

There are three aspects to The Gallery Trust's Covid-19 Risk Assessment:

- 1.Reducing the risk of Covid-19 entering the school
- 2.Minimising the potential spread of Covid-19 across the school community
- 3.Safely responding to any suspected or confirmed cases onsite and in our community

Please follow the latest Government guidance: currently <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

1. Reducing the risk of coronavirus entering the school

There are three aspects to	Issue/Hazard	Measures to minimise risk	Trust Comments / further measures	School Specific Comments
Tell site users not to enter the site if they or a member of their household are displaying any symptoms of coronavirus or if they have tested positive in at least the last 10 days				
Site users must follow Government guidance on self isolation and not attend school in accordance with guidance if they or a member of their household is displaying symptoms				
Site users	Site users (visitors, staff, pupils) bring Covid-19 on to school site	Anyone with Covid 19 symptoms or has someone in their household with Covid 19 symptoms or have tested positive should not attend school and should self isolate	Follow Government guidance. Staff and pupils who may have symptoms of coronavirus will be requested to take a test and actively engage with NHS Test and Trace	Guidance being given to all staff and parents. 18th September information sheet sent to families and staff on Covid-19 symptoms and action required in different scenarios e.f. self-isolation.
		Anyone with Covid 19 should not attend school and should follow Government guidance		
		Avoid non-essential appointments and consider the use of technology for meetings e.g. video / teleconference facilities / Google Hangouts		Non-essential meetings not happening. Googlemeet being used for virtual meetings.
		Visitors such as therapists, clinicians etc should ensure they minimise contact and maintain as much distance as possible from other site users	Maintain social distancing where possible	Visitors to be reminded on school social distancing. Nurses on site regularly and able to maintain distance from other staff. Therapists planning visits to reduce mixing and aim not to visit both sites on same day. Barnardos after school club started - discussion with them and agreed guidelines on rooms, groups, cleaning, use of toilet etc.
		Signage for conduct while on site to be clearly visible and prominent on entry. Clear instructions that individuals who have any symptoms of Covid - 19 must not enter site must be prominent on entry. On arrival, site guidance on social distancing and hygiene should be explained to all visitors.	To include Covid 19 Education poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf and 'Staying Covid- 19 secure' poster. A record must be kept of all visitors.	Signs in place - to be pointed out by Admin staff to visitors.
		Sanitisation stations at entry point, all site users to sanitise on arrival as first action on site	Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative	In place on both sites
		Site users to wash hands thoroughly as soon as possible on arrival and more frequently than usual while on site - on arrival on site, when returning from breaks, after using toilet, when changing rooms, and before and after eating.	Wash hands thoroughly with running water and soap for 20 seconds and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered	Included in staff guidance.
		Regular sanitisation of surfaces in reception and entry points	Sanitiser and cleaning wipes available on reception	Wipes in place and schedule for cleaning
		Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Provide ready access to tissues and foot operated bins.	Tissues and sanitiser available in all rooms. Pedal bins for classrooms on order and to be emptied at least daily.
		Personal parcels not to be delivered to school		Reiterate to staff
		Minimise face to face transfer of deliveries	Deliveries to be left at door or gate	Deliveries at BB taken through double doors by Meetings Room 2. Social distancing can be maintained by Admin and Premises staff.
		Signing in and out systems to ensure distancing from receptionist and/or office staff.	School to consider adding protective screen to reception desk, moving sign in book or clear system for receptionist to step back when others sign in. Keep record of visitors	Screen considered not necessary as have glass window hatches on both sites. Low number of visitors and admin staff to work away from the reception desk maintaining 2m social distancing. 2m tape on floor for visitors and signs to say only one person at hatch. Admin to sign in visitors. Any badges / lanyards used on a day by one person are then bagged and stored for 72 hours before another use.
		Minimise parent contact during drop off and collection of pupils		Parents have been advised to observe social distancing when collecting their children. Parents have been advised that they may not enter the school building and given alternative means to raise queries/questions. Parents in cars to wait in car for pupil to be collected or brought to them. Staggered pick up times. Where required parents can stand outside on stairs. Pick up and collection reminders about social distancing when handing over a pupils.
Discourage parents from gathering at entrance gates or doors, or entering the site (unless they have a pre-arranged appointment, which should be conducted safely)	Parents to follow school specific instructions for these transitions (for example: pupils to wait in car for collection)	Meetings between can happen at BB in Windrush Room [max 6 people] and at WG in Meetings Room [max 4 people]. Sanitiser etc available in rooms.		
Meeting rooms to be well ventilated. Adults to observe distancing and good respiratory hygiene. Do not share equipment in meeting rooms	Sanitiser, cleaning wipes, tissues and bins to be available in meeting rooms. Open windows when possible.			
School vehicles to be wiped after every use: regular cleaning of school vehicles	Wipes to be available in every vehicle. Site Manager to clean internal windows, dashboards, and seatbelt buckles daily Driver to sanitise steering wheel, handbrake, door handles inside and out before and after each journey. Alcohol based hand sanitiser not to be kept in vehicles.	Not currently being used except by Mike Collins to ensure they are started and have a run. Use for one pupil off site with two staff. Driver to sanitise driving area and second adult wipe down windows and seatbelts used.		

