

## Hitherfield Primary School RISK ASSESSMENT

DATE OF RISK ASSESSMENT: 7th June 2021

ASSESSOR'S NAME: Chris Ashley-Jones

DIRECTORATE: EDUCATION

SITE/LOCATION: Hitherfield Primary School and Streatham and Norwood Better Start Areas

**Background giving rise to this assessment:** Lockdown changed from 17th May. Next announcement is expected on 14th June.

**Other information:** No staff members should speak to the press or refer to the school on Social Media without the EHT's permission

ACTIVITY/LOCATION/ SITUATION	HAZARD /RISK	ACTION REQUIRED	BY WHOM	DATE COMPLETED
<p>Hitherfield Primary School and Nursery and the various Better Start Area locations.</p> <p>Hitherfield Primary School and Nursery and the various Better Start locations.</p>	<p>Risk of coronavirus infection spreading to children and staff at school and in Better Start Areas.</p> <p>Risk is seen as being low relative to the impact on children if they do not return.</p>	<ul style="list-style-type: none"> <li>No adult or children can attend the school site if they have Covid-19 or symptoms of Covid-19. See link <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a></li> <li><b>Staff have the option to wear face masks and other PPE if they wish, however all staff must wear face masks in the staffrooms (when not eating/drinking), if they are working across bubbles, assisting with external organisations (eg SALT), in main offices and any other locations where social distancing is not possible - corridors, start and end of the school days, etc.</b> See link <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE)</a></li> <li>Operate a Class Group Bubbles model as much as possible in Years 1 to 6, with a minimum of Year group bubbles. EYFS will operate as a Year Group Bubble due to the nature of the environment and limited risk with very young children. <b>See - Specific Guidance - Bubbles</b></li> <li>Shielding advice <a href="#">shielding</a> will be followed</li> <li>All staff identifying as, or shielding, Critically Extremely Vulnerable (CEV) to have individual risk assessments - work from home/personal risk assessment.</li> </ul>	<p>Everyone</p> <p>All staff</p> <p>All Staff</p> <p>All staff</p> <p>EHT/CEV Staff</p>	<p>5th May 2020</p> <p>1st September 2020</p> <p>5th March 2021</p> <p>1st September 2020</p> <p>5th March 2021</p>

		<ul style="list-style-type: none"> <li>● BAME Staff with additional health concerns to have individual conversations/risk assessments with EHT</li> <li>● LFD Tests for on site staff (optional)</li> <li>● Some children may need to continue to shield and therefore be absent from school. See link <a href="#">COVID-19 - 'shielding' guidance for children and young people</a></li> <li>● Executive Headteacher to regularly check the latest government advice for schools and to ensure the advice is shared and followed including fully complying with NHS Track and Trace. See links <a href="#">Public Health England health protection team</a> and <a href="#">testing and tracing for coronavirus (COVID-19)</a></li> <li>● All staff have free access to a helpline for mental health and well being. See link <a href="#">Education Support Partnership</a></li> <li>● Meetings between EHT and Union Reps as required.</li> <li>● Governing Body kept up to date</li> <li>● Teachers share key information about hygiene daily. Resources are 'Catch it, Bin it, Kill it' poster and handwashing video <a href="#">How to wash your hands</a> and explain posters via IWBs:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886217/Best_practice_hand_wash.pdf</a></li> </ul>	<p>EHT</p> <p>EHT / All Staff AHT Attendance/Ad min</p> <p>EHT</p> <p>All staff</p> <p>EHT/Union Reps Covid Sub Group Teachers</p>	<p>3rd September 2020 onwards</p> <p>5th March 2021 On going</p> <p>On going</p> <p>On going</p> <p>On going On going 3rd September and on going</p>
<p>Hitherfield Primary School and Nursery and the various Better Start Area locations.</p>		<p>Pupils, students, staff and visitors should wash their hands :</p> <ul style="list-style-type: none"> <li>● before leaving home</li> <li>● on arrival at school - anti-bacterial gel at school entrance</li> <li>● after using the toilet</li> <li>● regularly throughout the day</li> <li>● before food preparation</li> <li>● before eating any food, including snacks</li> <li>● before leaving school</li> </ul> <p><b>Soap and water is more effective than using sanitisers</b></p> <ul style="list-style-type: none"> <li>● Children and adults are to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the pedal bin. If no bin is available they should put the tissue into their pocket or up their</li> </ul>	<p>All staff</p>	<p>1st September and on going</p> <p>1st September and</p>

