



Covid-19 Risk Assessment EASTFIELD PRIMARY SCHOOL – May 2020, Reviewed 12th June 2020, Updated 27th Aug 2020 (ready for Sep return), Updated Dec 2020 (ready for Jan return), updated 3rd Jan 2021 with additional controls (see appendix 1), updated 5/1/2021 (National Lockdown), updated 1/2/21 re: LFT, updated 4/3/21 to welcome back all pupils

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called SARS-CoV-2, the virus that causes Coronavirus Disease 2019 (COVID-19). Symptoms can be mild, moderate, severe or fatal. It is a key principle of the City of Wolverhampton Council that safety is the most important factor for schools when they are risk assessment planning and Eastfield has put 'safety 1st' at all times.

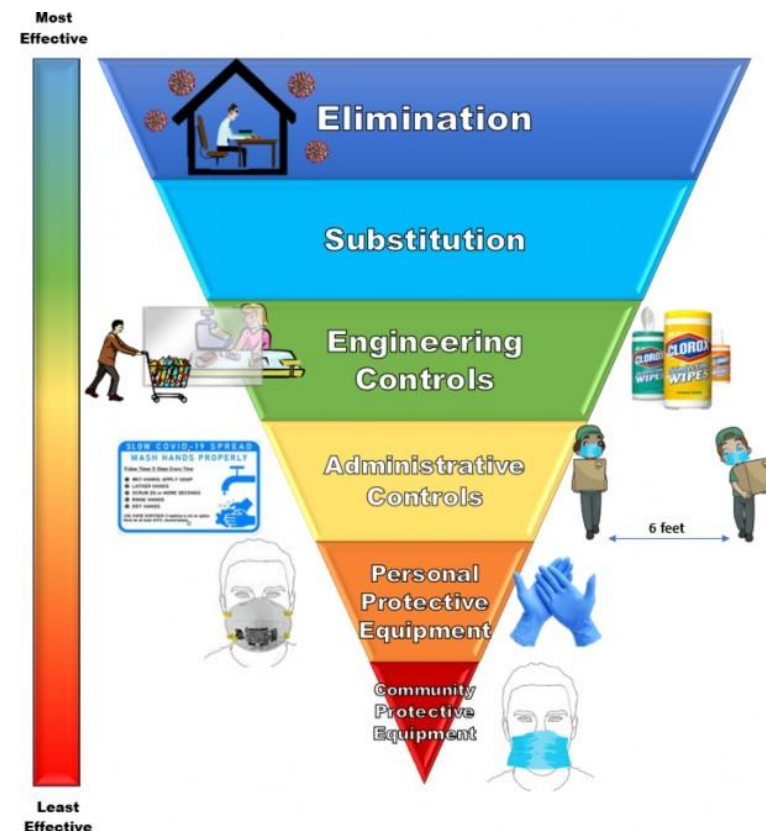
Government guidance (as at 24 February 2021):

- [School coronavirus \(COVID-19\) operational guidance](#) (applies from 8 March)
- [Annex A: health and safety risk assessment](#)
- [Coronavirus: advice for pregnant employees](#)
- [Coronavirus: asymptomatic testing in schools and colleges](#)
- [Rapid asymptomatic testing in specialist schools](#)
- [Safe working in education, childcare and children's social care](#)

We continue to advocate that you take the following approach (in this order) to reducing risks in your school:

1. **Elimination:** if an activity isn't considered essential and has risks attached, stop it
2. **Substitution:** replace the activity with one that reduces the risk. Take care not to substitute the activity
with one that'll introduce new hazards
3. **Engineering controls:** introduce measures that help control or mitigate risk
4. **Administrative controls:** identify and implement the procedures to improve safety (for example, by having markings on the floor or signage around school)
5. Having gone through this process, **use PPE where the guidance advises it is required**

Respond to risks in a way that's appropriate for your school's circumstances. For each risk, consider whether there are measures in each of the above steps that you can adopt before moving onto the next step.



Title: Covid-19 Risk Assessment

Hazards	Who might be harmed	Controls Required	Risk Rating L/M/H	Additional Controls	Action By who	Action by when	Done
Spread of Covid-19 Coronavirus	Staff	<u>Barriers / screens</u>	L	Office area is behind glass – staff to not open the door Office has been redesigned so that there is more room to access the glass area Office staff are 2m apart and are 1m+ away from staff who visit the office Additional office has been created for SLA staff to reduce number of people working in office	NB / DSt R'OH, NB abd DSt	Ongoing July 2020	Complete
	Pupils	<ul style="list-style-type: none"> Barriers/screens to be used by reception staff when dealing with parents/visitors/contractors 					
	Cleaners	<u>Promotion of good personal hygiene</u>					
	Contractors	<ul style="list-style-type: none"> Hand washing facilities with soap and water (ideally warm water) in place. Posters to be displayed throughout the school reminding pupils, staff and visitors to wash their hands, e.g. before entering and leaving the school. (Additional PHE posters accessible here). Stringent hand washing taking place. (in accordance with this guidance). Pupils are supervised by staff when washing their hands to ensure it is done correctly and for at least 20 seconds, where necessary. Classes to teach children hand washing techniques. Drying of hands with disposable paper towels. Children to wash hands before and after eating a snack and before and after eating dinner. Hand sanitisers meeting a minimum of 70% alcohol content (for as long as it's available to buy) sited in any area where washing facilities not readily available (Note; hand gel is no substitute for thorough and effective handwashing) Employees and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and 					
	Visitors to your premises			Hand sanitiser station in main entrance before visitors / contractors can enter school New visitor and contractor guidance booklet written and will be issued to all pre-arranged visitors / contractors. Protocols written for agencies who wish to see children in school NO VISITORS IN SCHOOL 5/1/21	B'OH B'OH VRo / AG / RW	Daily check 1/9/20 1/9/20	Complete
	Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions						
	Anyone else who physically comes in contact with you in relation to your operations						

