

# GRA 90.3 COVID – 19 SCHOOL OPERATION – V6

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

Date: November		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><b>Government advice:</b></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><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p> <p><b>System of controls:</b></p> <p><b>Prevention:</b></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>	<b>M</b>	<p>If you do have a confirmed case in your school the track and trace system will be used.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p>	<b>Principal</b>	ongoing
				<p>The local health protection team will advise the school on what measures to take – follow advice</p>	<b>Principal</b>	
				<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>	<b>Site Manager</b>	

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><b>Response to any infection:</b></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>				
<p><b>Contracting COVID-19 through infected contact points or close personal</b></p>	<p>Staff and pupils</p>	<p><b>Response to infection:</b></p> <p>Staff and all visitors must sign in on the ipad to ensure full records are kept of those attending the school.</p> <p>Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate</p>		<p>Ipads to be cleaned regularly and visitors informed to sanitize hands after signing in.</p> <p>Schools will be provided with 10 Home test kits by the government. These should only</p>	<p><b>Admin</b></p> <p><b>Principal</b></p>	

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

<p><b>contact with infected persons</b></p>		<p>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 parents/carers if using a home testing kit.</p> <p>Engage with test and trace:</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>Follow the stay at home guidance if unwell or tested positive:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move</p>		<p>be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a></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 able to get work force back to school.</p> <p>If a child is unwell and waiting a parent, they will sit in squirrel, door closed, window open, staff member with PPE outside the room.</p> <p>Staff member will enter the room if a child is distressed.</p> <p>Plastic chair will be put into the room for a child to sit on so</p>	<p><b>All staff</b></p> <p><b>Principal</b></p> <p><b>PSA or attending first aider.</b></p> <p><b>Site Manager</b></p>	
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Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	3

		<p>them to an area which is at least 2 metres away from other people.</p> <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><a href="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">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</a></p>		<p>that it can be cleaned.</p> <p>The medical room toilet will be used if they need to go.</p> <p>PPE stored and kept replenished in central office.</p>	<b>PSA</b>	
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>Managing a confirmed case:</b></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><a href="https://www.gov.uk/guidance/contacts-phe-health-protection-teams">https://www.gov.uk/guidance/contacts-phe-health-protection-teams</a></p> <p>The local health protection team will guide schools through the actions needed.</p>		Follow advice of local health protection team in all cases.	<b>Principal</b>	ongoing

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

		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.				
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>Maintain good hand and respiratory hygiene:</b></p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> <li>frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>use hand sanitiser gel where hand washing is not available or impracticable.</li> <li>clean their hands on arrival at the setting, when moving around the school, before and after eating, and after sneezing or coughing.</li> <li>are encouraged not to touch their mouth, eyes and nose.</li> <li>use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> <li>ensure that help is available for children and young people who have trouble cleaning their hands independently.</li> <li>consider how to encourage young children to learn and practise these habits through games, songs and repetition.</li> <li>ensure that bins for tissues are emptied throughout the day.</li> <li>where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.</li> <li>prop doors open, where safe to do so (bearing in mind fire safety and safeguarding),</li> </ul>	<b>M</b>	<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><b>Class teachers</b></p> <p><b>Site Manager</b></p> <p><b>Site Manager</b></p>	<p>From September</p> <p>Ongoing</p> <p>From September – regularly review</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><b>Class teachers</b></p> <p><b>Site Manager</b></p> <p><b>Site Manager</b></p>	<p>Daily</p> <p>By September</p>

