

Ravenshall School Spring Term 2021 Covid Safety Plan

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
Contact with someone suffering from coronavirus	<ul style="list-style-type: none"> • Staff • Pupils • Contractors • Visitors 	<ul style="list-style-type: none"> • Everyone will be asked not to come into school if they need to self-isolate under current guidance. Regular reminders will be given about this. Staff are regularly reminded what the symptoms are as advised by Public health England. • Anyone self-isolating with symptoms will be encouraged to access testing and engage with the NHS Test and Trace process. • If a symptomatic person comes into school, they will be sent home immediately or isolated until they can be collected (medical room/ gym/ safeguarding office): SEE LATEST GUIDANCE • 999 will be called if they are seriously ill or injured or their life is at risk. • In the case of a symptomatic pupil who needs to be supervised before being collected: If contact is necessary, supervising staff will wear disposable gloves, mask and a disposable apron <p>Supervising staff will wash their hands thoroughly for 20 seconds after the pupil has been collected.</p> <p>If there are home testing kits available in school these may be given to parents/carers collecting symptomatic children, and to staff who've developed symptoms at school, if providing one will increase the likelihood of them getting tested.</p> <p>Only in exceptional circumstances will staff take symptomatic children home themselves, and in this case one of the following steps will be taken:</p> <ul style="list-style-type: none"> • The driver and passenger will maintain a distance of 2m from each other (on school bus); or • The driver will use PPE (the same PPE as when supervising a symptomatic pupil, as explained above) and the passenger will wear a face mask if they are old enough and able to do so. <p>A deep clean will take place in the areas that the symptomatic person has been in, and PPE will be disposed of properly.</p>	<p>Advice given to families and staff regularly regarding procedures ie isolation and testing.</p> <p>These have been distributed and will continue to be as needed.</p>

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<p>If the school becomes aware that a pupil or a staff member has tested positive for coronavirus, the school will update the daily report to the DfE and contact the local health protection team for any advice if needed. The team will carry out a rapid risk assessment to confirm who's been in close contact with the person, and these people will be asked to self-isolate.</p> <p>To help with this, 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 means:</p> <ul style="list-style-type: none"> • Direct close contact – face-to-face contact with an infected person for any length of time, within 1 metre, including: <ul style="list-style-type: none"> ○ Being coughed on, ○ A face-to-face conversation, or ○ Unprotected physical contact (skin-to-skin) • Proximity contacts – extended close contact (within 1m for any length of time and within to 2 metres for more than 15 minutes) with an infected person <p>Any new diagnosed cases or an overall rise in sickness absence where coronavirus is suspected, the school will work with the local health protection team/ PHE to decide if additional action is needed. Any advice given by the team will be followed.</p>	<p>The Emergency team have been fully updated with any tests reported and symptomatic staff and pupils.</p> <p>Records are being kept within school and daily report sent to DfE</p>
CONTACT DURING SCHOOL ARRIVAL	Pupils and staff	<ul style="list-style-type: none"> • Different entry points for key stages (numbered) and entry to individual classes where possible- support staff allocated as marshals for key route points • Behaviour team continue to manage gates and check off buses as they arrive • Pupils are supported to disembark 3 buses at a time to prevent crowding around entrances 	Pupils and families know their routes and systems now and are using them more independently.

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<ul style="list-style-type: none"> • KS3/4 staff check buses are empty as Primary staff support pupils to class. • Everyone will wash hands when they get to class • Staff banners/ signs will direct pupils of different routes to classes • Use of gloves for hand holding if needed • Access to sanitising equipment/ hand washing facilities in class bases • Admin staff to take bus registers from bus escorts (standing outside the main entrance) • Parents/carers dropping children off must park on the main road. If they have a disabled badge, they can enter school car park at 9.15am (this was communicated via July letter and August letter) • Travel meds to be handed to a member of the health care team in the gym/ outside the entrance • P4 and P5 to enter school through main entrance • P1, 2 and 3 will enter through primary door supervised by LT staff • Staff have access to PPE eg gloves if needed • Identified staff member will continue role to check all pupils have left buses • Identified support staff will supervise toilets ensuring no more than the max number go in at a time 	
Breakfast club-pupils have contact between key stage groups and may cross contaminate	Pupils and staff	<ul style="list-style-type: none"> • Breakfast/ healthy snack clubs will continue in classes as individually organised by classes <p>Class staff must take full responsibility for ensuring washing up is completed and food/ drinks/ equipment is safely and hygienically stored.</p>	