Contractors, including cleaning contractors, to follow their risk assessments and method statements regarding COVID-19.	Minimal amount of tools to be brought on-site, and those used should be sanitised prior to coming into schools Contractors to take away their own waste and not use school waste bins / skips on site. Site Managers to sanitise areas of work when contractor has departed. Contractors to work in well ventilated spaces to allow good circulation of air. Site managers to provide contractors with sanitiser wipes to clean tools and equipment. Cleaning to take place in zones and shared with Estates Manager to avoid cross contamination. If security contractors access site overnight, security report must detail zones accessed so the areas can be cleaned before use. Schools should have discussions with key contractors regarding control measures.	Endeavour for all emergency works to be carried out before or after the school day. Facilities Manager to brief all contractors on arrival to observe the guidelines, wash hands and observe social distancing. Any areas used by contractors will be cleaned afterwards.
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2. Minimising the potential spread of the virus across the school community

Each school setting to agree which member of the leadership team/member of staff takes lead on management of cleaning, including areas currently being used, cleaning staff, issues relating to cleaning

Follow DfE guidance <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Consider how to reduce numbers of contacts and maximise distancing wherever possible - minimise contacts and mixing

Virus passed to others on hands or items	Pupils must clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, after using the toilet, and before and after eating.	If hand washing facilities are not available, use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Disconnect hand driers and provide paper towels. Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly on paper towel. Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative	Hand sanitiser station in reception can be used by pupils - also giving consideration to not forming a queue / cluster on entry. Classes can take sanitiser bottles for pick up however it is fine for pupils to go straight to class and wash hands. Paper towels available in all toilets.
	Display handwashing instructions at washing facilities		Laminated posters by wash basins.
	Hand sanitiser to be provided on entry, pending handwashing, and exit and in multiple locations on the school site	Consider if there are sufficient hand sanitising stations throughout the site	Wall mounted sanitiser boxes in some areas, other rooms have sanitiser readily available.
	Do not share stationery and other equipment in offices		Admin staff have own equipment. Door release button to be cleaned regularly. Staff bring own pen.
	Maintain set and enhanced cleaning regime for toilets during day	Identify objects and surfaces that are touched regularly e.g desks, white boards, kettles, chairs, doors, sinks, toilets, light switches, bannisters, grabrails, keypads, door / window / fridge handles and glazing, and maintain enhanced daily cleaning regime. Frequently touched surfaces to be cleaned at least twice a day	Classroom toilets to be cleaned by class staff at least once during the day. Adult toilets on schedule to be cleaned at least once during the day.
	The cleaning schedule must be generally enhanced and includes more frequent cleaning of rooms/shared areas that are used by different groups: frequently touched surfaces being cleaned more often than usual.		Cleaning schedule identifies all areas to have at least one additional clean during the day such as door handles, fridge doors, key codes. Light switches. From 5/10/20 increased additional cleaning in day to one hour at WG and three hours shared at BB.
	Adults to avoid hand shakes or physical contact with other adults		In guidance. 18th September - additional posters around sites reminding on meaning of close contact and adults to keep distance.