		<p>sleeve for disposing of later. If you don't have any tissues available, they should cough and sneeze into the crook of their elbow.</p> <ul style="list-style-type: none"> <li>● Pedal bins in all classrooms and other key areas around school</li> <li>● Installation hand sanitisers around the entrances and exits to buildings</li> <li>● Staff are permitted and may be required to wear items of PPE as part of their personal risk assessment, the risk assessment of a particular child.</li> </ul> <p><b>See Specific Guidance on Cleaning</b>  <b><u>COVID-19: cleaning of non-healthcare settings guidance</u></b></p> <ul style="list-style-type: none"> <li>● Parents and visitors are permitted on the school at the start and end of the day to drop off and collect their children. Parents will be required to wear face masks, unless exempt. Parents are not permitted to remain on site after drop off and collection. Only 2 parents will be permitted into the main school office at any one time.</li> </ul> <p><b>Ventilation</b> - Always keep occupied spaces well ventilated. Air Conditioning can be used provided the room is also well ventilated.</p>	<p>Staff working with children</p> <p>Premises Manager Premises Manager</p> <p>All staff</p> <p>Parents/All School Staff</p> <p>All Staff</p>	<p>on going</p> <p>Completed and on going On going</p> <p>On going</p> <p>On going</p>
		<p><b>No Breakfast and Afterschool Clubs in March 2021</b></p>	<p>All BASC Staff</p>	<p>5th March 2021</p>
		<p><b>Lateral Flow Device (LFD) Testing</b> - all staff working on site are encouraged to take a LFD test twice a week. Please contact the EHT if you wish to test. Please look at the Primary Schools Sharing Platform for further guidance. This was emailed to all staff, but contact the EHT if you need the link again.</p> <p>If a staff member has a positive LFD test outcome they inform the EHT asap and the bubble will be closed. The staff member then needs to have a PCR test asap. If the PCR is negative then the bubble could reopen.</p>	<p>EHT and All staff</p>	<p>January 2021 and on going.</p>
		<p><b>Organise Bubbles - See Specific Guidance on Bubbles</b></p> <p>All staff must socially distance outside of their bubbles - keeping 1m+ apart, especially indoors.</p>	<p>SLT</p> <p>All staff</p>	<p>Draft Completed for consultation On going</p>

		<p><b>Organise classrooms and other learning spaces - See Specific Guidance on Bubbles and Specific Guidance on Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>▪ Soft furnishings to be removed from classrooms, except EYFS/Y1.</li> <li>▪ Years 3,4,5 and 6 classrooms will have desks facing forward towards the IWB.</li> <li>▪ Outside places zoned and a timetables created</li> <li>▪ Ensure maximum numbers are adhered to - No more than 30 children will be in a classroom at one time.</li> <li>▪ Time table for key daily events - <b>See Specific Guidance on Lunchtimes and Playtimes</b></li> </ul>	<p>AHT/Premises Team Premises/SLT/Teachers</p> <p>SLT</p> <p>SLT/Teachers</p> <p>EHT/Governors</p>	<p>1st September 2020 1st September 2020</p> <p>5th March 2021</p> <p>1st September 2020</p> <p>1st September 2020</p>
		<p><b>Arrival and departure from school - See Specific Guidance on Start and End of School Day</b></p> <p>Information shared with parents before the children return after half term</p>	<p>All staff</p> <p>SLT</p>	<p>5th March 2021</p> <p>5th March 2021</p>
		<p><b>Movement around the school</b></p> <ul style="list-style-type: none"> <li>▪ School adults do not have to follow the oneway systems when they are not accompanying children. Adults must wear masks when in communal areas, such as stairways and corridors.</li> <li>▪ Stairs designated up or down - In North and South Wings the new staircases are for going up and the old, internal staircases are for going down.</li> <li>▪ Reduce movement around the school as much as possible.</li> <li>▪ Assemblies - virtual and or class/Year Group (distance between classes of 2m)</li> <li>▪ Designated play spaces and lunchtimes - <b>See Specific Guidance on Lunchtimes and Playtimes</b></li> <li>▪ Try to avoid students needing to queue to get into a classroom.</li> <li>▪ Ensure that toilet facilities do not become crowded by limiting the numbers allowed to use at any one time. Children to use specific toilets throughout day: <b>See Specific Guidelines for Bubbles</b></li> <li>▪ Some children will need additional support with these measures so staff spend time explaining and practicing. This is to be prioritised over other learning activities when the bubble first forms</li> <li>▪ <b>SENDCO Office</b> - please do not enter the SENDCO office without permission as this is a small room. Please knock on the door and wear a mask when asked to enter.</li> </ul>	<p>All staff</p> <p>“</p> <p>SLT AHTs</p> <p>All staff</p> <p>All staff All Staff</p> <p>All Staff</p> <p>All Staff</p>	<p>On going</p> <p>“</p> <p>On going 5th March 2021</p> <p>5th March 2021</p> <p>On going “</p> <p>March 2021</p> <p>On going</p>