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

		<p>to limit use of door handles and aid ventilation</p> <ul style="list-style-type: none"> <li>• Site Managers will ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times</li> <li>• there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</li> </ul>				
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>Class sizes:</b></p> <ul style="list-style-type: none"> <li>• Primary – Pupils to remain in their class bubbles and encouraged to distance from other pupils as much as possible</li> <li>• Remove excess furniture to safe storage areas to increase space.</li> <li>• Desks to be spaced out as far as possible but do not impede fire escape routes and exits.</li> <li>• All desks to face forward with pupils side by side</li> <li>• Teaching staff to keep the 2 meter distancing rule where possible to do so</li> <li>• Teachers to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• 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</li> <li>• Children to remain at their desks when in the room.</li> <li>• Children to use the same desk each day as much as possible.</li> <li>• Lessons planned for individual work as opposed to close group work.</li> </ul>	<b>M</b>	<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>2<sup>nd</sup> staff room to be utilised in Ladybird. Site manger to set up.</p>	<p><b>Site Manager</b></p> <p><b>Class teachers</b></p> <p><b>Site Manager</b></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"> <li>• Social distancing to be explained to children with regular reminders.</li> <li>• Consider the use of school grounds / local environment to extend the range of teaching spaces available.</li> <li>• Allocate named staff to each group of children where possible.</li> <li>• Staff to supervise and enforce measures.</li> </ul>				
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>Refresh the timetable:</b></p> <ul style="list-style-type: none"> <li>• decide which lessons or activities will be delivered</li> <li>• restrict mixing of class groups and keep each class in one teaching space where possible</li> <li>• ensure teachers and assistants work with the same groups each day as much as possible to avoid mixing with other groups or classes</li> <li>• consider which lessons or classroom activities could take place outdoors</li> <li>• use the timetable and selection of classroom or other learning environment to reduce movement around the school or building</li> <li>• avoid large gatherings such as assemblies</li> <li>• stagger break times (including lunch), so that all children are not moving around the school at the same time</li> <li>• stagger drop-off and collection times</li> <li>• plan parents' drop-off and pick-up protocols that minimise adult to adult contact</li> <li>• consider pinch points such as corridors, exits, staff room and playgrounds</li> </ul>	<b>M</b>	<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>	<b>SLT</b>	
					<b>SLT</b>	
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					<b>Class teachers</b>	

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

<p><b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b></p>	<p>Staff and pupils</p>	<p><b>Review emergency procedures:</b></p> <ul style="list-style-type: none"> <li>• Review Fire Evacuation Plan to reflect adjusted operating model including evacuation routes. Ensure all staff are aware of the adjusted plan.</li> <li>• 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.</li> <li>• Confirm evacuation assembly points for each bubble so they do not mix.</li> <li>• Ensure fire evacuation practice is planned within the first week back.</li> <li>• Consider lockdown implications (if any) on the bubble operating model.</li> </ul>	<p><b>M</b></p>	<p>Principal to review the fire evacuation procedure and communicate to staff/ fire marshals and pupils</p> <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><b>SLT</b></p> <p><b>Site Manager</b></p> <p><b>Principal</b></p>	
<p><b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b></p>	<p>Staff and pupils</p>	<p><b>Use of toilets:</b></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><b>M</b></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</p>	<p><b>Principal</b></p> <p><b>All staff</b></p> <p><b>TAs</b></p> <p><b>TAs</b></p> <p><b>All staff</b></p>	<p>Ongoing</p>

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

		Sanitise hands before and after visiting the toilet where possible.		outside, 1 at a time. No queuing areas in place. Soap and sanitiser checked daily for levels.	<b>Site Manager</b>	
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<b>Childcare settings or early years groups in school should:</b>  Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing  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	<b>M</b>	All play equipment closed off  Play pod closed  EYFS staff wipe down plastic equipment 3x a day	<b>All staff</b>  <b>EYFS staff</b>	Ongoing. Reviewed regularly
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<b>Reduce possible contamination:</b>  Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere  Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)  Reduce the amount of equipment used each day as everything used will need to be cleaned daily	<b>M</b>	Store in group rooms	<b>Teacher</b>	By September
<b>Contracting COVID-19 through infected contact points</b>	Staff and pupils	<b>Drop off and pick up procedures:</b>  Consider how children and young people arrive at the education or childcare setting, and reduce any	<b>M</b>	Write procedures	<b>Principal</b>	By September

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

<p><b>or close personal contact with infected persons</b></p>		<p>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 within the school</p> <p>Each school will have local procedures to be agreed and communicated with staff and parents for each class</p>				
<p><b>Contracting COVID-19 through infected Face mask removal</b></p>	<p>Staff/pupils</p>	<p><b>Process for removing face coverings when pupils and staff who use them arrive at school</b></p> <ul style="list-style-type: none"> <li>• 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,</li> <li>• do not to touch the front of their face covering during use or when removing them.</li> <li>• Wash/sanitize hands immediately on arrival</li> </ul>		<p>Communicate the face covering process to staff and pupils</p>	<p><b>First aiders/ all staff to be informed.</b></p>	<p>By September</p>
<p><b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b></p>	<p>Staff and pupils</p>	<p><b>PPE – Government link:</b></p> <p><a href="https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=53671f11-6c05-454a-845e-8e2a4463752b&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate">https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=53671f11-6c05-454a-845e-8e2a4463752b&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=immediate</a></p>	<p><b>M</b></p>	<p>PHE state that it is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society. Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become</p>	<p><b>Site mgr</b></p>	<p>By September and ongoing</p>

