stocks of face masks stored in Finance office cupboard.
Reintroduction of shielding	<ul style="list-style-type: none"> If this applies to staff who are CEV and in their third trimester this could involve a number of staff. Cover organised according to the needs of the school. Possible Remote learning required Ensure Remote Learning on website is up to date Pupils and parents signed up to SeeSaw Consider home working tasks for support staff 		
Limits required for: <ul style="list-style-type: none"> Residential visits Open days 	<ul style="list-style-type: none"> Consider when parents/carers come into school 		

Control Measures	Actions Needed	Communications	Comments
<ul style="list-style-type: none"> • Transition/taster days • Parental attendance in school • Live performances in settings • Assemblies 	<ul style="list-style-type: none"> • Extra measures in place for times when parents/carers come into school • All events need careful consideration and e3xtra measure in place • Continually review events based on latest guidance 		
<p>Limiting attendance on site/moving to remote learning</p>	<ul style="list-style-type: none"> • Staff to move to Remote Learning through Teams/Zoom/Seesaw using updated guidance • Safeguarding lists up to date • Parent contacts on SIMS/CPOMS up to date • Welfare call schedule in place – who and when? • Additional welfare checks for any vulnerable students not attending. • Decide which staff needed on site 	<ul style="list-style-type: none"> • Clear guidance for staff • Communications with parents/carers wrt who should be attending school and when. 	

Appendix 1 – Information from South Tees Public Health

INFORMATION REQUIRED TO REPORT CONFIRMED POSITIVE COVID CASE

(EDUCATION AND CHILDCARE SETTINGS)

Information required to record case on system
School Reporting the Case
Local Authority of the School
Name of positive case
Year group of pupil
Year group of staff member
Role of staff member
Has the positive person experienced any covid symptoms?
What date were covid symptoms first displayed?
Date the test was taken
When was the positive person last in the setting?
Is this case within 10 days of another reported case where a link is possible?
If the case is vaccinated (1 or 2 doses)
Do you require additional support?

Appendix 2 – Useful Contacts Checklist

Activity	Who
Contact Local PHE Team: Public Health South Tees Public Health England, Phone: PHE North East 0300 303 8596 DfE Helpline: 0800 046 8687	publichealthschools@middlesbrough.gov.uk Rebecca_Scott@middlesbrough.gov.uk (Advanced Public Health Practitioner – BSIL) Katrina_Jackson@middlesbrough.gov.uk
Contact Middlesbrough Test and Trace	testandtraceboro@middlesbrough.gov.uk
Update Board/governors	Fr Glyn Holland Louisa Robson lo.robson@academy.org.uk
Update LA Tel: 01642 728302 Mob: 07870991638 Out of hours line 07870991638	Sara_Davidson@middlesbrough.gov.uk
Notify LA re specific pupil groups:- EHCP: Vulnerable children, children with a social worker Traveller Families:	Notify LA of pupils with EHCP - Should you need to contact Zahid, you can e-mail at Zahid_din@middlesbrough.gov.uk or phone 01642 727956 Contact Children’s Services to report when vulnerable children, children with a social worker, are not able to attend school. 01642 726606. Dedicated business support staff will be able available to answer the calls, make an entry on the child’s electronic records and contact the social worker. Notify EMAT team re traveller children if required for support with Covid messaging, Home/school liaison, supporting parents with meetings in school, pupil support, as directed by class teacher for children identified with learning gaps, support with school attendance. Siobhan_burke@middlesbrouugh.gov.uk (working days Monday, Tuesday, Wednesday) Beryl_chan@middlesbrough.gov.uk (working days Tuesday, Wednesday, Thursday)

Appendix 3

Archibald Primary School - Engagement Flowchart