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
Contamination on transport to and from school		<p>Anyone who needs to take public transport will be referred to government guidance.</p> <p>Kirklees Transport will follow their specific safety procedures and keep key stage pupils separate if possible.</p> <p>In addition, the school will work with providers, pupils and parents/carers as appropriate to ensure that, wherever possible:</p> <ul style="list-style-type: none"> • Pupils are grouped together on transport to reflect the groups that are adopted within school as much as can be organised by Kirklees transport • Queuing and boarding is well organised- staff have designated roles • Pupils practise distancing when getting on and off vehicles, staff model and remind frequently <p>Parents/carers who need to drop off and pick up pupils will be told through messages and signage:</p> <ul style="list-style-type: none"> • That only one parent/carer should attend (communicated via letters home) • Not to gather at entrance gates or doors, or enter the site unless they have a pre-arranged appointment • Queuing arrangement along fence next to car park entrance with social distancing reminder signage- designated staff marshals <p>Anyone wearing non-disposable face coverings when arriving at school will be expected to bring a plastic bag to keep these in during the school day. If they're using disposable face coverings, these will be put in a bin. School has a set of clear plastic bags in case pupils do not bring one.</p> <p>Pupils wearing any sort of face covering when arriving at school will wash their hands on arrival (as all pupils will), dispose of/ store the covering, and wash their hands again before going to their classroom.</p> <p>Pupils will be made aware that they mustn't touch the front of the covering during use or removal.</p>	<p>No pupils currently using public transport</p> <p>Systems are in place and will be continued with full pupil groups</p> <p>These systems are working well and present no issues</p>

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		(Current face covering guidelines will be adhered to)	
Contact during school departure time	Pupils, staff, families, transport staff	<ul style="list-style-type: none"> • Everyone will wash hands before leaving class (hand gel if no sink) • Socially distanced seating around hall (Primary) /gym (KS3, the KS4, separately)- KS3 to go to Gym at 2.45pm (school bell will sound as a reminder), staff will support pupils onto designated buses. KS4 will wait for second bell (approx 2.50- 2.55pm), and take pupils to the hall to get ready to get onto buses. • In PFA, groups will sit at tables in the communal area or stay in their tutor group rooms until called for transport home • Designated support staff per bus take pupils out • Teachers remain with classes to support waiting, SLT/LT will support as needed • Admin staff will check off bus list as staff report pupils / independent travellers/ pupils in taxis are all on board/ have gone 	Systems working well during transition.
Spreading infection due to cough, sneezes and touch	Pupils, staff	<p>Handwashing facilities will be provided. Where classes do not have a sink, a toilet with facilities is close and hand gel will be available.</p> <p>Everyone in school will:</p> <ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly using NHS guidelines, or use alcohol-based hand sanitiser to cover all parts of their hands • Clean their hands on arrival, after breaks, if they change rooms, before and after eating, and after sneezing or coughing. • Be encouraged not to touch their mouth, eyes and nose • Use a tissue or elbow to cough or sneeze, and if possible dispose of used tissues in the toilet <p>Pupils will be encouraged to learn and practise these habits in lessons (by all staff) and by posters put up across the school.</p>	<p>Respiratory hygiene guidelines being followed well, with staff support and taught reminders.</p> <p>Extra boxes of tissues provided.</p>

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<p>Help will be available for any pupils who have trouble cleaning their hands independently. Skin friendly cleaning wipes can be used as an alternative. Pupils will be supervised and supported during hand washing as needed.</p> <p>Supplies for soap, hand sanitiser and disposable paper towels and tissues will be topped up regularly and monitored to make sure they're not close to running out.</p> <p>Bins will be emptied throughout the day as needed.</p> <p>Posters/ symbolised and pictorial cues will support pupil understanding. Staff will build awareness and hygiene into daily routines.</p>	
<p>Spreading infection through contact with coronavirus on surfaces</p>	<p>Pupils and staff, anyone in school</p>	<p>Pinnacle Staff will regularly clean frequently touched surfaces using standard cleaning products (e.g. bleach, detergent) or ozone water, including:</p> <ul style="list-style-type: none"> • Toilet/hygiene facilities (including taps and flush buttons) • Door and window handles • Furniture • Light switches • Reception desks • Telephones • Fingerprint scanners • Pinnacle staff will wash all cloths daily (a container will be put in a communal place for class staff to put used cloths at the end of each day) <p>Teaching and support staff will regularly clean (using ozone water spray) or domestic cleaning products:</p> <ul style="list-style-type: none"> • Classroom desks and tables • Teaching and learning aids • PE equipment 	