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

		<p>Staff and pupils in Year 7 and above should wear face masks on entry and exiting the school and whilst in corridors and communal areas</p> <p>Staff may choose to wear a facemask with in their bubble.</p> <p>Staff can chose to wear facemasks or face shields in the classroom.</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><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a></p>		<p>soiled or unsafe, the school/office will keep an emergency stock.</p> <p>Staff to wear face masks when in communal areas.</p> <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>	<b>Site Manager</b>	
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>First Aid:</b></p> <p>Ensure all staff know First Aiders on site if less than normal</p> <p>If provision is less than usual, minimise hazardous activities which may result in injury</p> <p>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly</p>	<b>M</b>		<b>Principal</b>	On-gogin
					<b>Site Manager</b>	

Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	11

<p><b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b></p>	<p>Staff and pupils</p>	<p><b>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation:</b></p> <p>Individual risk assessments of children with behavioural difficulties.</p> <p>Ensure a supply of PPE is available based on need.</p> <p>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</p> <p>1:1 teaching to be done at 2m distance.</p>	<p><b>M</b></p>		<p><b>Principal</b></p>	
<p><b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b></p>	<p>Staff and pupils</p>	<p><b>Staggering break times including lunch time:</b></p> <p>Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</p> <p>Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</p> <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</p>	<p><b>M</b></p>	<p>No group moving around outside classrooms. Use outside classroom doors.</p> <p>1 in 1 out toilet duty. Gloves worn, toilets checked frequently as above.</p>	<p><b>Principal/ Teaching staff</b></p>	<p>ongoing</p>

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

		<p>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>				
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>Use outside space:</b></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>	<b>M</b>	<p>Cordon off outdoor play</p> <p>Staggered use of outside space</p>	<p><b>Site Manager</b></p> <p><b>SLT</b></p>	ongoing
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>For shared rooms:</b></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 is in place</p> <p>Stagger the use of staff rooms and offices to limit</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><b>Principal</b></p> <p><b>All staff</b></p> <p><b>JT</b></p>	From September

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

		occupancy				
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>Reduce the use of shared resources:</b></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 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>	<b>M</b>	<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>	<b>Principal/teachers</b>	From September
<b>Contracting COVID-19</b>	Staff and pupils	<b>Clinically vulnerable staff and pupils</b>	<b>M</b>			

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

<p><b>through infected contact points or close personal contact with infected persons</b></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 :  <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people</a>),</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  <a href="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">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</a>)</p> <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</p>		<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> <p>Review all the clinically vulnerable staff and pupil risk assessments in line with the new government guidance issued for the lockdown 5/11/20.</p>	<p><b>Principal</b></p> <p><b>Principal</b></p>	<p>As required</p> <p>By 5.11.20</p>
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Doc. No.	Issue No.	Reviewed	Date	Page
GRA 90.3	4	David Maine	July 2020	15

<https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes>

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.

People who live with those who have comparatively increased risk from coronavirus can attend the workplace.

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).

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 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

Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.

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

				Pregnant staff to alert Principal to pregnancy at the earliest opportunity		
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>Adjust transport arrangements where necessary including:</b></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><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></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>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</p>	<b>M</b>	<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>	<b>Principal</b>	AS required

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

		<p>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"> <li>• how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>• use of hand sanitiser upon boarding and/or disembarking</li> <li>• additional cleaning of vehicles</li> <li>• organised queuing and boarding where possible</li> <li>• distancing within vehicles wherever possible</li> <li>• 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</li> </ul> <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>				
<p><b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b></p>	Staff and pupils	<p><b>Daily cleaning:</b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></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>	<b>M</b>	<p>All classrooms cleared of resources and additional furniture (including unnecessary soft furnishings)</p> <p>Cleaning staff to clean all hard surfaces daily</p> <p>Spray, clothes and gloves available in every classroom</p>	<b>Site Manager</b>	Ongoing