		<p>wash hands and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <ul style="list-style-type: none"> • Tissues for each class and available throughout school, ensuring adequate stock levels for each class / office from the start of each day and are replenished as needed. • Appropriate receptacles for disposal of tissues which are emptied throughout the day. • Pupils discouraged from sharing cutlery, cups or food. • Parents informed of hygiene expectations and to advise its discussed with their children. • Parents informed that children are to wash their hands for 20 seconds before coming to school and when they get home. • Areas are kept well ventilated using natural ventilation where possible. • Windows to be opened wide every hour • Hall windows to be opened and fire doors left open after PE lessons 		<p>Hand sanitiser station to be replenished weekly</p> <p>Additional signage purchased</p> <p>Additional paper towels purchased – team leaders to replenish daily</p> <p>Washing stations to be set up in all classrooms – washing bowls, soap, paper towels, hand sanitiser for children and staff.</p> <p>Children to wash hands on arrival Staff to hand sanitise on arrival Additional portable washing stations purchased</p> <p>Catch it, bin it posters displayed around school including staffrooms – additional bins purchased</p> <p>Whole Staff meeting to go through changes and risk assessment and Staff Handbook COVID19</p> <p>Parents informed of all changes inc. hygiene procedures, drop off / collection points (including extended drop off time 8:45-9:15) via letters on website, facebook and via texts</p>	<p>B'OH</p> <p>HT</p> <p>Team leaders</p> <p>Team Leader</p> <p>Children Staff</p> <p>All staff</p> <p>Parents HT</p> <p>Children</p>	<p>Daily Check</p> <p>1/6/20</p> <p>1/6/20</p> <p>1/6/20</p> <p>1/9/20</p> <p>1/6/20</p> <p>1/9/20</p> <p>August 2020</p> <p>September 2020</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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		<p>Cleaning</p> <ul style="list-style-type: none"> Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. Cleaners are employed by the school / sourced via LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as door handles, door panels, bannisters, light switches, reception area / sign in tablets, using appropriate cleaning products and methods. Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. All cutlery and cups are thoroughly cleaned before and after use. Class teachers to ensure windows are open for ventilation and doors are left open to reduce touching handles 	<p>School uniform to be worn by all children and staff to follow dress code in staff handbook All staff to ensure that clean clothes are worn each day Visors will be worn by staff on the gates. Children will be asked to remove PPE on arrival at school Children to wear PE kit on PE days</p> <p>Safety box for all classrooms with tissues, paper towels, antibac spray, wipes, bin bags, cloths Cleaner on site all day who will continually clean toilets and frequently touched surfaces Cleaning Team to revert to previous hours so that who school is cleaned daily (on top of the additional daily cleaner)</p> <p>Children to bring own lunch and FSM to have grab bags delivered to them in the classroom –letter to parents to be sent again regarding hygiene Kitchen to follow its own COVID19 risk assessment No cooked meals until Oct. HAMPERS ORGANISED WITH LA</p> <p>Hot food introduced - Jacket potatoes on a Monday and Fish fingers / pizza on a Friday</p> <p>Staff to clean children's tables regularly during the day</p>	<p>Staff</p> <p>Staff on gates</p> <p>Children</p> <p>B'OH</p> <p>Additional Cleaner</p> <p>SH to send additional letter 29/5/20, July and August</p> <p>Kitchen</p> <p>Staff</p> <p>All staff</p>	<p>June 2020</p> <p>29/5/20</p> <p>January 2021</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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				<p>(including before and after lunch)</p> <p>Staff to have own mug which they keep throughout the day and wash themselves</p> <p>Classrooms set up with individual tables according to LA planning tool and guidance of max. 10 pupils.</p> <p>Classrooms amended to class Bubbles of 30 pupils – forward facing desks</p> <p>BUBBLES 15 CHILDREN MAX</p> <p>See also LA Cleaning risk assessment</p> <p>HT and School business manager met with Cleaning Manager In May and agreed: Full time cleaner 8am – 4pm Part time cleaner 7:30-10:45am Part Time cleaner 1:30-4:30pm HT and SBM met with Cleaning Manager in July and agreed an additional new cleaner For September Cleaner 1 7:30-9am + 2-6:30pm Cleaner 2 (new) 9-12:15pm Cleaner 3 (additional hours) 12:15-3:15 Cleaner 3 3:15 - 6:15pm Cleaner 4 3:15-6:30pm (Additional 6 hours of OT for cleaning) Cleaning Review planned</p>	<p>Team leaders – Rec, Y1 and Y6 All classrooms</p> <p>El Cleaning Supervisor</p> <p>Sarah Hay Rebecca O’Hara</p> <p>Rebecca O’Hara</p>	<p>September 2020</p> <p>Now</p> <p>1/6/20</p> <p>1/9/20</p> <p>1/6/20</p> <p>20/5/20</p> <p>2/9/20</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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				<p>School Business Manager to meet with Cleaning Supervisor daily to review processes. SBM to carry out checks and report any issues to supervisor and also to Manager</p>	Caretaker	Daily	Complete
		<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). Implementation of social distancing – i.e. reducing the number of persons in any work area to comply with a 2-metre (6.5 foot) gap and where this is not possible, to comply with the 1 metre (3.5 foot) gap recommended by Government. Class sizes are based around groups of no more than 15 pupils and 1 teacher (and 1 TA if needed). This will be changed to 30 pupils and 1 teacher and 1 TA as of 1/9/2020 in light of new DFE guidance . Cohorts (Classes) are kept together and where ever possible different groups are not mixed. The same teacher / staff members are assigned to each group (class) and stay the same during the day Desks should be spaced as far apart as possible and facing forward. Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day. Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering Teachers to teach classes from front of the class 		<p>Caretaking Services to clean outdoor equipment daily Caretaking services to litter pick daily and keep the site clean and tidy</p>	Eservices	1/6/20 Daily	Complete Complete
				<p>Will add this message to our school website COVID19 area of website created Letter sent to parents 26/8/20 to remind them Posters displayed at main entrance Signing in system to be updated with this message</p>	SH SH B'OH	1/6/20 26/8/20	 Complete
				<p>Classrooms and hall set up with individual tables to ensure that there is a 2m gap. Class sizes will be based on the LA planning tool – max. 10 and desks spaced as far a part as possible Classrooms to be reconfigured into class bubbles of 30 with forward facing desks. Children to sit side by side in 2s Class Bubble to be made up with 1 teacher, 1 TA and 30 children</p>	Team Leaders Class teachers	1/9/20 22/5/20 1/9/2020	 Complete
					Senior Leadership Team		

		<ul style="list-style-type: none"> • Staff reminded daily of the importance of social distancing both in the workplace and outside of it. • Review of work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. • Redesigning processes / rooms to ensure social distancing in place. • Conference calls (TEAMS meetings) to be used instead of face to face meetings. • Social distancing also to be adhered to in staff rest areas, canteen and smoking area. • Management checks to ensure this is adhered to. • Parents discouraged from gathering at school gates. • Assemblies to take place via Microsoft TEAMS – children to view the whiteboard for the assembly 		<p>Each year group is set into a bubble with a Bubble Manager and a Bubble HLTA – to bring lunches and to assist with start / end of day</p> <p>Reception – 3 bubbles of 7 children (1 teacher and 1 TA in a bubble)</p> <p>Year 1 – 2 bubbles of 7 children (1 teacher and 1 TA in a bubble)</p> <p>Year 6 – 3 bubbles of 8-9 children (1 teacher and 1 TA in a bubble)</p> <p>For full re-opening there will be 14 class bubbles</p> <p>HLTAs will work across year groups</p> <p>JV EYFS</p> <p>KMc Y1/2</p> <p>CCa Y3/4</p> <p>ZW Y5/6</p> <p>PPA teachers can work across classes to enable a full education offer.</p> <p>HLTAs / Inclusion staff deployed to work across a year group not phase</p> <p>7 X YEAR BUBBLES OF AT LEAST 5 STAFF – 2 TEACHERS AND SUPPORT STAFF (NO MORE THAN 15 CHILDREN)</p> <p>Each bubble has their own classroom and their own area of the outdoor playground.</p> <p>Reception has own playground</p> <p>Y1/2 will use playground outside Y6 but each class will be timetabled and use it separately</p>	<p>HLTAs</p> <p>Senior Leadership Team</p> <p>SLT</p> <p>SLT</p>	<p>1/6/20</p> <p>1/9/20</p> <p>1/6/20</p> <p>1/9/2020</p> <p>1/6/20</p>	<p>Complete</p> <p>Complete</p>
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				<p>Y3/4 will use pirate ship playground but each class will be timetabled and use it separately</p> <p>Y5/6 will use KS2 playground but each class will be timetabled and use it separately</p> <p>Lunchtimes are staggered (staff to eat with children in classroom) and timetabled</p> <p>All staff have been allocated a ½ hour break during the day</p> <p>Staff have been allocated a staff room (staff room, meeting room, intervention space medical room/ office)</p> <p>Each bubble has been allocated 1 or 2 toilet cubicles for their use and the cleaner will wipe these on a rotation.</p> <p>Toilets will be returned to full use but will be cleaned each ½ hour</p> <p>Staff to be split into 6 teams and then allocated 3 spaces for a rest break – staff room, meeting room and downstairs intervention kitchen</p> <p>Staff to be allocated <u>4</u> staffrooms – staff room, meeting room and medical room / office</p> <p>Teachers to have break when children are on lunch</p> <p>2m social distancing signs displayed in staff room and main entrances</p> <p>Teams meetings to be used where possible</p>	<p>HB</p> <p>SLT</p> <p>Additional Cleaner</p> <p>SLT</p> <p>HB</p> <p>Signs Now</p> <p>SLT</p>	<p>1/9/2020</p> <p>1/6/20</p> <p>1/9/20</p> <p>1/6/20</p> <p>1/9/2020</p> <p>4/1/2021</p> <p>1/6/20</p> <p>1/9/2020</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>
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		<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none"> School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc. School will cease hand shaking of children and visitors. Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down. Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. 		<p>Additional signage purchased for outside school gates / school fences to remind parents</p> <p>Additional tape on floor next to new 4 gates for children to stand on, spot at front of rooms for staff to stand on</p> <p>Floor markings (arrows) in corridors to ensure that children keep left</p> <p>Staff to be reminded not to congregate in communal areas – INSET day</p> <p>Parental access to the school is via appointment only and only if absolute necessary – phone calls and TEAMs meetings are the preferred appointments</p> <p>Parents to drop off / collect children at allotted times – children are in surname / sibling group – the risks of class bubbles being contaminated on the way in and out of school is reduced due to being outside, using 2m social distancing for lining up and for going straight into classrooms.</p> <p>NO PARENTS ON SITE</p> <p>Children to be given own personal resources – pencil, ruler, pencil sharpener, exercise book etc</p> <p>Resources within the classroom bubble can be shared but should be cleaned regularly along with frequently touched surfaces.</p>	<p>HT</p> <p>Teachers</p> <p>Teachers</p> <p>HT</p> <p>Bubble managers</p>	<p>When needed 1/6/2020</p> <p>1/9/2020</p> <p>July / August 2020</p> <p>1/6/20</p>	<p>Complete</p> <p>Complete</p>
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		<ul style="list-style-type: none"> Physical activity to be promoted rather than formal PE lessons with equipment. Non-contact activities will be promoted. Weekly Outdoor PE lessons will be reintroduced Hall to be used for PE – windows to be opened Books to remain in school to reduce transmission risks Photocopier has cleaning material supplied for staff to use Signing in screen cleaned 2x daily 		<p>Resources used across school to be cleaned after use and rotated to ensure 48 hour isolation period between use Children / parents to be advised to only bring in coat, and packed lunch</p>	SLT / class teachers	1/6/20	Complete
				<p>Display boards to be looked at by Team leaders and either covered or removed</p>	Head Teacher	1/6/20	Complete
		<p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, loss of taste / smell and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. If anyone becomes unwell with a new continuous cough or a high temperature or loss of taste / smell in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated. If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. 		<p>Windows open wherever possible Door wedges to be used for corridor and classroom doors – to be unwedged at the sound of fire alarm</p>	HT	1/9/2020	Complete
				<p>INSET day briefing for all staff on the symptoms Email to be sent to all staff too Staff to be directed to NHS website INSET day reminder to staff – COVID19 handbook</p>	Team Leader – Rebeeca O' Hara	1/6/20	
				<p>Medical room has been deep cleaned and the bed removed – 3 wipeable plastic chairs are now available. Box of PPE available in medical room – apron, gloves, masks Purple room has been identified as a quarantine room and also the disabled toilets are quarantine toilets</p>	HT	1/9/2020	
					Rebecca O'Hara	1/6/2020	
					All staff	1/9/2020	
					Head Teacher	Letter 26/8/20	