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<ul style="list-style-type: none"> • Books and games and other classroom-based resources • Computer equipment (including keyboards and mouse) • Sports equipment • Hard toys • Portable outdoor play equipment • Wipe down high contact surfaces at end of every session • Daily wash for tea towels and aprons • Job list- daily tasks for support staff (managed by teachers) <p>Steam cleaners available for soft resources as needed</p> <p>Admin (and all) staff will regularly clean (using multi-purpose cleaning spray/ cleaning wipes):</p> <ul style="list-style-type: none"> • Telephones in the office • Photocopiers in admin store and reprographics room • Reprographics equipment <p>NB Ozonated water will be provided for use during the day in every classroom on school site. It has a life of up to 4 hours so will be swapped for fresh bottles around midday.</p> <p>When using the ozonated water it is important to allow prolonged contact time with the surface so, for example, if you are cleaning tables in a classroom, you would work your way around the room spraying the tables one by one before going back to the first one to wipe it. Blue tissue will be provided for wiping / cleaning.</p>	

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<p>Staff will build time into lessons for cleaning routines.</p> <p>Items that need laundering (e.g. towels, cushion covers) 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.</p> <p>Pupils may only bring medical equipment, packed lunches and mobile phones (for independent travellers only) into school.</p> <p>Pupil lockers will not be used to avoid congestion in corridors on school site.</p> <p>In PFA, there is not a crowding issue and lockers can be used following the distance floor markings to ensure limited number of students access lockers.</p> <p>Areas of the school that are used by pupils will be cleaned thoroughly at the end of the day.</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 • Be kept in specific group sets eg Art room resources <p>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>	

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<p>Electric hand driers (guidance changed in June 2020), paper hand towels should be used to dry hands. Pinnacle staff will empty the hand towel bins additionally during the day.</p> <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 decontamination guidance.</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 and resources.</p> <ul style="list-style-type: none"> • Teaching and support staff will clean equipment between groups • Wipes and spray will be available in every class 	
Contact and contamination during transition times	Pupils and staff	<ul style="list-style-type: none"> • Keep left on corridors (tape on floor) • Specific staff escorting roles for groups and individuals • No waiting outside classes • Posters to remind pupils of social distancing measures • "Coast clear" checks before transitions • Markers for distanced queues as needed eg in dinner hall • Routines embedded and reinforced by all staff • No "corridor meetings"- staff will go into a room or arrange an appropriate time and space to avoid corridor congestion. 	Pupils are learning to follow the corridor rules. No congestion issues. Floor markings are working effectively.
Contact and contamination during break times and lunchtimes	Pupils and staff	<ul style="list-style-type: none"> • Break times in classes if needed (weather) <ul style="list-style-type: none"> • Allocated areas for groups during breaks • Can Do Room prioritised for behaviour support rather than social space • Lunchtime clubs to give pupils other spaces and activities to use during break times. 	LUNCHTIME CLUBS will resume

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<ul style="list-style-type: none"> • Open up primary class playgrounds to spread pupils out more • Separate play areas for secondary • Limited play equipment <p>Pupils will use designated playground areas:</p> <p>Primary: primary playground</p> <p>Semi-formal: semi-formal playground</p> <p>KS3: Modular playground</p> <p>KS4: Football playground</p> <p>Key stages will organise for a range of activities on playgrounds including games and bikes.</p> <p>Bottom playground will be timetabled for additional separate key stage activities eg bikes</p> <p>Lunchtimes:</p> <ul style="list-style-type: none"> • Staggered lunchtimes in dining hall (School site and PFA Pod): Primary at 11.30am, KS3 group 1 (S1, S7, S2, S3) at 12.05pm, KS3 group 2 (S4, 5, 6) at 12.15pm and KS4 pupils will wait to be called from the playground. • Pupils who have packed lunches eat in classrooms on school site (staff will ensure area is cleaned afterwards) • Limited number of pupils and staff in hall (4 pupils on a table maximum with supporting staff) • Timetable of lunchtime clubs to spread out groups of pupils • As secondary pupils walk through the Primary playground, Primary staff will marshal primary pupils away and use cones to keep them away from the “path” if needed 	<p>Planned activities working very well.</p>