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

		<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>		Hand wash/ sanitiser available in every room		
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<p><b>Laundry:</b></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>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>	<b>M</b>	Encourage parents to wash clothes regularly	<b>Principal</b>	<b>By September</b>

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

<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Staff and pupils	<b>Waste:</b>  All waste must be removed to the secure bin store and placed in the appropriate waste bin as soon as possible.  General waste including cleaning materials must not be left lying around within school and shall be collected weekly by a licenced waste removal contractor.  Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.	<b>M</b>	Waste expectations to be shared with principal.  Staff made aware of managing waste in class through the briefing.	<b>Site Manager</b>  <b>Site Manager</b>	Ongoing – from September
<b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b>	Pupils/Staff/ Public	<b>Educational visits:</b>  Government Guidance shall be followed  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</a>  <a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a>  Complete specific risk assessment for each educational visit following the system of controls principles and specific Government guidance	<b>M</b>	No overnight stays will take place until government advise it is safe to do so.  Day trips to be thoroughly planned and risk assessed and all risk assessments to be fully approved by Rachael Lawton prior to departure.  Make use of local area for trips and visits so that transport does not need to be used.	<b>Principal</b>  <b>Principal</b>  <b>Teachers</b>	Ongoing from September
<b>Contracting COVID-19 through infected contact points</b>	Staff and pupils	<b>Catering:</b>  Consider reasonable adjustments to the catering provision including:	<b>M</b>	Hot meals will be delivered to classrooms to consume there for KSI.  Hot meals for KS2 to be	<b>MDSAs</b>	From September

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

<p><b>or close personal contact with infected persons</b></p>		<ul style="list-style-type: none"> <li>• timing of break and lunches</li> <li>• queuing with social distancing</li> <li>• hand sanitisation</li> <li>• contactless payment methods</li> <li>• regular cleaning between bubbles</li> </ul> <p>The catering contractor shall follow the governments advice and produce their own site specific risk assessments:</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p>		<p>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><b>MDSAs</b></p> <p><b>MDSAs</b></p> <p><b>Teachers</b></p>	
<p><b>Contracting COVID-19 through infected contact points or close personal contact with infected persons</b></p>	<p>Staff and pupils</p>	<p><b>Wrap around care provision:</b></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><a href="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">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</a></p> <p>Where care is provided by an external provider, they shall provide their own specific risk assessments which complies with the Governments advice.</p>		<p>No wrap around care until at least 14<sup>th</sup> September until safety measures can be put in place and these authorised by the CEO.</p>	<p><b>Principal to communicate to parents</b></p>	<p>September</p>
<p><b>Contracting COVID-19 through</b></p>	<p>Staff/Pupils/Contractors/Visitors</p>	<p><b>Staff and contractors visiting the school</b></p> <p>Maintenance of the premises will take place outside of</p>		<p>Hygiene procedure and distancing briefed to all visitors on arrival.</p>	<p>**</p>	<p>Ongoing from September</p>

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

<b>infected contact points or close personal contact with infected persons</b>		<p>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>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>	<p><b>Principal</b></p> <p><b>Principal</b></p>	
<b>Communication of controls</b>	Staff/Pupils	<p><b>Communication of controls:</b></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>		<p>All staff and families to be fully briefed and informed before the start of September term.</p>	<b>Principal</b>	September
<b>Wellbeing</b>	Staff/Pupils	<p><b>Supporting staff and pupils wellbeing</b></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>Staff to inform the Principal of any concerns</p>		<p>Visit the Government Web site for support links</p> <p>Nurture provision in place for those identified as having additional needs.</p> <p>Mental health first aiders on site and available.</p>	<p><b>All staff</b></p> <p><b>SLT</b></p> <p><b>Principal /Dep Principal</b></p>	Ongoing
<b>Date of original</b>	<b>Date of this</b>	<b>Review</b>	<b>Reference:</b>	<b>Name of Assessors:</b>		

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

<b>Assessment: March 2020</b>	<b>Assessment: November 2020</b>		<b>GRA 90.3 V4</b>	<b>Principal: Anna Willcox</b>
<b>Overall Risk Rating (H, M L):</b>		Managers signature:		
<b>Notes:</b>				
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	23