		<ul style="list-style-type: none"> If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <p><u>Wider Public Transport</u></p> <ul style="list-style-type: none"> Families encouraged to walk / cycle to school and to keep public transport journeys to a minimum School to adopt a staggered start and finish time for school to reduce volume of journeys during peak times <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> The school will contact every user and inform them of usage expectations and ask for their risk assessments: Compulsory handwashing / use of hand sanitiser before entering school. Restrictions or suspensions of building usage All deliveries for the kitchen to go to the back entrance and to be supervised by caretaker or kitchen staff 		<p>Cleaner will be deployed to clean any affected areas</p> <p>School staff to fully engage in NHS test, Track and trace system following Government guidance</p> <p>Parents advised to adhere to latest Government guidance if they or a member of their household has tested positive / shows symptoms</p> <p>Need to obtain phone numbers and contact emails etc and produce a contact list for noticeboard</p> <p>Parents can drop off their children between 8:45-9:15 and can collect between 3-3:15pm</p> <p>Parents can drop off their children between 8:45-9:05 and can collect between 3:05-3:15pm</p> <p>All visitors / contractors must produce / send risk assessments before entering the building to ensure that they understand their expectations</p> <p>Produce a visitor safety leaflet – revise this safety leaflet for full reopening</p> <p>Hand sanitizer station in main entrance before entering school</p> <p>Volunteers to be suspended</p> <p>Wolverhampton Wanderer's foundation coaches to be suspended until at least the end of September, extended to</p>	<p>Office and Site staff</p> <p>Parents</p> <p>Parents</p> <p>HT / SBM</p> <p>R'OH</p>	<p>1</p> <p>/9/2020</p> <p>4/1/2021</p> <p>1/6/2020</p> <p>1/9/2020</p>	<p>Complete</p>
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		<p><u>Emergency procedures</u></p> <ul style="list-style-type: none"> • All staff and pupils' emergency contact details are up-to-date, including alternative emergency contact details, where required. • Pupils' parents are contacted as soon as practicable in the event of an emergency. • Staff and pupils' alternative contacts are contacted where their primary emergency contact cannot be contacted. • The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy. <p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual</p>		<p>Easter (apart from breakfast club) Hays agency staff to be briefed alongside school staff and to receive sight of COVID19 staff handbook</p> <p>Office to check on Teachers 2 parents and check on 'failed' numbers + then contact / write to these parents School to purchase SIMS app and roll this out to parents – need their email addresses (this will aid communication and also keeping personal data up to date) Socially distanced fire alarm practice to take place in 1st and 5th week (when reception have started)</p> <p>First aid policy to be reviewed – staff handbook COVID19 details amendmemts to 1st aid and medicine</p> <p>PPE required if;</p> <ul style="list-style-type: none"> • a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask (that meets a minimum 	<p>Deb Stewart</p> <p>DST</p> <p>R'OH and caretaker</p> <p>Sarah Hay / Deb Stewart / Rebecca O'Hara</p> <p>HT</p>	<p>1/9/2020</p> <p>1/6/2020</p> <p>1/9/2020</p> <p>1st week back</p> <p>1/9/2020</p> <p>1/6/2020</p>	
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		<p>activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p> <p>All staff to wear face coverings / visors in communal areas / corridors / when signing in</p> <p>Teachers to teach wearing visors if this feels more comfortable</p> <p><u>Lateral Flow Testing – Home Testing (All Staff)</u></p> <ul style="list-style-type: none"> In line with government guidance Staff will be asked to take a LFT twice weekly and report the outcome to both school and via the NHS online reporting system as detailed in the 'Your step by step' guide and staff briefing notes. Mrs Hay has been appointed as the Covid and Registration Co-ordinator and oversees the distribution of home tests and will wear a face mask when distributing tests Mrs Birdee oversees the collation of school outcomes via the designated email COVIDeastfieldpri.co.uk Staff collect tests as detailed in the guidance taking due care to ensure social distancing measures are adhered to and hand and face hygiene is followed. Staff must wash their hands before and after collecting their tests and wear a face mask. Staff to test themselves 2x weekly on a Monday and Thursday morning before school <p>Staff must report their test outcome to school and if positive they must:</p> <ul style="list-style-type: none"> Isolate immediately (and their household) and book PCR test to confirm result 		<p>standard of FFP2), gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained.</p> <ul style="list-style-type: none"> If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely. <p>Face Visors purchased for staff manning the gates</p> <p>Face visors / masks to be available to all staff for use in communal areas</p> <p>All staff to wear face coverings in communal areas</p> <p>All PPE equipment to be sited in the Site Stores – Hand sanitiser to be locked away in a fire retardant cupboard</p>	<p>HT</p> <p>B'OH</p>	<p>1/9/2020</p> <p>4/1/2021</p>	
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		<ul style="list-style-type: none"> Follow guidance when they receive their result. If PCR positive – contacts must self-isolate for 10 days from LFT. If PCR negative – both the individual can return to school if they have no temperature for 48 hours and contacts can return to school <p>Staff who have previously tested positive for COVID19 within 90days will not be testing using LFT on advice from Wolverhampton Public Health. Once the 90days has passed they will start testing.</p>					
Teacher / staff shortage		<ul style="list-style-type: none"> School monitors daily any staff absence. Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. Daily report to the HT on number of absences and symptoms. Weekly summary data for each class to HT. Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. Contingency framework to be invoked if needed – remote learning 	M	<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher. Vulnerable children and children of critical workers in other year groups should also be split into small groups of no more than 15.</p> <p>Teams have additional staff who are able to teach if needed. Team Leaders to report to HT daily attendance for DFE returns</p> <p>HLTAs can be used to cover Class bubbles in the event of a staff shortage (additional HLTA employed to build capacity)</p> <p>B'OH to complete the DFE return daily</p> <p>VRo to monitor COVID related absences and email LA Public Health daily</p>	<p>Helen Bird</p> <p>Team leaders</p> <p>HLTAs</p>	<p>Ongoing</p> <p>Daily</p> <p>1/9/2020 onwards</p>	<p>Complete</p> <p>Complete</p>