		<b>Shared spaces e.g. dining hall</b> <ul style="list-style-type: none"> <li>▪ <b>See Specific Guidelines for Lunchtimes and Playtimes</b></li> <li>▪ Staff must wear visors/masks when stopping in communal areas, eg Standing at photocopiers, staff rooms and offices</li> </ul>	EHT	5th March 2021
		<b>Outside spaces</b> <ul style="list-style-type: none"> <li>▪ Timetabled for individual Bubbles</li> </ul>	SLT/All staff	5th March 2021
		<b>Resources</b> <ul style="list-style-type: none"> <li>▪ <b>See Specific Guidelines for Bubbles and Specific Guidance for Teaching and Learning</b></li> <li>▪ Outdoor equipment, such as climbing frames, Trim Trail, etc will be disinfected at the end of the school day</li> <li>▪ Soft furnishings are permitted in the EYFS provided that they remain within the bubble and are cleaned.</li> </ul>	SLT/All staff  Premises Manager  AHT EYFS / EYFS Staff	5th June  On going  1st September and on-going
		<b>Breakfast and After Schools Club - See SGD for BASC Updated June 2021</b>	All Staff	7th June

<p>Hitherfield Primary School and Nursery and the various Better Start Area locations.</p>		<p><b>First aid and care provision</b></p> <ul style="list-style-type: none"> <li>▪ The school will maintain suitable first aid cover - Each bubble will have at least one first aider who will deal with general first aid within the designated bubble area. <b>See Specific Guidelines for Lunchtimes and Playtimes</b></li> <li>▪ Admin team to check medications and parents of children with health requirements to be told to bring in current medication and to a member of admin at a designated drop off point.</li> <li>▪ All first aid equipment will always be accessible within the bubble space. PPE is fully stocked and in the first aid areas and main school office.</li> <li>▪ Children, young people, and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</li> <li>▪ Some children who struggle with the new arrangements will have personal risk assessments and these risk assessments may include staff members wearing PPE.</li> <li>▪ Social distancing and hygiene control measures must be maintained when providing first aid e.g. cleaning the area after treatment, PPE for first aiders and thorough hand washing. PPE available in bubbles will include masks, rubber gloves, plastic aprons, fluid resistant face shields (isolation face mask) - NB - face shields are to be used in specific circumstances outlined below.</li> <li>▪ If 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-resistant isolation face shield should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face shield should be worn by the supervising adult. A member of the SLT will be responsible for removing those with Covid-19 symptoms from the bubble and isolating them (see below). 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.</li> <li>▪ All incidents must be recorded as per the school's normal arrangements.</li> </ul>	<p>EHT/First Aiders</p> <p>Admin Team</p> <p>All staff</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>	<p>5th June and On going</p> <p>8th March 2021</p> <p>On going</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>
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	<p>Child/Adult is unwell and is presenting with possible COVID-19.</p>	<ul style="list-style-type: none"> <li>● Call the child’s parent (or staff member’s emergency contact, if needed) to come to school. Call 999 if they are seriously ill or injured or their life is at risk.</li> <li>● EHT/HOS/Admin Team will liaise and engage with the NHS track and Trace</li> <li>● Child/ Adult is collected from the bubble space by a member of the SLT in PPE and will be seated in the Interview Room until collected by their parent - make sure the blinds are up, so that they can be monitored and the window is open for ventilation.