

GRA 90.3 COVID – 19 SCHOOL OPERATION – V15

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

Date: January 2022		School: Forest and Sandridge				
Significant Hazards	Persons at risk	Control Measures	RISK H/M/L	Actions Required	By Who	Date Complete
Contracting COVID-19	Pupil/Staff/Visitors	<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>System of controls:</p> <ul style="list-style-type: none"> Ensure good hygiene for everyone. Maintain appropriate cleaning regimes. Keep occupied spaces well ventilated. Follow United Kingdom Health Security Agency (UKHSA) advice on testing, self-isolation and managing confirmed cases of COVID-19. <p>No 'bubbles' unless contingency plan in place or guidance given by PHE to manage an outbreak.</p> <p>Singing and instrument playing can be undertaken. Lunchtimes can return to normal.</p>	M	Risk assessment updated to reflect the governments revised guidance effective August 2021 Actions-for-schools-during-the-coronavirus-outbreak Whole School' assemblies and other events with intended large gatherings to be suspended until further notice.	Principal	16/8/21
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Contracting COVID-19	Pupil/Staff/Visitors	<p>Ensure good hygiene for everyone:</p> <p>Hand hygiene</p> <p>Frequent and thorough hand cleaning should now be regular practice. You should continue to ensure that everyone clean their hands regularly. This can be done</p>	M	Hand sanitizer available on reception and throughout the school including, class room Pupils reminded to sanitize hands regularly throughout the	Site Staff/Teaching staff	On-going

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		<p>with soap and water or hand sanitiser.</p> <p>Respiratory hygiene</p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important.</p> <p>Use of personal protective equipment (PPE)</p> <p>The government has removed the requirement to wear face coverings in law but expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don’t normally meet. This includes public transport and dedicated transport to school or college.</p> <p>Omicron variant</p> <p>Face coverings are now recommended in communal areas in all schools for adults and for pupils from year 7 onwards</p> <p>Pupils should also wear a face covering when travelling on public transport and dedicated transport to and from school.</p>		<p>day</p> <p>Pupils in courage to follow the ‘catch it, bin it, kill it’ approach</p> <p>Bins are emptied daily by Site Staff.</p>	<p>Teaching staff</p> <p>Site Staff</p> <p>Principal</p>	
Contracting COVID-19	Pupil/Staff/Visitors	<p>Maintain appropriate cleaning regimes, using standard products such as detergents</p> <p>Maintain appropriate cleaning regimes, using standard products such as detergents that are effective against enveloped viruses</p>	M	<p>COVID approved detergent available throughout the school</p> <p>Site cleaning staff are operating an enhanced cleaning schedule</p> <p>Teaching staff to clean frequent touch points during the school day within the class rooms</p>	<p>Site Manager</p> <p>Teaching staff</p>	On-going
Contracting COVID-19	Pupil/Staff/Visitors	<p>Keep occupied spaces well ventilated</p> <p>Identify any poorly ventilated spaces as part of your risk</p>	M	<p>Teachers open windows/doors at the start of each lesson and or flushing the classroom with</p>	Teaching Staff	On-going

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		<p>assessment and take steps to improve fresh air flow in these areas, giving particular consideration when visitors are on site, for meetings.</p> <p>Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air.</p> <p>If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).</p> <p>You should balance the need for increased ventilation while maintaining a comfortable temperature. Break time air flushing may be a useful strategy.</p> <p>Mechanical ventilation These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.</p>		<p>fresh air at break times.</p> <p>Site Manager to control if applicable</p>	<p>Site Team</p>	
<p>Contracting COVID-19</p>	<p>Pupil/Staff/Visitors</p>	<p>Follow United Kingdom Health Security Agency (UKHSA) advice on testing, self-isolation and managing confirmed cases of COVID-19</p> <p>Individuals must not come into work/school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • they are required to quarantine having recently visited countries outside the Common Travel Area • they have had a positive test <p>From Monday 17 January, people with COVID-19 in England can end their self-isolation after 5 full days, as long as they test negative on day 5 and day 6. If the result of either of their tests is positive, they should</p>		<p>Staff to engage in track and trace.</p> <p>Test-and-trace-how-it-works</p> <p>Teachers to be aware of any pupils that maybe presenting COVID symptoms and the procedures to follow</p> <p>Staff to make the Principal aware of any symptoms/positive COVID results as soon as possible</p>	<p>All staff and pupils</p>	<p>16/8/21</p> <p>17th Jan 2022</p>