Impact on physical and mental health		<ul style="list-style-type: none"> • Risk assessments have been completed. Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. • Where individuals have expressed concerns in relation to the COVID19 response, line managers will complete a separate risk assessment with that individual and if needed seek advice from HR • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information (e.g. H&S schools newsletter May edition wellbeing special) and has an open-door policy for those who need additional support. • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 	M	<p>Currently 3 staff will not be in school on 1/6/20 – Individual risk assessments to be completed</p> <p>*New LA NHS / City Council risk assessments completed by all employees</p> <p>KST to have an additional risk assessment completed due to pregnancy – will be placed in a class bubble (on maternity leave 4/1/2021)</p> <p>Staff to be reminded that they have the support of the Employee Assistance programme</p> <p>STAFF RISK ASSESSMENTS REVISITED</p> <p>Daily check ins with staff</p> <p>Staff notice board to be updated</p> <p>School website to be updated with a Social, Emotional and mental health section</p>	<p>Head Teacher</p> <p>All staff</p> <p>HT</p> <p>Staff</p> <p>ZW</p> <p>Inclusion staff</p>	<p>1/6/20</p> <p>17/6/20</p> <p>1/9/2020</p> <p>Ongoing</p> <p>July 2020</p> <p>July 2020</p>	<p>Complete</p> <p>Complete</p> <p></p> <p>Complete</p> <p>Complete</p>
Children not in school	<p>Parents</p> <p>Children</p>	<p><u>Free School Meals / print outs of remote learning</u></p> <p>Those people collecting Free School Meal food boxes, must adhere to social distancing guidelines, maintain good hand and face hygiene and collect boxes during the allocated time slot.</p> <p><u>Weekly contact with children</u></p> <p>All children to be contacted by the staff 2x per week</p> <p>SEN support / vulnerable pupils to be contacted 3x per week</p> <p>Pre-recorded videos to be available to all pupils via You Tube</p> <p>Print outs of remote learning available to all pupils</p>		<p>SLT only to distribute weekly lunchbox hampers / print outs of remote learning on a Monday 12-2pm from Gate B</p> <p>Social distancing to be followed by parents and staff</p> <p>SLT to wear masks</p> <p>Weekly safeguarding meeting – any children who have not been contacted to be discussed and next steps identified</p>	<p>SLT</p> <p>Staff</p>	<p>January 2021</p> <p>January 2021</p>	

Contact with coronavirus when getting to and from school	<p>Pupils</p> <p>Staff</p> <p>Parents / carers / visitors</p>	<p>Everyone will be encouraged to walk, cycle or scoot into school, and asked to avoid taking public transport during peak times if possible. Staggered start times will help pupils avoid peak times</p> <p>Anyone who needs to take public transport will be referred to <u>government guidance</u>.</p> <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <p> Their allocated drop off and collection times</p> <p> The protocols for minimising adult to adult contact - using different entrances and exits or marking out spots to queue</p> <p> That only one parent/carer should attend</p> <p> Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment</p> <p>Staff and visitors will be asked to keep on or put on a face covering when arriving at school and moving around indoors in places where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They will be asked to wash their hands before and after putting on or removing a face covering.</p> <p>A supply of spare face coverings will be kept for any staff member or visitor who arrives without one or has one that's unsafe to wear.</p> <p>Anyone wearing reusable face coverings when arriving to school will be expected to bring a plastic bag to keep these in during the school day when not in use. Disposable face coverings will be disposed of in a covered bin.</p> <p>Any pupils wearing any sort of face covering when arriving to school will wash their hands on arrival (as all individuals will), dispose of/store the covering, and wash their hands again before going to their classroom.</p> <p>Everyone will be made aware that they must not touch the front of the covering during use or removal.</p>		<p>Car sharing should be avoided if possible but if it's not possible then it should be documented (perhaps on individual risk assessments) to reflect that conversation has been had with the staff member and that they are ensuring to take the following precautions:</p> <ul style="list-style-type: none"> • Travel with windows open • Wear face coverings for the entire journey • The owner of the car is responsible for cleaning it and wiping hand touch points down before bringing it back into use as their own personal vehicle for transporting family members. 				
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<p>Spread of Covid-19 through person to person contact</p>	<p>Staff</p> <p>Pupils</p> <p>Cleaners</p> <p>Contractors</p> <p>Visitors to your premises</p> <p>Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</p> <p>Anyone else who physically comes in contact with you in relation to your operations</p>	<p><u>Limiting contact with someone potentially suffering from coronavirus</u></p> <ul style="list-style-type: none"> • Everyone will be asked not to come into school if they need to self-isolate under <u>current government guidance</u>. Regular reminders will be given about this. • School sends out regular clear messages that children, parents, carers or any visitors, such as suppliers are not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). • If pupils or staff have travelled abroad, they will be asked not to come into school and to quarantine under the <u>current government guidance</u>. • Anyone self-isolating with symptoms will be advised to do so in line with current government guidance, and to access <u>testing</u> and engage with the NHS Test and Trace process. <p><u>Rapid testing programme</u></p> <p>Staff will still be offered 2 lateral flow tests per week, for use at home.</p> <p>All staff and pupils will continue to follow the measures set out in this risk assessment, even if we're participating in rapid testing.</p> <p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Implementation of social distancing – i.e. reducing the number of adults in any work area to comply with the 2-metre (6.5 foot) gap recommended by Government. • Classes are kept together and wherever possible different groups are not mixed. • The same teacher / staff members are assigned to each class and stay the same during the day (• Desks should be spaced as far apart as possible and forward facing. 					
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		<ul style="list-style-type: none"> • Children use same classroom or area of a setting throughout the day with thorough cleaning of rooms at the end of the day. • Staggered lunch and break times and the movement of pupils around school to reduce large groups of children gathering • Staff reminded daily of the importance of social distancing both in the workplace and outside of it.. • Redesigning processes / rooms to ensure social distancing in place. • Conference 'TEAMS' calls to be used instead of face to face meetings. • Social distancing also to be adhered to in staff rest areas • No use of the dining hall for children • Parents discouraged from gathering at school gates. <p><u>Dealing with a suspected case (staff and / or pupil)</u></p> <ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • If anyone becomes unwell with a new continuous cough or a high temperature in school they will be isolated (children supervised at all times) and kept in an area where they can be at least two metres away from others and sent home and advised to follow the stay at home guidance. • If unwell pupils and staff are waiting to go home, they are instructed to use different toilets to the rest of the school to minimise the spread of any potential infection. • Areas used by unwell staff and pupils who need to go home are appropriately cleaned once vacated and PPE will be disposed of properly, following <u>decontamination guidance</u>. 					
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		<ul style="list-style-type: none"> • If a member of staff becomes symptomatic their line manager maintains regular remote contact with during this time. • If advised that a member of staff or pupil has developed Covid-19 and were recently on school premises the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <p><u>Controlling other users of building (visitors / contractors)</u></p> <ul style="list-style-type: none"> • The school will contact every user and inform them of usage expectations / protocols: • Compulsory handwashing / use of gel before entering school. • Restrictions or suspensions of building usage <p><u>Personal Protective Equipment (PPE)</u></p> <p>Note: Public Health guidance on the use of PPE to protect against COVID-19 relates to health care settings, in all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours. Therefore, for mainstream school's face masks, gloves, aprons etc would not be needed. The majority of staff will not require PPE beyond what they would normally require i.e. where schools require PPE as part of business as usual activity (e.g. gloves and aprons for intimate care needs) then an adequate supply is to be in place.</p> <p>Disposal of PPE waste can go into normal waste streams, but it must first go into a separate bag and be sealed.</p>		<p>Additional risk assessments written for any pupils attending your school that won't be able to maintain good respiratory hygiene, such as pupils with complex needs who spit uncontrollably or use saliva as a sensory stimulant, and if there are different/additional measures you can put in place for these children and the staff who work with them.</p> <p>social distancing to be observed in staff rooms / break out areas and offices.</p> <p>Additional measures such as:</p> <ul style="list-style-type: none"> • Maximum capacities calculated and indicated on sign on door to room 				
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				<ul style="list-style-type: none">• Seats / desks spaced apart or taken out of use• Face coverings• Regular monitoring of usage of rooms <p>Social distancing to be observed in classrooms between members of staff (e.g. teacher and TA).</p> <p>In the case of a pupil who needs to be supervised before being picked up:</p> <ul style="list-style-type: none">• A window will be opened in the room to allow for fresh air ventilation• If a distance of 2 metres can't be maintained, supervising staff will wear a fluid-resistant surgical mask• If contact is necessary, supervising staff will also wear disposable gloves and a disposable apron• If there's a risk of splashing to the eyes, such as from coughing, spitting or vomiting, supervising staff will also wear eye protection			
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				<p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been picked up.</p> <p>PPE required if;</p> <ul style="list-style-type: none"> a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid repellent surgical face mask, gloves (BS EN455) and apron should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn (Coronavirus (COVID-19): implementing protective measures in education and childcare settings). <p>Gloves, aprons, masks should be carefully removed to reduce contamination and disposed of safely.</p>			
Spreading infection due to excessive	Staff Pupils	Where possible, meetings will be conducted by telephone or using video conferencing / TEAMS. This includes meetings with staff, parents/carers, visitors and governors.		Staff are not to sit next to each other to take part in online training when sharing a			