</li> <li>● They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available (eg when walking to the interview room) they should put the tissue into their pocket or up their sleeve for disposing of later. If you don’t have any tissues available, they should cough and sneeze into the crook of their elbow.</li> <li>● If they need to go to the bathroom whilst waiting for medical assistance, they should use the public toilet by the main school office.</li> <li>● The interview room and the public toilet will need to be cleaned once they have left.</li> <li>● If a child needs direct personal care before they go home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. 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.</li> <li>● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is required) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</li> <li>● All incidents must be recorded as normal</li> <li>● Child not permitted back until they have had a COVID test and are either Covid free or 14 days have passed</li> <li>● Government guidance will be followed</li> </ul>	<p>Admin staff/SLT</p> <p>ENT/HOS/ADMIN Team</p> <p>chens/ Support Staff/ Admin Team</p> <p>Admin Team</p> <p>Admin and Premises Teams</p> <p>Premises Team</p> <p>Admin Team</p> <p>All staff</p> <p>All staff EHT/Parents</p>	<p>On going</p> <p>On going</p> <p>On going</p> <p>On going</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>
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	A case of COVID-19 (pupil or school adult) is suspected at our settings.	<ul style="list-style-type: none"> <li>Child/adult remains home <a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a> and is tested for COVID 19 <a href="#">get a coronavirus (COVID-19) test</a></li> <li>No restrictions or special control measures are required while laboratory test results for COVID-19 are awaited.</li> <li>No need to close the setting or send other learners or staff home.</li> <li>Adult or child is required to be tested ASAP. If this does not happen, the bubble will be closed for recommended period</li> <li>Further information in Lambeth Covid-19 Outbreak Prevention, Preparedness and Control document.</li> <li>Call London Coronavirus Response Cell (LCRC) on <b>0300 303 0450</b> to report the incident and for further guidance if needed.</li> </ul>	Everyone       EHT/HOS	On Going       As required
	A case of COVID-19 (pupil or school adult) is confirmed at our settings.	<ul style="list-style-type: none"> <li>All staff and students who are attending an education or childcare setting can now be tested if they have symptoms</li> <li>Where a child, young person, or staff member tests positive, the rest of their Bubble will be sent home and advised to get tested or self-isolate for a set period. The other household members of that wider class or group do not need to self-isolate unless the child, young person, or staff member they live with in that group subsequently develops symptoms</li> <li>EHT/HOS will contact the <b>DFE 08000468687 / London Coronavirus Response Cell (LCRC) 0300 303 0450 or <a href="mailto:lcrc@phe.gov.uk">lcrc@phe.gov.uk</a></b>. Also email the local public health team: <a href="mailto:publichealth@lambeth.gov.uk">publichealth@lambeth.gov.uk</a> or <a href="mailto:publichealth@southwark.gov.uk">publichealth@southwark.gov.uk</a></li> <li>School will fully engage with NHS Track and Trace</li> </ul>	Everyone  EHT/HOS    EHT/HOS   EHT/HOS	On going       As required   As required
	Children may be upset and their academic progress may have suffered if there are ongoing	<p><b>Review curriculum provision - See Specific Guidance on Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>All staff working with children undertook the Trauma Informed Schools training - webinars 1 and 3 over the summer and it was followed up on the first INSET day and further advice/guidance provided to staff.</li> </ul>	HOS/All staff	1st September



