

GRA 90.3 COVID – 19 SCHOOL OPERATION - V4

In accordance with Management of Health & Safety at Work Regulations 1999

Date: July 2020		School: Forest and Sandridge				
Significant Hazards	Persons at risk	Control Measures	RISK H/M/L	Actions Required	By Who	Date Complete
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Government advice:</p> <p>Follow the Governments advice as detailed via the web link below (The main points have already been inserted into this RA below):</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>System of controls:</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	M	<p>If you do have a confirmed case in your school the track and trace system will be used.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>	Principal	ongoing
				<p>The local health protection team will advise the school on what measures to take – follow advice</p>	Principal	
				<p>Thinking about close contact with others and travel arrangements of that pupil.</p> <p>Ensure sanitiser, wipes and spray are well stocked in all classes and shared areas.</p>	Site Manager	

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	1

		<p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p> <p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p>				
Contracting COVID-19 through infected contact points or close personal	Staff and pupils	<p>Response to infection:</p> <p>Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their</p>		<p>All staff to be clear on procedures and transparency with declaring any symptoms or feeling unwell.</p> <p>Provide a test to be administered immediately to be</p>	<p>All staff</p> <p>Principal</p>	

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	2

		<p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn (face mask, eye protection visor, disposable apron and gloves) by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Follow the PPE advice:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>			
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Managing a confirmed case:</p> <p>In the event of a confirmed case within the school, contact the local health protection team immediately. Also inform the Director of Estates, Phase Director and CEO.</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>The local health protection team will guide schools through the actions needed.</p> <p>Persons who have come into close contact with a confirmed case will be sent home and advised to self isolate for 14 days. Follow the advice given by the local health protection team.</p>		Follow advice of local health protection team in all cases.	Principal ongoing

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	4

<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Maintain good hand and respiratory hygiene:</p>	<p>M</p>	<p>Timetable of hand-washing routines</p> <p>Boxes of tissues to be purchased</p> <p>Additional cloths and ICE spray and anti-bac wipes</p> <p>Close off all group rooms until further noticed</p> <p>Skylight windows opened daily</p> <p>Extra supplies of latex free gloves</p> <p>Pupils to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques.</p> <p>Windows/doors to be opened at the start of the day</p> <p>Fire marshals to be briefed on their role in closing all doors as they sweep the building</p>	<p>Class teachers</p> <p>Site Manager</p> <p>Site Manager</p> <p>Class teachers</p> <p>Site Manager</p> <p>Site Manager</p>	<p>From September</p> <p>Ongoing</p> <p>From September – regularly review</p> <p>Daily</p> <p>By September</p>
<p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • use hand sanitiser gel where hand washing is not available or impracticable. • clean their hands on arrival at the setting, when moving around the school, before and after eating, and after sneezing or coughing. • are encouraged not to touch their mouth, eyes and nose. • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • ensure that help is available for children and young people who have trouble cleaning their hands independently. • consider how to encourage young children to learn and practise these habits through games, songs and repetition. • ensure that bins for tissues are emptied throughout the day. • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Site Managers will ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times • there is no need for anything other than 						

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	5

		normal personal hygiene and washing of clothes following a day in an educational or childcare setting				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Class sizes:</p> <ul style="list-style-type: none"> • Primary – Pupils to remain in their class bubbles and encouraged to distance from other pupils as much as possible • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils side by side • Teaching staff to keep the 2 meter distancing rule where possible to do so • Teachers to avoid close face to face contact and minimise time spent within 1 metre of anyone. • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups where practicable • Children to remain at their desks when in the room. • Children to use the same desk each day as much as possible. • Lessons planned for individual work as opposed to close group work. • Social distancing to be explained to children with regular reminders. • Consider the use of school grounds / local environment to extend the range of teaching spaces available. 	M	<p>Site manager to remove and store excess furniture.</p> <p>Class teachers to organise tables and furniture in line with guidance by end of term for checking.</p> <p>2nd staff room to be utilised in Ladybird. Site manger to set up.</p>	<p>Site Manager</p> <p>Class teachers</p> <p>Site Manager</p>	<p>By September</p> <p>By 22 July</p> <p>By September</p>