contact and mixing in meetings	Parents / carers Others	Where this isn't possible, meetings will be conducted outside, outside of school hours, or in a room large enough to allow for social distancing.		PC/laptop. Ideally each member of staff accessing online training should do so on a separate PC that is 2 meters away from any other person.			
Spreading infection through contact with coronavirus on surfaces	Pupils Staff Visitors / others	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Pupils sit at same desk each day which is thoroughly cleaned at the end of each day. • Cleaners are employed by the LA SLA to carry out daily thorough cleaning of classrooms and other areas that follows national guidance and is compliant with the COSHH policy and the H&S policy. • Meet with cleaning contractors to review cleaning arrangement and make any necessary changes. • Increase focus cleaning and disinfecting objects and surfaces that are touched regularly (touch points) particularly in areas of high use such as classroom desks and tables, door and window handles, door panels, bannisters, light switches, reception area / sign in tablets, teaching and learning aids, computer equipment (including keyboards and mouse), sports equipment, telephones, printers/photocopier machines, using appropriate cleaning products and methods. • Items that need laundering (e.g. towels, flannels, bedding) will be washed regularly in accordance with the manufacturer's instructions, on the warmest water setting. These items will not be shared between children between washes. • Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. • All cutlery and cups are thoroughly cleaned before and after use. • As soon as we hear that a staff member has tested positive with a lateral flow test, we will follow the same cleaning measures (laid out above) as if that staff member had been symptomatic while in school. 					

		<p><u>Reducing contact point activities</u></p> <ul style="list-style-type: none">• School avoids any activities which involve the passing of items around a class i.e. food making / tasting, artefact sharing, touching activities etc.• School will cease hand shaking of children and visitors.• Any display boards which promote or encourage touching due to a sensory element should be temporarily taken down.• Carefully selected and assessed doors are propped open (bearing in mind fire safety and safeguarding risks), to limit use of door handles and aid ventilation. <p><u>Shared resources</u></p> <p>Any resources shared between groups, such as sports, art and science equipment, will be either:</p> <ul style="list-style-type: none">• Cleaned frequently and meticulously, and always between groups using them; or• Rotated so they can be unused and out of reach for 48 hours (72 hours for plastics) between use by different groups <p>The same rules will be followed for books and other shared resources that pupils or staff take home. However, unnecessary sharing will be avoided, especially where it doesn't contribute to pupil education and development.</p> <p>Individual and very frequently used equipment, like pens and pencils, will not be shared.</p> <p>Therapy equipment, such as physiotherapy or sensory equipment, will be cleaned between each use. If this is not possible or practical, it will be:</p> <ul style="list-style-type: none">• Restricted to one user; or• Rotated so it can be unused for 48 hours (72 hours for plastics) between use by different individuals <p>Shared rooms, such as halls and dining areas, will be cleaned between different groups using them.</p>		<p>Colleagues to avoid making drinks for others and sharing biscuits and other foods during the working day. Employees should not be sharing any foods and should only be making drinks for themselves and cleaning all surfaces and touched objects (taps, water boilers, spoons etc.) afterwards. All food including snacks should be taken home at the end of the working day.</p> <p>Sharing of equipment between staff is limited. Staff should not be using, sharing and/or passing equipment between themselves that is not cleaned between use. For example, handheld radios, stationary, photocopiers, printers, laptops, etc.</p>			
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		<p>If a person with coronavirus symptoms comes into school, a deep clean will take place in the areas that the person has been in, following <u>decontamination guidance</u>.</p> <p>Cleaning supplies will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Teachers will wash their hands and surfaces before and after handling pupils' books.</p>					
Spreading infection due to excessive contact and mixing between pupils and staff in lessons	Pupils Staff	<p>Children will be kept in class bubbles and this includes Children in the EYFS who will be kept in consistent groups based on their age groups, while adhering to the usual staffing ratios.</p> <p><u>All schools continue with: Where pupils are old enough and capable enough, they will be taught and reminded to maintain their distance and not touch staff or peers.</u></p> <p>Pupils will be seated side-by-side and facing forwards, and unnecessary furniture will be moved out of classrooms to allow for this.</p> <p>We will keep pupils in their groups for most of the classroom time.</p> <p>We will follow the government's <u>guidance</u> for lessons involving drama, singing, chanting, shouting or playing instruments (particularly wind or brass instruments). These will take place outside wherever possible. If taking place inside, larger, well-ventilated rooms will be used and the number of people will be limited to allow for social distancing.</p> <p>Any background or accompanying music will be kept to levels which don't require teachers or other performers to raise their voices if they don't have to. Microphones will be used to avoid the need for shouting or prolonged periods of</p>					

		<p>loud speaking or singing. Where possible, microphones, instruments or other equipment won't be shared.</p> <p>During music lessons and performances, pupils will be positioned either back-to-back or side-to-side at an appropriate distance. Singing or instrument playing will only take place in assemblies if there's enough natural airflow and space to allow for strict social distancing between each person (at least 10l/s/person natural airflow for all present, including audiences).</p> <p>We will not host performances with an audience.</p> <p>For physical activity, we will follow the same guidance for cleaning equipment and grouping pupils as in all areas of the school. Outdoor sports will be prioritised where possible - where it is not, we'll use large indoor spaces with sufficient ventilation. Distance between pupils will be maximised as much as possible.</p> <p>For team sports, we will follow the government guidance on team sport. We will not compete with other schools until wider grassroots sport for under 18s is allowed.</p> <p>Staff can work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart). This won't always be possible, particularly when working with younger children, but close face-to-face contact will be avoided, and time spent within 1 metre will be minimised.</p> <p>Any pupils with complex needs or who need close contact care will have the same support as normal as distancing isn't possible here. Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff and volunteers will be told to minimise contact and maintain as much distance as possible from other staff. If you're taking part in the government's rapid testing programme, add: These staff will also participate in the school's rapid testing programme, as outlined for other staff/pupils above.</p>					
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		Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.					
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	Pupils Staff	<p>Pupils will be kept in the same groups at all times each day and be kept separate from other groups</p> <p>Staff and visitors will be asked to wear face coverings in areas of the school where social distancing isn't possible, such as corridors and communal areas, unless they're exempt from wearing one. They'll be given clear instructions about how to put on, remove and store/dispose of face coverings safely.</p> <p>Pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, should be able to continue attending both settings. The school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupil groups will have staggered timetables, including for start and finish times, break and lunch times, and assemblies, to avoid too many pupils being in one place at the same time.</p> <p>Movement around the school site will be kept to a minimum to avoid creating busy corridors..</p> <p>Pupils will be supervised at all times to ensure mixing between groups doesn't occur, and they will be reminded about the rules throughout the day.</p> <p>All shared rooms, such as sport halls and dining areas, will be cleaned between each use.</p> <p>Toilet use will be managed to avoid crowding.</p> <p>Staff use of staff rooms and offices will be staggered to limit occupancy.</p> <p>We will limit the number of visitors to the site, where possible. If it is not, visitors will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. We will keep a record of all visitors.</p>		<ul style="list-style-type: none"> • Breakfast club – we will resume our before school club for pupils, as this provision is necessary to: <ul style="list-style-type: none"> ○ Support parents to work ○ Allow parents to attend education or a support group, or access medical care ○ Support pupils' wider education and training ○ Provide support for vulnerable pupils • The Breakfast Club is in a separate building with Mrs Stewart and a Wolves coach 			