	lockdowns or bubble closures.	<ul style="list-style-type: none"> <li>● Recovery curriculum in place and being reviewed regularly.</li> <li>● Virtual Learning established, maintained and reviewed through the Virtual Learning Strategy</li> </ul>	All staff HOS/Teachers	Ongoing Ongoing
	Risk of coronavirus infection spreading to children and staff at school and in Better Start Areas	<p><b>Cleaning and hygiene control - See Specific Guidance on Cleaning</b></p> <p>All members within bubbles will undertake strict hygiene measures as recommended by the Government. This will mean that all children and adults will be touching any surface with clean hands. Staff members will secure this by asking children to wash hands whenever they think hygiene has been compromised. All members of staff will be expected to explicitly model expected hygiene behaviour. The leadership of the school recognises that securing a higher level of hand and respiratory hygiene will take more time away from other learning activities and that maintaining hygiene is a priority. <b>See Specific Guidance for Bubbles</b></p> <p>Cleaning materials will be available within bubbles so that staff are able to clean surfaces between use if required. Enhanced cleaning will continue indefinitely.</p> <ul style="list-style-type: none"> <li>▪ Hand sanitising stations to be placed at gates and entrances into buildings</li> <li>▪ Cleaning supplies and hand soap to be monitored weekly by the Premises team. Staff to inform the Premises Team before they run out.</li> <li>▪ More frequent wipe down of high passage area door handles, including main entrance doors and commonly used doors.</li> <li>▪ Pedal bins in every classroom and other high use areas.</li> <li>▪ IT equipment to be used by one person and then wiped down in class - wipes provided. users should wash hands before and after use.</li> <li>▪ Staff to be provided with anti-bacterial gel, wipes, spray and tissues to enable cleaning of IT equipment as appropriate.</li> <li>▪ Alcohol based hand-sanitiser should be used for practical sessions if hand washing is not possible before and after.</li> </ul>	EHT/Premises Manager	5th June
		<p><b>Emergencies</b></p> <ul style="list-style-type: none"> <li>▪ Children and staff follow same emergency procedures but need to space out at Assembly Points - lines two metres apart and children line up in bubbles as usual</li> <li>▪ Same lockdown procedures apply as normal.</li> </ul>	All staff  All staff	On going  On going

Black and Minority Ethnic Staff (BAME)	Information about the extra risks for these staff members is still not fully clear, yet a heightened risk is apparent.	<ul style="list-style-type: none"> <li>▪ BAME Staff classified the same as for Critically Vulnerable Staff - Shielding was paused on August 1st . Government states risks in schools as low relative to children staying at home, and expects staff and children to return to school.</li> <li>▪ BAME offered a private discussion and personal risk assessment with EHT to look at personal risks and concerns, and actions to reduce risk. The Local Authority aims to provide further guidance, or principles, on BAME staff and these will be followed as soon as they are published.</li> <li>▪ EHT is continuing to follow the advice from the BAME network.</li> </ul>	EHT/BAME Staff	On going
Premises Staff	These staff have greater movement around school and are involved in cleaning duties	<ul style="list-style-type: none"> <li>▪ Measures put in place, as described in this Risk Assessment and the Specific Guidance Documents, to reduce risks to all adults and children.</li> <li>▪ Premises Staff are in their own bubble and need to socially distance from other bubbles</li> <li>▪ See <b>Specific guidance on Cleaning</b></li> </ul>	Premises Staff	On going
Admin Staff	Potential to mix with more staff and increase risk of infection	<ul style="list-style-type: none"> <li>▪ Measures put in place, as described in this Risk Assessment and the Specific Guidance Documents, to reduce risks to all adults and children.</li> <li>▪ Admin Staff are in their own bubble and need to socially distance from other bubbles. If supporting first aid PPE will be worn.</li> </ul>	SBM/Admin Staff	On going
Staff Working across Year Groups, eg SLT, SENDCOs, APP Cover	Potential to increase risk of infection	<p><b>See Specific Guidance on Bubbles</b></p> <ul style="list-style-type: none"> <li>▪ Maintain social distance of 1m+ and do not spend more than 10 minutes close to a child when visiting bubbles</li> <li>▪ KS2 children seated in rows, facing the front.</li> <li>▪ Where appropriate staff can work from home</li> <li>▪ Virtual meetings when possible</li> <li>▪ Specific one to one teaching - as normal if the adult and child are in the same bubble. Otherwise maintain 1m+ social distance and staff members can wear masks/shields if required.</li> <li>▪ Windows and/or ventilation slats are open in classrooms and the adult can adjust the heating as they feel is comfortable.</li> </ul>		
Parents and Visitors	Potential to increase risk of infection	<ul style="list-style-type: none"> <li>▪ Parents and invited visitors are only permitted on site with an appointment / permission. Parents/Invited visitors must wear masks/visors on site. All other correspondence is done by phone/email unless an appointment is made. Wherever possible virtual meetings should be arranged.</li> </ul>	All staff / Parents	