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	6

		<ul style="list-style-type: none"> Allocate named staff to each group of children where possible. Staff to supervise and enforce measures. 				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Refresh the timetable:</p> <ul style="list-style-type: none"> decide which lessons or activities will be delivered restrict mixing of class groups and keep each class in one teaching space where possible ensure teachers and assistants work with the same groups each day as much as possible to avoid mixing with other groups or classes consider which lessons or classroom activities could take place outdoors use the timetable and selection of classroom or other learning environment to reduce movement around the school or building avoid large gatherings such as assemblies stagger break times (including lunch), so that all children are not moving around the school at the same time stagger drop-off and collection times plan parents' drop-off and pick-up protocols that minimise adult to adult contact consider pinch points such as corridors, exits, staff room and playgrounds 	M	<p>Organise staff so that any rotation is amongst as few groups as possible – no more than 2 groups in 1 day.</p> <p>'Bubble' worship only. No whole school worship. Worship will be streamed from a different bubble each day via Teams.</p> <p>Parents will be directed to a specific entrance and drop off and pick up will be staggered.</p> <p>Entrances and exits will be managed by staff.</p> <p>Playgrounds will be zoned.</p> <p>Children will exit and enter classrooms through their own external classroom door.</p>	SLT	
Contracting COVID-19 through infected contact points	Staff and pupils	<p>Review emergency procedures:</p> <ul style="list-style-type: none"> Review Fire Evacuation Plan to reflect adjusted operating model including evacuation routes. Ensure all staff are aware of the 	M	Principal to review the fire evacuation procedure and communicate to staff/ fire marshals and pupils	SLT	

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	7

<p>or close personal contact with infected persons</p>		<p>adjusted plan.</p> <ul style="list-style-type: none"> Review Fire Marshal Plan to ensure enough coverage for each bubble. Ensure Fire Marshalls are instructed to close doors that are propped open as they leave the building. Confirm evacuation assembly points for each bubble so they do not mix. Ensure fire evacuation practice is planned within the first week back. Consider lockdown implications (if any) on the bubble operating model. 		<p>Site manager to demarcate class line up zones on school field to enable bubbles not to mix.</p> <p>Fire drill to be carried out on 3.9.20 to ensure all are familiar with procedures.</p>	<p>Site Manager</p> <p>Principal</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Use of toilets:</p> <p>Control numbers allowed to go to the toilet at a time.</p> <p>One in one out system in place where possible.</p> <p>Close sinks to give 2m for handwashing – if only one child this isn't necessary.</p> <p>Allocate toilets around the school for different groups of children, or control access between bubbles and ensure increased cleaning.</p> <p>2m markings on floor in queuing area where needed.</p> <p>Sanitise hands before and after visiting the toilet where possible.</p>	<p>M</p>	<p>Principal to review toileting arrangements</p> <p>I in I out when using toilet during time inside.</p> <p>Toilets checked for cleanliness in between uses by staff member.</p> <p>Contact points sprayed at the start of each session (seat, taps, handles).</p> <p>Spray to be kept in staff toilets. Staff to clean contact points after use.</p> <p>Toilet blocks not in use.</p> <p>Children to be escorted inside to use toilets in corridors when outside, 1 at a time.</p> <p>No queuing areas in place.</p> <p>Soap and sanitiser checked daily for levels.</p>	<p>Principal</p> <p>All staff</p> <p>TAs</p> <p>TAs</p> <p>All staff</p> <p>Site Manager</p>	<p>Ongoing</p>

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	8

<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Childcare settings or early years groups in school should:</p> <p>Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p> <p>Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p>	<p>M</p>	<p>All play equipment closed off</p> <p>Play pod closed</p> <p>EYFS staff wipe down plastic equipment 3x a day</p>	<p>All staff</p> <p>EYFS staff</p>	<p>Ongoing. Reviewed regularly</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Reduce possible contamination:</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>Reduce the amount of equipment used each day as everything used will need to be cleaned daily</p>	<p>M</p>	<p>Store in group rooms</p>	<p>Teacher</p>	<p>By September</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Drop off and pick up procedures:</p> <p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.</p> <p>Pupils should access their class room from directly outside where possible to reduce internal movements</p>	<p>M</p>	<p>Write procedures</p>	<p>Principal</p>	<p>By September</p>

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	9

		<p>within the school</p> <p>Each school will have local procedures to be agreed and communicated with staff and parents for each class</p>				
Contracting COVID-19 through infected Face mask removal	Staff/pupils	<p>Process for removing face coverings when pupils and staff who use them arrive at school</p> <ul style="list-style-type: none"> dispose of temporary face coverings in a waste bin on arrival or place reusable face coverings in a plastic bag they can take home with them, do not to touch the front of their face covering during use or when removing them. Wash/sanitize hands immediately on arrival 		Communicate the face covering process to staff and pupils	First aiders/ all staff to be informed.	By September
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Ensure PPE is available where needed:</p> <p>Disposable gloves and aprons should be used for daily cleaning tasks</p> <p>Face masks and eye (visor) protection are available to deal with any close contact work including first aid, medical procedures/assistance and dealing with a suspected COVID -19 case until the case is removed from the site.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>	M	<p>Site Manager to ensure stocks are located in areas where is required.</p> <p>Staff can chose to wear face masks but they must provide them. A small supply of face shields are being provided to each school as required</p>	Site Manager	By September and ongoing