Coronavirus outbreak		<p>All schools need to work with the local health protection team to decide if additional action is needed if there are 2 or more confirmed cases within 14 days (previously 10 days).</p> <p>To help with identifying staff's and pupils' close contacts, records will be kept of:</p> <ul style="list-style-type: none"> • The pupils and staff in each group • Any close contact that takes place between children and staff in different groups <p>Close contact with an infected person means:</p> <ul style="list-style-type: none"> • Face-to-face contact, including: <ul style="list-style-type: none"> ○ Being coughed on ○ A face-to-face conversation within 1 metre • Being within 1 metre for 1 minute or longer without face-to-face contact • Being within 2 metres for more than 15 minutes (either as a one-off contact or added up together over one day) • Travelling in a small vehicle 					
Individuals vulnerable to serious infection coming into school		<p>Staff who are clinically extremely vulnerable will have received a shielding letter or been advised to stay at home by their GP/clinician. They will not come into school, and instead will work from home if they can. This applies even if the staff member has received the vaccine.</p> <p>Clinically vulnerable staff will come into school if they can't work from home. If in school, they will closely follow the protective measures outlined in this risk assessment, including:</p> <ul style="list-style-type: none"> ○ Where possible, maintaining 2 metre distance from others ○ Avoiding close face-to-face contact and minimising time spent within 1 metre of others <p>Staff that may be otherwise at increased risk of coronavirus will come into school if they can't work from home. We will consider putting specific protective measures in place.</p>		<ul style="list-style-type: none"> • Clinically extremely vulnerable staff – staff who are shielding should continue to stay at home, even if they've received the vaccine • Clinically vulnerable staff – can come into school if they can't work from home. If in school, they must follow the protective measures you have in place • Staff who may be otherwise at increased risk of coronavirus – those at particularly high risk because of a range of underlying health conditions 			

		<p>Staff that live with someone who's extremely clinically vulnerable, who's clinically vulnerable, or who may be otherwise at increased risk of coronavirus, will come into school if they can't work from home, and will follow good prevention practices.</p> <p>We will follow the <u>government guidance for pregnant employees</u>. Staff who are pregnant will work from home where possible. Where home working isn't possible, we will carry out risk assessments for staff who are pregnant, and remove or manage identified risks where possible. Pregnant staff will not be required to continue working if this is not supported by the risk assessment, and will be offered alternative arrangements (which may include working from home or suspension on normal pay). Staff who are 28 weeks pregnant or beyond, or staff who are pregnant with underlying health conditions, will be considered clinically extremely vulnerable and offered further flexibility to work from home in a different capacity.</p>		<p>should now have been included in the clinically extremely vulnerable category and will be receiving a letter to confirm this. Others that may feel at increased risk (such as BAME staff) can come into school if they can't work from home.</p>			
Teacher / staff shortage		<ul style="list-style-type: none"> • School monitors daily any staff absence. • Everyone is instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus. • Daily report to the HT on number of absences and symptoms. • Weekly summary data for each class to HT. • Staff do not return to school before the minimum recommended exclusion period (or the 'self-isolation' period) has passed, in line with national guidance. 		<p>If there are any shortages of teachers, then teaching assistants can be allocated to lead a group, working under the direction of a teacher.</p>			
Impact on physical and mental health		<ul style="list-style-type: none"> • Where individuals have expressed concerns in relation to the COVID-19 response, line managers will complete a separate risk assessment with that individual and if appropriate to seek advice from Human Resources and/or Occupational Health. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. 					

		<ul style="list-style-type: none"> • Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. • Regular communication of mental health information (useful information, resources and tips on supporting the wellbeing of school based employees can be found on our coronavirus pages. The latest table is also accessible from here . Those details have been included in the 'letter to all employees') and has an open-door policy for those who need additional support. • Brief staff on risks arising from using Display Screen Equipment (DSE), lone working and stress related issues whilst working from home. 					
Spreading infection due to the school environment		<p>Checks to the premises will be done to make sure the school is up to health and safety standards.</p> <p>Fire, first aid and emergency procedures will be reviewed to make sure they can still be followed with limited staff and changes to how the school space is being used.</p> <p>This will include checking that all fire doors are operational at all times, and that the fire alarm system and emergency lights have been tested and are fully operational. Emergency fire drills will be carried out as normal with adjustments made to allow for social distancing.</p> <p>Areas in use will be well ventilated by:</p> <ul style="list-style-type: none"> • Opening windows • Propping open internal and external doors, where fire safety and safeguarding wouldn't be compromised <p>A comfortable temperature will be maintained alongside increased ventilation by:</p> <ul style="list-style-type: none"> • Opening high level windows in preference to low level to reduce draughts • Providing flexibility to allow additional, suitable indoor clothing • Increasing the level of ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). This means keeping 		<p><u>Monitoring of controls;</u></p> <p>All employees to be reminded of the 'Covid safe' working procedures in place.</p> <p>Employees to be monitored with regards to their adherence to the safe working practices.</p> <p>Managers/supervisors have a clear responsibility to challenge non Covid safe working practices. Everyone must challenge any evidence of other employees not following "Covid safe" working procedures.</p>			

		<p>windows slightly open while the room is occupied and opening more widely while unoccupied</p> <ul style="list-style-type: none"> • Rearranging furniture where possible to avoid direct drafts <p>The use of lifts will be avoided unless essential.</p> <p>Bins will be provided in classrooms and other key locations to dispose of tissues and any other waste.</p> <p>Outdoor space will be used for exercise and breaks, and for education where possible.</p>					
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	Name	Position	Signature	Date	Review Dates
Risk Assessor	Sarah Hay	Head Teacher	S. Hay	22/5/20	12/6/20, 27/8/20, 30/12/20, 3/1/21, 5/1/21, 1/2/21, 4/3/21
Line Manager	Elaine Johnson	Chair of Governors	E.Johnson	22/5/20	12/6/20, 27/8/20, 30/12/20, 3/1/21, 5/1/21, 1/2/21, 4/3/21

SCHOOL HAVE ALSO COMPLETED THE LA COVID19 HEALTH AND SAFETY AUDIT OCTOBER 2020

Considerations for additional control measures: **Eastfield's responses below are highlighted in yellow – 21/5/20 / updates in green 12/6/20, changes in red 27/8/2020, changes in green 16/12/2020, changes for week beginning 4/1/2021, CHANGES FOR WEEK BEGINNING 11/1/21, revert back to red and green 4/3/21**

Reduce mixing within education or childcare setting by:

- accessing rooms directly from outside where possible. – each bubble to have designated entrance / exit gate **A – main entrance, B – breakfast club, C Grove, 4 gates to be used A main entrance, B breakfast club, C Eastfield Grove and D Griffin Street – children to enter through fire doors, only Gate A to be used**
- considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors. – **as a school we always walk on the left, arrows to be put on the carpet**
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time - **Timetables will involve staggering, EYFS have own playground, Y1/2 will use playground by Y6, Y3/4 will use pirate ship playground and Y5/6 will use KS2 playground – all classes will be timetabled separately from each other**
- staggering lunch breaks - children and young people 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. If such measures are not possible, children should be brought their lunch in their classrooms. – **Bubble managers and Bubble HLTAs will bring grab bags for children to the classroom 11:30 Reception, 12pm Y6, 12:15 Creche, 12:30 Y1. All classes will have lunch in their classrooms (school grab bags or home packed lunch) Reception will eat lunch 11:30-12pm, Y1 / Y2 will eat lunch 11:45-12:15pm, Y3 / Y4 will eat lunch 12-12:30pm, Y5 / Y6 will eat lunch 12:15-12:45pm Kitchen staff will bring food to the classrooms and teachers will have their breaks at the same time as the children are eating (breaks are staggered and 4 staffrooms assigned to staff), food hampers will be available**
- ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. – **children to be escorted to the toilets and each bubble to be assigned 1-2 cubicles. Crèche – disabled toilet, Y1 male and female toilet by office, Y6 upper phase toilets and Rec early phase toilets Children to be able to access the toilet as and when needed, thus reducing the need for queuing etc – toilet book to be kept. EYFS to be taken to the toilet as a class, to reduce the number of accidents**
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). – **inclusion staff to produce resources for children with additional needs to support them with social distancing etc**

Use outside space:

- for exercise and breaks. – **all bubbles to be assigned their own part of the playground KS2 playground to be split between crèche and year 6, Reception on Reception garden and Y1 on KS1 playground and EYFS playground EYFS have own playground, Y1/2 will use playground by Y6, Y3/4 will use pirate ship playground and Y5/6 will use KS2 playground – all classes will be timetabled separately from each other**
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.- **outdoor lessons will be planned for Outdoor PE lessons to recommence. Additional outdoor learning sessions planned for EYFS, Y1 and Y2 with DT from Kingswood**
- although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read [COVID-19: cleaning of non-healthcare settings](#). – **outdoor equipment to be assigned to a bubble of no more than 10 children and the large equipment to be jet washed daily by Site Manager and smaller outdoor resources to be cleaned by Bubble HLTA Class bubbles to be assigned equipment and this is to be cleaned regularly**

For shared rooms:

- use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning

between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#). – each bubble has been assigned an area of the playground and assigned equipment for the week, which will be cleaned daily **EYFS have own playground, Y1/2 will use playground by Y6, Y3/4 will use pirate ship playground and Y5/6 will use KS2 playground – all classes will be timetabled separately from each other**