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<ul style="list-style-type: none"> S4, 5 and 6 will eat at 12:15pm and Key Stage 4 will wait to be called off the playground. 	
Pupils in large groups cross contaminate (assemblies)	Pupils and staff	<ul style="list-style-type: none"> Video link assemblies led by KS leaders on school site KS leaders to come round to each class when appropriate KS leaders lead assemblies in the Zone and classes watch/ join in in their own rooms KS leaders can pre-record assemblies if needed 	Assemblies working well virtually.
Staff close contact during breaks and meetings	Staff and therefore pupils, families, outside agencies	<ul style="list-style-type: none"> Pinnacle will adapt outdoor areas- greenhouse and shelter for staff use for breaks Staff must be socially distanced when taking a break in the staff room and take responsibility to ensure this. Staff should use classrooms and adapted spaces where possible. Designated classes will have a kettle, fridge and microwave for staff use (kettles must be stored safely out of reach of pupils once they have been used). The staff room has separate entrance and exits for Primary and Secondary staff. No more than 2 staff in the kitchen at one time. The staff kitchen dishwasher may not be used. Staff carrying hot drinks between rooms must ensure they use a lidded cup. Staff room prioritised for PPA. PPA to be taken in empty classrooms where possible (and possible space in the modular building if needed) Staff use classrooms and other available spaces for break as much as possible. Socially distanced meetings will take place in larger spaces if necessary Maximum 2 people in repro room at a time, communal areas will have a maximum number sign to adhere to Briefings: Monday- teachers in hall at 8.30am (ensure briefing info is shared with support staff), Wed- ETA and key stage meetings Outside agencies/ parents and carers allowed in school, asked to bring own PPE and arranged in advance. Visitors to school will be limited and only essential visits 	<p>Staff are using different areas for lunch breaks. No crowding.</p> <p>Briefing arrangements have worked well. Now further adapted to ensure limited meetings and maximum staff in class.</p>

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<p>will be permitted, by appointment unless an emergency/ safeguarding issue. All visits should be approved by line manager and put into the school diary with a room booked.</p> <ul style="list-style-type: none"> • Where possible, virtual tours of school will be used instead of visits in person. <p>STAFF MUST TAKE RESPONSIBILITY FOR THEIR OWN SAFETY AND THAT OF OTHERS BY REMINDING EACH OTHER TO SOCIALLY DISTANCE AT ALL TIMES.</p>	<p>Families and professionals have been given the option to attend Annual reviews in person in the large meeting room, or to hold the meeting by phone.</p>
<p>Spreading infection due to excessive contact and mixing between pupils and staff in lessons</p>	<p>Pupils and staff</p>	<p>Key stages will be kept in separate bubbles.</p> <ul style="list-style-type: none"> • Pupils will be seated in specific places, not facing each other • Pupils places will be labelled with name and/or photo <p>Pupils will be supported to understand by:</p> <ul style="list-style-type: none"> • Names/ photos on tables as needed • Seating plans- pupils don't face each other, adapt classroom layouts as needed • Posters to support pupil understanding • Additional support for anxious pupils • Visual symbol reminders around school • Spots or lines on the floor for queuing eg in dining hall • Stretched out hand for safe distance reminder • Learn Makaton signs for safe distance/ wash hands, virus etc • Social stories • Embedded in routines and curriculum <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).</p>	<p>Seating plans are working well- will be adapted for return to school of all pupils.</p> <p>Minimal staff cross bubbles but some roles have to do this eg Makaton, SLT, Health team</p>

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<p>Staff will be rigorous about hand washing and respiratory hygiene.</p> <p>Supply teachers, peripatetic teachers and other temporary staff will be told to minimise contact and maintain as much distance as possible from other staff. The number of temporary staff entering the school premises will be kept to a minimum.</p> <p>ALL VISITORS TO SCHOOL WILL BE BY APPOINTMENT ONLY.</p>	
<p>Increased contact for physical interventions eg hygiene and medical support</p>		<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide essential interventions as usual. These staff will be advised to be rigorous about hand washing and respiratory hygiene.</p> <ul style="list-style-type: none"> • Use PPE for close physical interventions. • Promote independence as much as possible eg toileting using visual prompts as needed. • Toilet cleaning- Pinnacle will provide regular cleaning throughout the day • Explicit rules and isolation room for symptomatic pupils/ staff with full PPE: taken to medical room. Staff will wear PPE and sit at least 2m away from pupil. Office will contact parents/ carers immediately to collect pupil. In PPA, pupil will be isolated in the corridor, window open. Visitors to PFA will use the alternative entrance until the pupil is collected. • Keep rooms ventilated, windows and if appropriate doors open to circulate fresh air. 	<p>SALT and physio are supporting pupils in school.</p> <p>Hydrotherapy sessions plan to go ahead.</p> <p>PPE used for contact and support within 1m distance.</p> <p>Supply staff will only be employed as a last resort- we will endeavour to cover internally whenever possible.</p>
<p>Increased physical contact for behavioural physical support</p>	<p>Pupils and staff</p>	<ul style="list-style-type: none"> • Masks and gloves available for B and I team in case emergency physical intervention is needed, AND FOR STAFF WORKING WITH PUPILS WHO CAN NEED UNEXPECTED PHYSICAL SUPPORT. • Agreed consistent strategies to be used to minimise need for any physical support • Use outdoor spaces for breakout/ redirection if possible • Highlight breakaway spaces- Can Do Room and reflection room 	<p>No physical interventions required so far.</p> <p>B and I team carry PPE in case needed.</p>