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	10

		<p>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 may need to have a packed lunch in their classrooms</p> <p>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>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)</p>				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use outside space:</p> <p>For exercise and breaks whenever possible.</p> <p>For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</p> <p>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.</p>	M	<p>Cordon off outdoor play</p> <p>Staggered use of outside space</p>	<p>Site Manager</p> <p>SLT</p>	ongoing

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	12

<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>For shared rooms:</p> <p>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</p> <p>Stagger the use of staff rooms and offices to limit occupancy</p>		<p>Eat in bubbles.</p> <p>Any shared space to be cleaned between use.</p> <p>Open another room as an additional staff room.</p>	<p>Principal</p> <p>All staff</p> <p>JT</p>	<p>From September</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Reduce the use of shared resources:</p> <p>By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Limit the amount of equipment Pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be</p>	<p>M</p>	<p>Individual pencil, ruler, scissors, rubber – bring in pencil case if possible. Only use own supply.</p> <p>Children bring own pencil cases and do not share</p> <p>Teacher using shared resources to clean before return. If cannot be cleaned, isolate in designated place for 48 hours. White board to show date and time of isolation. Teachers responsible for returning after 48 hours.</p>	<p>Principal/t eachers</p>	<p>From September</p>

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	13

		<p>cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Normal disinfectant spray should be used to clean resources after each use and before they are put away. Site Managers will ensure disinfectant spray and paper roll or cloths are available in all teaching spaces.</p>				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Clinically vulnerable staff and pupils</p> <p>It is expected that most staff will be able to return to the workplace from 1 August 2020. Advice for the most at risk categories remains to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically vulnerable, including pregnant women is available : https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people),</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID 19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)</p>	M	<p>Principal to discuss with individual pupil/parents</p> <p>Read the current advice on shielding if rates of the disease rise in local areas,</p>	Principal	As required

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	14

		<p>Staff may be deployed to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>Some staff with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report (https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes)</p> <p>If any staff have significant risk factors, the Principal should discuss their concerns, complete a risk assessment and explain the measures that the school is putting in place to reduce the risks.</p> <p>People who live with those who have comparatively increased risk from coronavirus can attend the workplace.</p> <p>A small number of pupils/staff will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).</p> <p>This means that even the small number of pupils/staff who will remain on the shielded patient list can also return to school, as can those who have family</p>				
--	--	---	--	--	--	--

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	15

		<p>members who are shielding. Some pupils/staff no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September</p> <p>Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p>		<p>Pregnant staff to alert Principal to pregnancy at the earliest opportunity</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Adjust transport arrangements where necessary including:</p> <p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p> <p>Schools, parents and young people following the government guidance on how to travel safely, particularly if public transport is required</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Ensuring that transport arrangements cater for any changes to start and finish times</p> <p>Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p>	<p>M</p>	<p>Inform parents using taxis of the expectation regarding hand sanitiser and face masks, including how to remove and store. Non-negotiable.</p> <p>School car park closed to all parents (except disabled)</p> <p>Children to be assigned pickup/drop off times and locations</p>	<p>Principal</p>	<p>AS required</p>

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	16

		<p>Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>				
Contracting COVID-19 through infected	Staff and pupils	<p>Daily cleaning:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-</p>	M	All classrooms cleared of resources and additional furniture (including unnecessary soft furnishings)	Site Manager	Ongoing

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	17

<p>contact points or close personal contact with infected persons</p>		<p><u>settings</u></p> <p>Normal cleaning routines of all used area's are to be carried out daily. All hard surfaces and contact points should be cleaned with disinfectant spray and disposable cloths or paper roll. Hard floors will be mopped with a disinfectant solution daily</p> <p>Disinfectant spray and disposable cloths or paper roll will be available for use throughout each day as needed by teaching or support staff</p> <p>Site Managers will ensure appropriate supplies of cleaning materials are available throughout each day, specifically ensuring that antibacterial hand soap, disinfectant spray, paper roll and antibacterial hand sanitiser are available throughout each day.</p> <p>Additional cleaning of shared spaces, shared equipment or high traffic contact points shall be programmed throughout the school day.</p> <p>Any bodily fluid spillages must be cleaned immediately using a disinfectant solution.</p> <p>Disposable gloves and aprons shall be used when cleaning.</p>		<p>Cleaning staff to clean all hard surfaces daily</p> <p>Spray, clothes and gloves available in every classroom</p> <p>Hand wash/ sanitiser available in every room</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with</p>	<p>Staff and pupils</p>	<p>Laundry:</p> <p>Wash clothing regularly in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items</p>	<p>M</p>	<p>Encourage parents to wash clothes regularly</p>	<p>Principal</p>	<p>By September</p>