	Provide lockers for staff so personal items are not left lying around		Staff advised to bring minimal belongings to school and in a bag that can be wiped and kept in class or office cupboard.
	Consider carefully the safe use of communal areas, e.g. staff room.		BB - EYFS and KS 1 using the staffroom where chairs have been removed / spread out. KS 2 using Food Tech room to make drinks and Library to sit. WG - KS 3 using staffroom and KS 4 using Library. Staff encouraged to have a break outside the building when appropriate.
	Keep areas tidy e.g. staff room, so areas are easier to clean		In place on both sites
	Alarm panels (Fire and Security) should be disinfected regularly by the Site Manager		On cleaning schedule.
	If central copier, print panel to be sanitised regularly		Hand sanitiser and anti-viral wipes with photocopiers on both sites.
	Wipe desks, keyboards, mouse, handles etc regularly with appropriate wipes	Appropriate sanitising wipes to be available in all areas, including communal areas	Anti-viral wipes in offices and classrooms.
	All staff to have ready access to appropriate sanitising wipes and hand gel		Anti-viral wipes in offices and classrooms.
	Avoid hot desking	If hot desking unavoidable, each user must wipe furniture and equipment after every use	No hot desking for school staff unless unavoidable as an exception e.g. member of Admin team absent. When staff use a telephone - must sanitise after use / anti-viral wipes. Therapists have an office they share at the primary site. Only one therapist to use at a time and to wipe down after use.
Anyone handling food should wash their hands often with soap and water for at least 20 seconds before doing so. Crockery and eating utensils should not be shared.		In staff guidance.	
PE equipment and lunch hall furniture to be sanitised after each use		Classes currently eating in classrooms or WG Food Tech Room. Classes not currently using PE equipment in hall.	
Additional / enhanced cleaning. All cleaning processes to comply with latest government guidance - as a minimum, frequently touched surfaces should be wiped down twice a day	Site Managers and other staff completing wider cleaning of doors, reception desks and other high traffic areas where touch is likely to occur. Microfibre cloths should not be used for cleaning. Disposable 'J-cloths' should be used, or paper towels. All crockery should be washed in dishwasher. Site Managers to sanitise push to exit bars and thumb-turn locks of main exit doors daily	On cleaning schedule. Cleaners to clean push to exit bars and thumb turn locks.	
Site users to maintain distance from other individuals as far as practical without compromising pupils' educational and care support		Staff to maintain as much social distancing as possible from pupils and particularly from adults. Guidance has information on personal care / close contact and use of PPE.	
Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')	Schools must ensure that sufficient bins and tissues are available. Pupils who have complex needs regarding respiratory hygiene must have individual risk assessments in place	Pedal bins in each classroom. Individual risk assessments being completed with Specialist School Nurses and parents / carers.	
Use back-to-back or side-to-side working (rather than face-to-face) where possible		Remind class teams.	
Consider reducing occupancy levels of all areas to facilitate distancing		Reduced staff allowed in offices.	
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation		This will be considered on a room by room basis.	
Open windows and doors to increase ventilation		All rooms to do this. Rooms without windows should not be used for long periods of time and where possible have door open.	
Use outside areas for activities where possible		This is being timetabled for different groups.	
Avoid as far as possible situations where people must work face-to-face for a sustained period with more than a small group of fixed partners		No face to face office working.	
Reduce face to face meetings: essential face to face meetings only	Where meetings need to take place observe distancing: do not share equipment: provide hand sanitiser: meet outside if possible: open windows	See information on meetings rooms to use when required.	