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
		<ul style="list-style-type: none"> • If behaviours are building, call for B and I team support and pupil to leave class if needed • Parents and carers have been informed that if a pupil's behaviour escalates and they need physical intervention, they must collect them immediately from school (July letter and August letter). • B and I team available and timetabled for challenging timetable sessions • NQT support identified • Brewery Lane (PFA) support IN PLACE (1 behaviour team member supports daily) 	B AND I TEAM HAVE DONE BEHAVIOUR PLANS- THESE ARE SHARED WITH ALL STAFF WORKING WITH THOSE PUPILS
Spreading infection due to excessive contact and mixing between pupils and staff around and outside of the school	Staff and pupils	<p>For pupils who routinely attend other settings on a part-time basis, such as an alternative provision setting, the school will work with these other settings to work out a system to keep these pupils safe.</p> <p>Pupils will be supervised at all times to ensure mixing between groups is limited as much as possible, and they will be reminded about the rules throughout the day.</p> <p>Rooms will be accessed directly from outside where possible, and any corridors will have a divider down the middle to keep groups apart.</p> <p>Toilet use will be managed to avoid crowding. Staff will monitor toilets to ensure maximum occupants is not exceeded.</p> <p>Visitors to the site, such as contractors, will have guidance on physical distancing and hygiene explained to them on or before arrival. Visits will happen outside of school hours wherever possible. A record will be kept of all visitors.</p> <p>Admin staff will ask them to wash hands regularly and follow social distancing rules.</p>	Remote and home learning prepared for pupils at home. Welfare calls/ contact made at least weekly.
Individuals vulnerable to	Pupils, families	The school will continue to follow any shielding guidance in place to decide who should come into school.	All staff have been in school.

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
serious infection coming into school		<p>If the guidance is paused, all staff and pupils are expected to come into school, apart from staff who can continue to work from home.</p> <p>Staff who are clinically vulnerable or clinically extremely vulnerable and coming into school will be placed in the safest possible on-site roles where it's possible to maintain social distancing.</p>	<p>Staff who have shielding letters have worked from home for the advised periods.</p>
Staff and pupils at risk from other emergency situations eg fire	Pupils and staff	<ul style="list-style-type: none"> Emergency evacuation practises continue to take place termly in school to ensure staff and pupils understand and remember the process. Lockdown procedure will be practised during the Spring Term 2021. 	<p>Evacuation practices for A group and B groups have taken place this half term.</p> <p>Lockdown practice scheduled for Spring 1.</p>
Catching or spreading Covid on school trips/ visits	Pupils and staff	<p>Trips to education specific destinations eg Little Deer Wood, Karate, Batley Bulldogs, Dewsbury Gym can recommence from January.</p> <p>Outdoor trips can go ahead, for example to a park.</p> <p>Pupils can sit next to each other on the bus, and they can wear a mask if they choose to. Please open the bus windows. Staff must wear masks on the bus.</p> <p>Indoor trips in the community, for example to shops, are to be avoided because those places can be very busy and the infection risk is increased.</p> <p>Risk assessments will need to be completed, including the individual pupil risk assessments and submitted via Evolve. SLT must approve any offsite destinations.</p>	

HAZARD	WHO MIGHT BE HARMED?	CONTROLS TO BE PUT IN PLACE	MONITOR / REVIEW COMMENTS
Infection spreading in school	Pupils and staff/ anyone in school	<p>If a pupil or staff member tests positive, they will inform school IMMEDIATELY, including during weekends and holidays. Families will phone the school office and/or Dojo message the teacher (who will then inform via email).</p> <p>Staff will email any Covid related absence information to the designated attendance email address. SLT and the school business manager will contact them, ascertain contact information and communicate with other staff and families as needed.</p>	