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	18

infected persons		<p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p>				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Waste:</p> <p>All waste must be removed to the secure bin store and placed in the appropriate waste bin as soon as possible.</p> <p>General waste including cleaning materials must not be left lying around within school and shall be collected weekly by a licenced waste removal contractor.</p> <p>Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.</p>	M	<p>Waste expectations to be shared with principal.</p> <p>Staff made aware of managing waste in class through the briefing.</p>	<p>Site Manager</p> <p>Site Manager</p>	Ongoing – from September
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Pupils/Staff/ Public	<p>Educational visits:</p> <p>Government Guidance shall be followed</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>Complete specific risk assessment for each educational visit following the system of controls</p>	M	<p>No overnight stays will take place until government advise it is safe to do so.</p> <p>Day trips to be thoroughly planned and risk assessed and all risk assessments to be fully approved by Rachael Lawton prior to departure.</p> <p>Make use of local area for trips and visits so that transport does not need to be used.</p>	<p>Principal</p> <p>Principal</p> <p>Teachers</p>	Ongoing from September

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	19

		principles and specific Government guidance				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Catering:</p> <p>Consider reasonable adjustments to the catering provision including:</p> <ul style="list-style-type: none"> • timing of break and lunches • queuing with social distancing • hand sanitisation • contactless payment methods • regular cleaning between bubbles <p>The catering contractor shall follow the governments advice and produce their own site specific risk assessments:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	M	<p>Hot meals will be delivered to classrooms to consume there for KSI.</p> <p>Hot meals for KS2 to be collected by children 1 bubble at a time as numbers having hot dinners are low. Use external doors and enter through hall fire exit.</p> <p>Crockery to be collected in classrooms and returned to kitchen for cleaning.</p> <p>Children to wash hands with soap and water before eating.</p>	<p>MDSAs</p> <p>MDSAs</p> <p>MDSAs</p> <p>Teachers</p>	<p>From September</p>
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Wrap around care provision:</p> <p>Where this is provided by the school, the same measures as detailed in this risk assessment shall apply.</p> <p>Follow the governments advice:</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p>		<p>No wrap around care until at least 14th September until safety measures can be put in place and these authorised by the CEO.</p>	<p>Principal to communicate to parents</p>	<p>September</p>

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	20

		Where care is provided by an external provider, they shall provide their own specific risk assessments which complies with the Governments advice.				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff/Pupils/Contractors/Visitors	<p>Staff and contractors visiting the school</p> <p>Maintenance of the premises will take place outside of school open hours where ever possible</p> <p>Supply teachers, peripatetic teachers WHF staff and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and follow the hygiene procedure. Cleaning after peripatetic teachers have visited may be required.</p> <p>Records are kept of all visitors to site</p>		<p>Hygiene procedure and distancing briefed to all visitors on arrival.</p> <p>External specialists not to work with more than 2 bubbles in one day.</p> <p>Professionals working with more than 1 child needs to follow the expectations of staff carrying out interventions.</p>	**	Ongoing from September
Communication of controls	Staff/Pupils	<p>Communication of controls:</p> <p>Staff to receive a copy of the risk assessment and briefed on local controls before or on the September TD day</p> <p>Pupil control measures to be briefed to pupils regarding good hygiene and distancing</p> <p>Risk assessment to be adjusted as new Government guidance is published</p>		All staff and families to be fully briefed and informed before the start of September term.	Principal	September
Wellbeing	Staff/Pupils	<p>Supporting staff and pupils wellbeing</p> <p>The Department for Education provides support for both pupil and staff wellbeing in the current situation.</p> <p>Staff also have access to Care First</p>		<p>Visit the Government Web site for support links</p> <p>Nurture provision in place for those identified as having</p>	All staff	Ongoing

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	21

				additional needs. Mental health first aiders on site and available.	Principal /Dep Principal
Date of original Assessment: March 2020	Date of this Assessment: July 2020	Review	Reference: GRA 90.3 V4	Name of Assessors: Principal	
Overall Risk Rating (H, M L):		Managers signature:			
Notes:					
RESIDUAL RISK RATING			ACTION REQUIRED		
HIGH (H) Strong likelihood of fatality / serious injury occurring			The activity must not take place at all. You must identify further controls to reduce the risk rating.		
Medium (M) Possibility of fatality/serious injury occurring			You must identify controls to reduce the risk rating. If it is not possible to lower risk further you will need to consider the risk against the benefit Monitor risk assessment at this rating more regularly and closely		
LOW(L) Minimal risk			No further action needs to be taken reviewed annually		

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	22