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		<p>continue to self-isolate until they get negative results from two LFD tests on consecutive days or until they have completed 10 full days of self-isolation, whichever is earliest.</p> <p>Anyone who is unable to take LFD tests or anyone who continues to have a temperature will need to complete the full 10 day period of self-isolation.</p> <p>Confirmatory PCR tests following a positive lateral flow device (LFD) test result are to be temporarily suspended from Tuesday 11 January. This will mean that anyone who receives a positive LFD test result will be required to self-isolate immediately and will not be required to take a confirmatory PCR test.</p> <p>Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.</p> <p>As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact.</p> <p><u>Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:</u></p> <ul style="list-style-type: none"> • they are fully vaccinated • they are below the age of 18 years and 6 months • they have taken part in or are currently part of an 				<p>27/8/21</p>
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		<p>approved COVID-19 vaccine trial</p> <ul style="list-style-type: none"> they are not able to get vaccinated for medical reasons <p>Confirmatory PCR tests:</p> <p>Staff and pupils with a positive LFD test result should self-isolate in line with the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They will also need to get a free PCR test to check if they have COVID-19. Whilst awaiting the PCR result, the individual should continue to self-isolate. If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms.</p> <p>If a pupil is awaiting collection, they should be left in a room on their own if possible and safe to do so. A window should be opened for fresh air ventilation if possible. Appropriate PPE should also be used if close contact is necessary</p>				
Contracting COVID-19	Pupil/Staff/Visitors	<p>Travel and quarantine</p> <p>All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.</p> <p>Those aged 11 to 17 need proof of a negative COVID-19 test to travel to England (children aged 10 and under are exempt from this) and those aged 5 to 17 must take a COVID-19 travel test on or before day 2.</p> <p>More information is provided in the government's</p>		<p>Awareness of travel hot spots when pupils are returning from their holidays.</p> <p>Travel Guidance</p>	Principal	16/8/21

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		quarantine and testing guidance.				
Contracting COVID-19	Pupil/Staff/Visitors	<p>Asymptomatic testing</p> <p>Lateral Flow Tests are available for all staff and secondary school pupils with parental consent. Staff and secondary pupil's shall test themselves twice a week at home.</p> <p>Negative LFT test result – Individuals can continue to attend work, follow guidance and use protective measures.</p> <p>Positive LFT test result –</p> <ul style="list-style-type: none"> ● INDIVIDUALS WITH A POSITIVE LFT RESULT WILL NEED TO SELF-ISOLATE IMMEDIATELY IN LINE WITH THE STAY-AT-HOME GUIDANCE. ● They must report their results to NHS Test and Trace as soon as the test is complete ● They must also inform the school/nursery of their result so the school can identify close contacts and start the self-isolation process. ● Individuals with a positive LFD test result must self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result. ● Whilst awaiting the PCR result, the individual should continue to self-isolate. ● If the PCR test is taken within 2 days of the positive lateral flow test, and is negative, it overrides the self-test LFD test and the pupil can return to school, as long as the individual doesn't have COVID-19 symptoms. ● Additional information on PCR test kits for schools and further education providers is available.. 	M	<p>See GRA 91.2 Home testing</p> <p>All teaching and non-teaching staff members, which includes:</p> <ul style="list-style-type: none"> ● trainee teachers on placement in school ● supply workforce ● contractors ● peripatetic staff ● clinical practitioners ● therapists ● other support staff ● caterers ● volunteers ● those supporting with wraparound childcare to children attending school <p>Lateral Flow testing Secondary schools and colleges must continue to carry out regular home lateral flow testing until the end of September (plus two on-site at the beginning of the autumn term), when the policy will be reviewed</p> <p>See GRA 91.1 COVID Testing</p> <p>Getting-tested</p>	All staff/Secondary pupils	16/8/21

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		<p>Void LFT test result –</p> <ul style="list-style-type: none"> • Will need to take another test as soon as possible, ideally on the same day. • Staff should still report the void result to NHS Test and Trace via the self report gov.uk page. • They should use a new test kit but not reuse anything from the first kit. • In the very unlikely event staff get two void test results, they should book a PCR test. • Staff should self-isolate pending the result of the PCR test. • Staff should inform the school/nursery as it may indicate a faulty batch of test kits <p>.</p> <p>Test and trace procedures must be followed after receiving a positive result.</p> <p>From 16 August, the legal requirement to self-isolate for contacts of a positive case will end for everyone aged under 18, and for adults who have been fully vaccinated. This means that from the autumn term, only those who test positive will need to self-isolate.</p>		<p>Stay at home guidance</p> <p>Track and trace</p>		
Contracting COVID-19	Pupil/Staff/Visitors	<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>Stepping measures up and down</p> <p>The manager should have an outbreak management plan</p>	M	<p>Phe-health-protection-teams</p> <p>Triggers</p> <ul style="list-style-type: none"> • 5 pupils or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of pupils or staff who are 	Principal	16/8/21