- stagger the use of staff rooms and offices to limit occupancy – all offices promote social distancing (desks are 2m apart) and where possible only 1 person in the office. Doors to be propped open and windows open to promote ventilation. 2 additional staff rooms to be created – meeting room, intervention room – spots placed on floors of offices **3 areas set up for staff rooms – staff room, meeting room and medical room / office. Main office and inclusion office has been redesigned in order to facilitate social distancing and to minimise contact. Additional office has been created. Kitchen is now self-sufficient in its own space. 4 areas set up for staffrooms, and additional staffroom in the upstairs intervention space.**

Reduce the use of shared resources:

- by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff. – no books, reading books to be sent home **One reading book to be sent home on a Friday with homework and then the book returned on a Thursday (the book will then be quarantined, cleaned and returned to the shelves on a Monday), no reading books sent home**
- by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently – individual resources have been purchased for each child and each table e.g. pencils, exercise books
- although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)). – cleaner on site at all times **Cleaning rota established Each classroom has cleaning resources.**

Staff to child ratios:

- Guidance on staff to child ratios from the Government for pre-school children in early years settings within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children. ([Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)) Where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, we expect practitioners to exercise judgement in ensuring the highest standards of safety are maintained. As stated above, caps on numbers for any session may provide support social distancing. ([Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)) – All bubbles have less than 10 children with 1 teacher and 1 TA **Guidance has been updated and children can now be in class / year bubbles – our bubbles have 30 children, 1 teacher and 1 TA School is operating class bubbles rather than year bubbles. Contingency Framework planning – year group bubbles, National Lockdown – 7x year group bubbles with at least 5 staff (2 teachers and support staff)**

Additional considerations:

School-specific arrangements relating to risk assessment that may need additional detail: - **these are all covered in the Staff Handbook / reopening plans. Handbook has been reviewed and updated ready for January 2021, COVID lockdown plans have been added to the staff handbook and shared with staff**

- Capacity and organisation of teaching spaces – LA Planning Tool has been used. Reception are using Class 1,2,3. Year 1 are using Class 5 and 6. Year 6 are using Class 11,12,13 **Classes are now returned to their own classrooms – 14 Class Bubbles Contingency Framework planning – year group bubbles, National Lockdown – 7x year group bubbles with at least 5 staff (2 teachers and support staff)**
- Arrival to and departure from school – each bubble will have a designated entrance / exit gate and their own start / finish time **Children can be dropped off between 8:45-9:15am each day and collected between 3-3:15pm to facilitate minimal contact with others. Children with surname A-E Gate A, Children with surname F-L Gate B, Children with surname M-R Gate C, Children with surname S-Y Gate D, Times changed for January 2021 -**

Children can be dropped off between 8:45-9:05am each day and collected between 3:05-3:15pm to facilitate minimal contact with others **Gate A only to be used**

Year 6 9-2pm - Bubble A Main entrance gate, Bubble B Breakfast Club Gate, Bubble C Eastfield Grove

Rec 9:30-2:30pm – Bubble A Main entrance gate, Bubble B Breakfast Club Gate, Bubble C Eastfield Grove

Year 1 10-3pm - Bubble A Main entrance gate, Bubble B Breakfast Club Gate, Bubble C Eastfield Grove

Movement around the school – all children walk on left

- Classroom allocations - LA Planning Tool has been used. Reception are using Class 1,2,3. Year 1 are using Class 5 and 6. Year 6 are using Class 11,12,13 **Classes are now returned to their own classrooms – 14 Class Bubbles Contingency Framework planning / National lockdown – year group bubbles**
- Timetable arrangements – Bubble Managers to devise timetables and review it daily **HB to lead on timetables**
- Role of teaching assistants – to support with toilets **L2 TAs to support in class and HLTAs to deliver lunches / support with gates etc. HLTAs to have a case load of children to support within an identified year group**
- Breaktime and Lunchtime plan – Bubble HLTAs to bring lunches. Teachers and TA to eat with children and to have break between each other - **Kitchen staff to bring lunches. 2x hot lunches per week (Monday and Friday), Food hampers for FSM children not in school**
- Catering staff – see LA catering risk assessment
- Cleaning – see LA cleaning risk assessment - **additional cleaner employed for 6 hours per day**
- Toilets – each bubble to have assigned 1-2 cubicles – **children to be allowed to use the toilet as and when needed**
- Staffroom and offices – additional staff areas created. All offices have been rearranged to promote social distancing – **spots have been placed on floor 3 areas set up for staff rooms – staff room, meeting room and medical room / office. Main office and inclusion office has been redesigned in order to facilitate social distancing and to minimise contact. Additional office has been created. Kitchen is now self-sufficient in its own space. Additional staff room created for January 2021**
- Effective communication is key and cannot be under estimated. Please ensure; - All bullet points below to be discussed at INSET day on 1/6/20 and put in a staff handbook for staff, **Twice weekly staff briefing notes introduced. Bubble Managers to meet Monday and Wednesday Monday Check in to be reintroduced via TEAMS and ½ termly check out on the Friday. All staff emailed a copy of the COVID staff handbook**

At Eastfield Primary School

- Everyone is reminded of public health advice and any updates in this fast-changing situation.
- Everyone is vigilant and instructed to monitor themselves and others and look out for similar symptoms if a pupil or staff member has been sent home with suspected coronavirus.
- The school is informed by pupils' parents when pupils return to school after having coronavirus – the school informs the relevant staff.
- Staff inform the headteacher when they plan to return to work after having coronavirus.
- The headteacher contacts the local public health team immediately about any suspected cases of coronavirus, even if they are unsure, and discusses if any further action needs to be taken. Schools put into place any actions or precautions advised by their local public health team.
- Schools keep staff, pupils and parents adequately updated about any changes to infection control procedures as necessary.
- Schools publish their completed risk assessment on their website.
- Schools consult staff on the risk assessment process and share key findings from the risk assessment process with all staff and empower and encourage staff to communicate any matters of concern / any areas for improvement.

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

<https://www.gov.uk/government/publications/making-a-christmas-bubble-with-friends-and-family/making-a-christmas-bubble-with-friends-and-family>

<https://www.gov.uk/guidance/tier-3-very-high-alert>

Coronavirus (COVID-19)

There are three simple actions we must all do to keep on protecting each other



Wash hands

keep washing your hands regularly



Cover face

wear a face covering in enclosed spaces



Make space

stay at least 2 metres apart - or 1 metre with a face covering or other precautions



If you have any coronavirus symptoms:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

[Get a test](#) and stay at home

Main Messages for COVID19 – December 2020

Anyone with COVID-19 [symptoms](#) or a positive test result must stay at home for the full isolation period. This is because they could pass it on to others, even if they don't have symptoms.

If you develop symptoms of COVID-19, stay at home and self-isolate immediately. If you have a positive test result but do not have [symptoms](#), stay at home and self-isolate as soon as you receive the results. Your household needs to isolate too.

Arrange to have a PCR [test](#) for COVID-19 if you have not already had one. Stay at home while you are waiting for a home test kit, a test site appointment or a test result. You can leave your home in [certain circumstances](#), but do not go to work, school, or public areas and do not use public transport or taxis. Only leave your home to get to your test if you need to, observe strict social distancing advice and return immediately afterwards.

Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59 hrs on the 25th.

A positive PCR test result means you must complete your full isolation period. Your isolation period starts immediately from when your [symptoms](#) started, or, if you do not have any symptoms, from when your first test was taken, whether this was a LFD or a PCR test.

A positive LFD test result also means you must complete 10 days isolation, unless this is followed by a PCR test and the result is negative.

You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10 day isolation period by counting 10 full days from the day following your symptom onset.

Most people with COVID-19 will experience a mild illness. Seek prompt medical attention if your illness or the illness of someone in your household is worsening.

Stay as far away from other members of your household as possible, especially if they are [clinically extremely vulnerable](#). Wherever possible, avoid using shared spaces such as kitchens and other living areas while others are present and take your meals back to your room to eat. Wear a [face covering](#) or a surgical mask when spending time in shared areas inside your home.

Take exercise within your home, garden or private outdoor space. Follow the general advice to [reduce the spread of the infection](#) within your household.