Virus passed to others with a sneeze or cough or through close proximity	Stagger break times to reduce pressure on break/staff rooms, places to eat and toilets		Class staff already stagger their breaks. Look at timings of using staff rooms at WG.
	Reduce non-essential internal pedestrian traffic within site to reduce social interaction	Staff to use phone conversations and emails in favour of face to face interaction	Madley Brook pupils at BB are accessing classrooms from the outside which significantly reduces internal use of the corridor. Staff encouraged to use email and phone to contact office.
	Reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others);	Reduce social interactions while at work	Staff to work in designated groups / teams. Where it is necessary to visit another group then extra consideration given to hand hygiene and maintain social distancing where possible.
	Group site users together and avoid contact between groups	Minimise contacts and avoid mixing by keeping, as far as possible, groups separate and maintaining distance between individuals	Classes to be in designated groups allowing them to be outside together. Groups not yet to mix within classrooms. Admin staff in their own group.
	Locate work stations to allow distancing		BB Office - one computer moved and perspex portable screen in place between two others.
	Consider arrival and departure times to reduce crowding into and out of the workplace. Introduce one way flow for exit and entry if possible		At BB two ends of the school to use different entry and exit points (which are also different from Madley Brook school. At WG KS 3 and 4 to use different entry and exit points.
	Provide pedestrian route guidance around site to dictate flow of pedestrian traffic		Corridors are wide enough for people to keep to the left in both directions on both sites. Posters to remind to walk on left.
	Make clear to parents that they should not gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)		Parents have been advised that they may not enter the school building and given alternative means to raise queries/questions.
	Staff must follow Government guidance on self isolation and not attend school in accordance with guidance if they or member of household is displaying symptoms		Information in staff guidance.
	Reduce points of cluster throughout the school day e.g breaks, assemblies		No assemblies. Pupils access outdoor areas through classrooms so no need for queuing / cluster.
Spreading the virus within buildings - staff, pupils, visitors	Pupils to be grouped together in bubbles as much as possible, and avoid contact between groups	Maintaining distinct groups or bubbles that do not mix will make it easier and quicker in the event of a positive case to identify those who may need to self isolate, and keep that number as small as possible. See DfE guidance on these approaches https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools	Classes to be in designated groups that will not mix with other groups. Groups will be kept separate from each other. Rooms and outdoor space timetabled to reflect this. Fence has been put up in BB EYFS integrated playground to separate from mainstream.
	Minimise contact and mixing by keeping groups as far as possible separate and maintain distance where possible		Staff to maintain good social distancing from any pupil or other staff members not in their designated group. For staff within their designated group they should maintain as much social distance as possible. For pupils within their group staff should keep some distance where this is possible. Many of the pupils will need a high level of support within 1 metre for both personal care and for learning throughout the day. Staff guidance has information on use of PPE for close contact support.
	Staff to maintain distance from pupils and other staff as far as practical, it is acknowledged that this is not always possible for pupils who have complex needs	Avoid close face to face contact if possible and minimise time spent within 1 metre of anyone if practical. Pupils' educational and care support should be provided as normal	Pupils to be reminded about giving each other space.
	Pupils to be encouraged not to touch staff and peers and to socially distance where possible		Individual risk assessments being completed with Specialist School Nurses, Therapists, SLT and parents / carers. Staff can choose to wear a face mask during the day - this must be a school issued disposable mask and not a personal face covering to avoid cross contamination. Staff to follow guidelines on wearing, putting on and removing face masks - Poster in each classroom. Staff have individual face shields that can be worn for personal care / spitting.
	Individual risk assessments to be implemented regarding pupils with complex needs which affect ability to maintain risk mitigations	E.g. pupils with respiratory needs. Staff working with children and young people who spit uncontrollably may want more opportunities to wash their hands than other staff, or, children and young people who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may need more opportunities to wash their hands than children and young people who do not. Specialist settings will typically have handwash basins in or adjacent to classrooms, so may be able to use these to maximise hand washing.	
	Consider process for removal of face coverings when pupils and staff who use them arrive at school and communicate this clearly to them.	Pupils must be instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.	Guidance to be shared with both pupils, families and staff.
	Arrange classrooms with forward facing desks	Remove unnecessary furniture to make more space	Class teachers removed furniture. Staff reminded to consider tables and seating within their class and have some distance where possible and avoid direct face to face of seated pupils where possible. Pupils can sit side by side and in horseshoe shape.
	Individual and very frequently used equipment, such as pencils and pens, should not be shared	Staff and pupils to use their own items	Classes have boxes / bags for individual pupils as relevant.
	Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.		Included in family guidance.
	Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Settings will need to make an assessment of the cleanability of equipment used in the delivery of therapies (for example, physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources will have to be restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.	Easily cleaned resources may be shared across designated groups. Harder to clean resources will remain within a class or designated group. Soft toys not to be out for general use, can be used to support a story sack as long as washed after each session. Water can be used if it contains soap liquid. Playdough and sand can be used only where pupils have their own bag / box of it that no one else touches.
	Consider which lessons or classroom activities could take place outdoors		Teachers encouraged to plan outdoor learning where they can in timetabled slots.
	Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building		Main parts of day in classroom or outdoor learning. Not using halls. Timetable for WG Food Tech Room and CAST room. To be decided on sensory rooms
	Avoid large gatherings e.g. assemblies with more than one group		No assemblies or choir.
	Outdoor sports prioritised in preference to indoors sports/PE		To be timetabled.
	Indoor sports to take place in large spaces if outdoor sports option is not available		For September saying no use of hall inside for sports - to be reviewed regularly.
Avoid any group activities and sports that requires pupils to be in close physical contact with each other		No close contact physical sports.	
Consider how play and sports equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously	Sanitise equipment during lessons if possible	Any shared fixed equipment to be cleaned between use. Designated groups can have own box of play equipment.	
Remove unnecessary items and furniture from classrooms and other learning environments where there is space to store it elsewhere		Completed by class teachers.	
Measures specific to classrooms and pupils			

Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) if possible		Most soft furnishings removed from classrooms. Hard to clean toys being removed / stored so not used or if need to be used then can be left for at least 3 days or until cleaned. Soft toys not to be out for general use, can be used to support a story sack as long as washed after each session. Water can be used if it contains soap liquid. Playdough and sand can be used only where pupils have their own bag / box of it that no one else touches.
Use back-to-back or side-to-side working (rather than face-to-face) where possible		Remind staff no un-necessary close face to face working with pupils. Where this is required for personal care, feeding, communication, specific support then staff to follow guidance on PPE.
Ensure that all adults and children wash their hands more frequently than usual with soap and water for 20 seconds and dry thoroughly	On arrival, throughout the day and in response to specific actions, e.g. pupil has coughed into hands, used toilets, before and after eating	In staff guidance and reminders for all classes.
Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments	Use of hand sanitiser for pupils with complex needs should be supervised due to risks of ingestion. Skin friendly skin cleaning wipes can be used as an alternative	All rooms have hand sanitiser. Each class to decide where this is kept so it is accessible to staff but not pupils.
Assist pupils who are less able to wash hands		Role of class staff.
Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. Open windows to improve ventilation.		All rooms to open windows. Need to consider warmth of room for some pupils with complex health needs.
Access rooms directly from outside where possible		This is not possible at BB except for one EYFS class however the corridor has decreased use as Madley Brook pupils are accessing their classrooms from the outside. At WG one Key Stage will mainly access classrooms from the outside.
Consider one-way circulation if practical, particularly in corridors and stairs		Reminder to walk on the left of the corridor for pupils and staff.
Consider staggered start and finish times	This should not reduce the amount of overall teaching time	Majority of pupils arrive on school transport at an allocated time. Agreed on different entry / exit points on both sites to reduce use of corridor and cluster points.
Stagger breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time		Corridors are wide enough for people to keep to the left in both directions on both sites. Posters to remind to walk on left.
Stagger lunch breaks - pupils and staff should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.		Lunches currently being eaten in classrooms on both sites.
Ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time	Where possible ensure toilets are only used by students within one zone.	BB classes have their own toilets for pupils. Two WG classrooms have own toilets. Other groups will use designated Key Stage toilets in the corridor.
Outdoor playground equipment should be more frequently cleaned	Consider appropriate rotas for outdoor equipment (i.e. 1 group per day to have access) with sufficient cleaning between use.	Timetables for each designated groups.
Classroom staff to use appropriate cleaning products to clean and disinfect frequently touched objects and surfaces in the rooms/spaces they are using including:	Thorough cleaning of all items used in the room completed either at the start or end of each day. On-going cleaning carried out through the day on areas of spillage, dirty hands or areas / surfaces where frequent sneezing has occurred, particularly from hay fever. Tablet devices / touch screen technology is cleaned / sanitised prior to each use. Remove any shared toys / apparatus that might be difficult to clean to fully sanitise	Cleaning products provided and to be kept out of reach of pupils. Items used to be cleaned or put in a lidded box to be cleaned. Ongoing cleaning. Cleaners clean main areas of room once per day.
<ul style="list-style-type: none"> • Door and window handles • Desks and table-tops • Sports equipment • Toys • Teaching and learning aids e.g. whiteboards • Computer equipment • Telephones 	Telephones should be wiped over between use if shared.	