		<ul style="list-style-type: none"> <li>▪ <b>All visitors sign in and out of the school and leave a contact telephone number.</b></li> <li>▪ social distance must be maintained if going into a classroom and visitors must wear masks/visors as appropriate.</li> <li>▪ Meetings will be held in rooms where social distance can be maintained.</li> <li>▪ School Staff must wear masks/visors when working with closely with visitors</li> </ul>	Admin Team/ All staff  “  “  “	
Lambeth Music Service	Potential to increase risk of infection	LMS can continue on site from 8th March. Specific Risk Assessment: <a href="https://lambethmusicservice.sharepoint.com/:w:/g/EbtcCOoVRqhEjH8YV0r_ewyYB2d6fvqCIngMUAf3rMpwworg?e=YMErrL">https://lambethmusicservice.sharepoint.com/:w:/g/EbtcCOoVRqhEjH8YV0r_ewyYB2d6fvqCIngMUAf3rMpwworg?e=YMErrL</a>	LMS Staff and Hitherfield Staff	8th March
Traveling to and from school	Families and staff using public transport become infected	<ul style="list-style-type: none"> <li>▪ Parents and staff aware of how to travel safely on public transport, though the usual promotion of walking/scooting/cycling continues. See link: <a href="#">safer travel guidance for passengers</a></li> </ul>	EHT	28th August
Better Start Area Staff	Potential to meet with a wide range of users and increase risk infection	<ul style="list-style-type: none"> <li>▪ Measures put in place, as described in this Risk Assessment and the Specific Guidance Documents, to reduce risks to all adults and children.</li> <li>▪ <b>See Specific Better Start Area Risk Assessment</b></li> </ul>	BSAM/BSA Staff	On going
Non LFD Test Kits - distribution	School runs out of kits. Kits misused.	<ul style="list-style-type: none"> <li>▪ Test Kits are stored securely in the EHT’s office at room temperature - normally have a shelf life of 12 months.</li> <li>▪ Test Kits are only given to students or staff in exceptional circumstances - for vulnerable people who are not able to go through the normal testing system. <b>Web link to order a home test kit or book an appointment at a test site:</b> <a href="https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name">https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name</a> (Say that you are a KEY Worker and that you are Symptomatic in the drop down menus and that will get you prioritised.)</li> <li>▪ Test kits are only given to school adults or the parent/carer of the child. Testing does NOT happen on the school site and is carried out in the ‘patients’ home by an adult.</li> <li>▪ School staff do not administer the tests</li> <li>▪ Instructions on how to use the Test Kits are inside the package. Here is a copy:</li> </ul>	EHT/HOS/ Staff	All On going

		<p><a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907961/Coronavirus_home_test_step-by-step_guide.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907961/Coronavirus_home_test_step-by-step_guide.pdf</a></p> <ul style="list-style-type: none"> <li>▪ A video on how to use the kit is here: <a href="https://www.youtube.com/watch?v=Xaw8DsF2lgc">https://www.youtube.com/watch?v=Xaw8DsF2lgc</a></li> <li>▪ <b>Register test kits online to make sure you receive a result:</b> <a href="https://test-for-coronavirus.service.gov.uk/register-kit">https://test-for-coronavirus.service.gov.uk/register-kit</a></li> </ul> <p><b>Return test kits</b> via Royal Mail priority box. You can find your nearest priority box via this link (please tick the priority box): <a href="https://www.royalmail.com/services-near-you#/">https://www.royalmail.com/services-near-you#/</a></p>		
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**DfE Coronavirus helpline:**  
**Phone: 0800 046 8687**  
 Email: [DfE.coronavirushelpline@education.gov.uk](mailto:DfE.coronavirushelpline@education.gov.uk)  
 Opening hours: 8am to 5pm (Monday to Friday)

**No school should close in response to a suspected (or confirmed) COVID-19 case unless directed to do so by Public Health England.**

Signed: *Chris Ashley-Jones* Date: 28th May 2021 Chris Ashley-Jones - Executive Headteacher.  
 Agreed by Governing Body Covid Sub Group on 28th May 2021