Risk Assessment - Appendix 1 (04/01/2021)

Contingency Framework and remote learning to be introduced 4/1/2021 as a result of:

The current epidemiology position in the City:

1. The rate in Wolverhampton is increasing fast and there is no evidence of it slowing
2. The rate is currently at 674.7 per 100,000 as at the 31 December 2020. This rate was 337 on 24 December 2020
3. Wolverhampton's positivity rate is at its highest point since the pandemic started – 24.3%, in line with many London boroughs
4. Over the last 2 weeks we have seen an extreme spike in Covid case numbers, far exceeding anything previously
5. Wolverhampton's Covid case rate is seeing a significant increase across all age ranges including children
6. Currently our profile is similar to that of London and the South East 2-3 weeks ago
7. Based on the current high positivity rate and increasing overall rate, it is highly likely the new more aggressive variant is within the City

School will be open to vulnerable pupils and key worker children only

Year Bubbles to be created

Teachers / TAs to be split into teachers / TAs to support children physically and teachers / TAs to support children virtually

Additional control measures:

1. School is closed to everyone apart from vulnerable and key worker children
2. Masks / visors to be worn by staff at all times in communal areas / corridors / toilets (unless you are medically exempt)
3. Books should remain in school
4. Lateral flow testing is available for all staff with no symptoms at the Civic Centre
5. Additional staffroom created - all staff to have their breaks at the time given to ensure social distancing.

Reminders:

Hands, Face and Space

1. Wash hands frequently for 20 seconds
2. Hand sanitise when you enter / exit the building / classroom etc
3. Maintain 2m social distancing from staff
4. Ensure that close contact is avoided wherever possible – remain 1m+, and any close proximity should be side by side for less than 10 minutes
5. If you have symptoms then self isolate and get tested.

Education and Safeguarding Priorities identified for week beginning 4/1/2021:

Upload remote learning

Upload daily videos talking through that day's home learning

Daily Phone calls to check on internet, log ons etc

Contacting all vulnerable pupils

Establish who needs equipment – laptops / SIM cards

Organise home learning packs / Organise home learning resources / Arrange delivery of home learning packs

Organise FSM hampers / Arrange collection / delivery of FSM hampers

Updated for National Lockdown – Appendix 2 - 5/1/2021

Advice for positive cases in educational settings:

All Primary and Secondary schools, nurseries and childminders should contact the DfE Covid helpline on 0800 046 8687 (mon-fri 8-6, sat-sun 10-6) if:

- They have a single positive covid case
- They have a cluster of covid cases – this is defined as two positive cases which aren't linked, e.g. a pupil in year 8 and a pupil in year 11 who have had no contact and aren't from the same household or friendship group

The LA Schools Covid-19 Helpline Covid should be used for the following, call 01902 553957 or email schoolscovid@wolverhampton.gov.uk (mon-fri 9-4);

- Any cases in a special school
- For an outbreak of covid cases – this is defined as 2 or more cases that are linked, e.g. have had close contact with each other and both tested positive within 14 days of each other
- Any complex cases which the DfE have been unable to support you with following a call to them

Lead person to contact in the LA: Sophie Pagett Principal Public Health Specialist Sophie.Pagett@wolverhampton.gov.uk

Actions / additional control measures:

- Staff risk assessments revisited – those members of staff who needed to shield will recommence; anyone who is pregnant has had their roles altered
- COVID safety plan added to the COVID staff handbook
- Bubbles and Teams to be re-established 11/1/2021
- Print outs and Hampers will NOT be delivered to homes (to avoid unnecessary contact with potential COVID)
- Print outs and Hampers only available Monday 12-2pm
- Laptops only available Friday 12-2pm
- Only a consistent group of critical parents / vulnerable parents to be allowed to queue at the end of the day
- Staff to seek a test straight away if they don't feel well – lateral flow test or PCR test
- Contact all critical worker parents to remind them of the guidance to 'stay at home' wherever possible.
- Car sharing should be avoided if possible but in an emergency then: travel with the windows open, wear face covering for the entire journey, the owner of the car is responsible for cleaning it and wiping hand touch points before bringing it back into use as their own personal vehicles for transporting family members.

Updated Guidance – Restricting attendance in National Lockdown: schools – January 2021

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf

Lateral Flow Testing introduced to Eastfield Primary School staff - NHS Test and Trace: COVID-19 Testing for Staff – Week beginning 25/1/2021

The Department for Education recently announced that it will start a programme of asymptomatic Covid-19 testing in primary schools, school-based nurseries and maintained nursery schools. Along with the other protective measures we are taking, testing will allow us to take further measures to help you and other staff members to work in as safe an environment as possible. Up to one in three people who have Covid-19 have the virus without symptoms so could be transmitting the virus unknowingly. Tackling the pandemic requires identifying asymptomatic, infectious individuals. By testing, we will help to reduce the spread in schools. I am therefore strongly encouraging all staff to take the tests.

Lateral Flow Device (LFD) tests have been widely and successfully used to detect COVID-19 in asymptomatic individuals. No test is perfect, but the speed and convenience of LFD tests supports detection of the virus in asymptomatic individuals who would not otherwise be tested. They are clinically approved and are crucial in the fight against the virus. As the tests are more sensitive with higher viral loads, there is a risk of returning a negative result when viral loads are low (e.g. in the early stages of infection). This is why Public Health England recommend two LFD tests 3 to 4 days apart, or regular testing, to enhance detection by picking up any cases which were not detected during the first test and to catch any new infections.

If you test positive using a LFD, it is likely that you are infectious at that moment, whereas people testing positive on a polymerase chain reaction (PCR) or lab-processed test could be in the less infectious early or late stages of disease. This means that by using the lateral flow test we can identify people with a high viral load who are the most likely to spread the virus further. A negative LFD result should not be read as a means to relax or ignore social distancing or other virus prevention measures intended to reduce transmission – LFD is an additional tool that contributes to reducing risk.

Initial return to testing

Staff will be able to take the tests every week from 25 January 2021. Staff attending our school will be conducting these tests at home, twice a week and can collect tests in the week of 25th January 2021.

How the tests work

Staff will be able to collect from school LFD test kits which enable self-testing from home. Staff will conduct the test, before coming into work, twice a week. The LFDs supplied do not require laboratory processing and can provide a quick result in around 30 minutes. Comprehensive guidance on self-testing is contained in the 'Instructions for Use' leaflet which comes with the test kit. There is also a useful video to show you how to administer the test.

<https://www.youtube.com/watch?v=S9XR8RZxKNo&list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ&index=1>

Once the test has been conducted you will log the test result online at www.gov.uk/report-covid19-result or 119 and need to also, separately, inform school of the test result via Covidtest@eastfieldpri.co.uk You will also receive a notification of a positive or negative result from NHS Test & Trace. Tests are free of charge and will be provided by the school.

Consent / Privacy

Staff need to understand the testing process and read a privacy notice, if they choose to participate, they are committing to self-administer the test and provide their results. Schools should ensure that staff provide their results (positive, negative or void) to NHS Test and Trace via the self-report gov.uk page. Results should also be shared with school to support local contact tracing. Staff who decline to participate can still attend school if not symptomatic. People who decline to participate in this testing programme should follow the usual national guidelines on self-isolation and anyone should get tested if they show symptoms.

Lateral Flow Testing Sites

1 Civic Centre Weekdays 7am - 6pm Weekends 10am - 6pm St Peter's Square WV1 1SH	4 Ashmore Park Hub 10am - 6pm Closed Sun and Wed 82 Griffiths Drive WV11 2LH
2 Bilal Mosque, 10am - 6.30pm daily 58 Newhampton Road West WV6 0AA	5 St. Joseph's Church, Weekdays 2pm - 6pm Stow Heath Lane WV1 2QN
3 Pendeford Library Weekdays 7am - 6pm Weekends 10am - 6pm Whitburn Close WV9 5NJ	6 Bilston Community Centre Mon/Thu/Fri 8am - 4pm Weekends 10am-4pm 1 Prouds Lane WV14 6PW




18 If you are under 18 years old then you need to be accompanied by an adult to get a test.

Children under 2 years old will require a different type of test. Go to www.gov.uk or call 119.

COVID symptoms

COVID-19 SYMPTOMS



MAIN SYMPTOMS

- Fever
- New, continuous cough
- Loss of smell or taste

LESS COMMON SIGNS

- Tiredness
- Aches and pains
- Sore throat
- Diarrhoea
- Conjunctivitis
- Headache
- A rash on skin, or discolouration of fingers or toes

SERIOUS BUT RARE SIGNS

- Difficulty breathing or shortness of breath
- Chest pain or pressure
- Loss of speech or movement

Source: NHS & World Health Organisation