3. Safely respond to any suspected or confirmed cases onsite or in the school community

Follow guidance contained in <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Site user becomes unwell	If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home' guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms	Site user to be instructed to follow the COVID-19: guidance for households with possible coronavirus infection guidance.	Information and protocol for ill children shared with parents/carers and to be shared with staff and included in guidance. If someone is at school and they receive information that someone in their household has tested positive then they leave the site straightaway and cleaning is done as it would be for a suspected case of someone showing symptoms.
	See cleaning guidance provided in cell 134 D		Facilities Manager clear on cleaning guidance and shared with team.
	Staff and pupils who have been sent home with symptoms of coronavirus will be instructed to take a test and actively engage with NHS Test and Trace	If the test is negative the person can return to school/work. However, if they feel unwell, it is best to avoid contact with other people until they feel better. Staff and parents/carers need to be willing to: book a test if they are displaying symptoms and provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace: self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19). Parents and staff must inform schools immediately of the results of a test	All suspected cases will be managed by a member of SLT. SLT must agree a return to school for anyone.
	Person should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.	See cell 134 D for cleaning guidance	Pupil to remain in class with an adult wearing PPE. If BB Isolation Room or WG SPACE room is free and pupil would manage in smaller room, then adult and pupil to move there so classroom can be cleaned. The class of a pupil should move out of the room they have been in so that it can be cleaned. They can either move outside or to the hall on their site. Current cleaning guidance will be followed for these rooms / toilets.
	If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using appropriate cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained	See cell 134 D for cleaning guidance	See above Each class has a bag with gloves, apron, mask and visor to be used by staff in this situation.

Suspected case on site	An unwell person remains on site awaiting collection	Cleaning guidance to be observed	<p>Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal. All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p> <p>Use one of the options below:</p> <ul style="list-style-type: none"> •a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or •a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants or •if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses <p>Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.</p> <p>Any cloths and mop heads used must be disposed of and should be put into waste bags (see cell an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning</p>	Cleaning of all areas where the symptomatic person has been will be coordinated by the Facilities Manager and / or a member of the SLT. All cleaning materials are available on both sites.
		Follow guidance regarding disposal of waste	<p>Personal waste from individuals with symptoms of Covid 10 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1.Should be put in a plastic rubbish bag and tied when full 2.The plastic bag should then be placed in a second bin bag and tied 3.This should be put in a suitable and secure place and marked for storage until the individual's test results are known. This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours. If the individual tests negative, this can be put in disposed of immediately with the normal waste. <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste. If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> •keep it separate from your other waste •arrange for collection by a specialist contractor as hazardous waste 	Facilities Manager is clear on cleaning guidance and disposal of waste.
	A site user has assisted an unwell person	<p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid 10 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p>	<p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p>	Current 999 procedures in place in school.
Confirmed case	There is a confirmed case of Covid-19 in the school community	When a child, young person or staff member develops symptoms compatible with Covid-19, they should be sent home and advised to self-isolate in accordance with government guidance.	<p>All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and must get tested in this scenario. If positive, all staff and pupils who have been in close contact with the person will be asked to self-isolate for 14-days. Contact Public Health England health protection team via DfE Helpline if a positive test is reported to facilitate a rapid risk assessment and to receive guidance on what actions to take, particularly regarding those people who have been in contact with someone who has tested positive. Please refer to the full guidance regarding the management of confirmed cases provided in item 8 "Manage confirmed cases of coronavirus amongst the school community".</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools. Please also refer to this guidance for advice on actions if schools have two or more confirmed cases within 14 days or an overall risk in sickness absence where Covid 19 is suspected. Parents and staff must inform school immediately regarding the results of a test.</p>	SLT to be informed immediately of anyone on site with symptoms. Advice given by SLT on going home and guidance to be followed.
		Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.		Head Teacher (or Assistant Head in their absence) to authorise return to school of anyone who tests Negative.
Confirmed case on site	A person with Covid-19 has entered the site	Person to be sent home immediately, referring to guidance provided above		SLT to be informed immediately and deal with the situation.
		Follow latest government guidance regarding cleaning	https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings	All SLT and Facilities Manager up to date with cleaning guidance.
		Persons in contact with confirmed case should be sent home to self isolate for 14 days in accordance with advice from Public Health England (see guidance provided above)		SLT to manage situation and clearly communicate the current guidance.
		Consider use of Lockdown policy if person refuses to leave site, adapting to ensure Covid 19 risk mitigations are taken		Policy to be followed if required.