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		<p>what you would do if staff test positive for COVID-19, or how you would operate if you were advised to take extra measures to help break chains of transmission.</p> <p>Central government may offer local areas of particular concern an enhanced response package to help limit increases in transmission.</p>		<p>likely to have mixed closely test positive for COVID-19 within a 10-day period</p> <p>For special schools, that operate with 20 or fewer pupils and staff at any one time:</p> <ul style="list-style-type: none"> • 2 pupils and staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period (guidance from 17th August Contingency Framework) 		
Contracting COVID-19	Staff/Pupils/Transport Provider/Operators/Public	<p>Educational trips planning</p> <p>The trip leader to check cancellation insurance before booking</p> <p>A full and thorough risk assessments in relation to all educational visits and ensure that any United Kingdom Health Security Agency (UKHSA) advice, such as hygiene and ventilation requirements, is included as part of that risk assessment.</p> <p>Check the providers COVID controls</p> <p>Contingency plans in place to account for any changes during the visit.</p> <p>General guidance about educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).</p>		<p>Include COVID control measures in all EVC risk assessments.</p> <p>All travellers arriving into the UK will need to isolate and get a PCR test by 'day two' after arrival. They may end their isolation once they receive a negative result.</p> <p>Consider whether to go ahead with planned international educational visits at this time,</p> <p>You should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling.</p>	Trip Leader/EVC Principal	<p>16/8/21</p> <p>1/12/21</p>

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				You are advised to ensure that any new bookings have adequate financial protection in place. TWHF Insurance do not cover COVID cancellation		
Contracting COVID-19	Staff/Pupils/Transport Provider/Operators/Public	<p>Educational Visits Abroad:</p> <p>It is recommended that schools do not book any international visits before the start of the autumn term.</p> <p>The trip leader to check the country they are visiting is in the green listing before travel.</p>	M	<p>From the start of the new school term, you can go on international visits that have previously been deferred or postponed and organise new international visits for the future.</p> <p>Travel Guidance</p>	Trip Leader/EVC Principal	16/8/21
Contracting COVID-19	Staff/Pupils/Transport Provider/Operators/Public	<p>Managing a symptomatic pupil/staff member case on the trip:</p> <p>Removed individual from the group immediately Isolate them as best they are able under the circumstances given the location or accommodation they find themselves in.</p> <ul style="list-style-type: none"> • If out and about separate them from the rest of the group. <p>Anyone supervising an isolating pupil should keep a distance of at least 2 metres or where this cannot be maintained (because of age or complex needs)</p> <p>Everyone in the group who has had contact with the unwell pupil/staff member should wash or sanitise their hands immediately.</p> <p>If possible arrange for their parents to pick them up, if this is not possible;</p>	M	<p>Inform the school of a symptomatic Pupil/staff member</p> <p>If it is a staff member a stand in staff member maybe required for the remainder of the trip</p>	Trip Leader	16/8/21

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		<ul style="list-style-type: none"> • Open windows • Use hand sanitiser • Clean door handles and other touch points • If traveling in bus the symptomatic person to wear a face mask and sat as distanced as possible from the rest of the group <p>If after returning from the venue an individual becomes symptomatic the school must inform the provider/operators without delay so that appropriate action can be taken</p>				
Contracting COVID-19	Pupil/Staff/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.</p> <p>Records are kept of all visitors to site</p>	M	All visitors must sign in and be advised on any site specific COVID controls.	Site Team/Principal	16/8/21
BAME or clinically vulnerable staff	BAME or clinically vulnerable staff/pupils	<p>Specific risk assessment:</p> <p>As a minimum, clinically extremely vulnerable (CEV) and BAME individuals are to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV and BAME. These individuals may wish to think particularly carefully about the additional precautions they can continue to take.</p>	M	Principal to review CEV and BAME individuals under their supervision and complete personal risk assessments detailing any local measures.	Principal	16/8/21 On-going
Contracting /COVID-19	Pupil/Staff/Visitors	<p>Adjust transport arrangements where necessary including:</p> <p>The bus driver may wear a face covering if they do not usually mix with the group of pupils they are transporting</p>	M	Government guidance: Safer-transport-guidance-for-operators	Principal/ Trip Leaders	18/8/21

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		<p>Maintain appropriate cleaning regimes, using standard products such as detergents cleaning frequent touch points before groups using the mini bus</p> <p>Opening windows to improve natural ventilation</p>		<p>Omicron variant</p> <p>Pupils should also wear a face covering when travelling on public transport and dedicated transport to and from school.</p>		1/12/21
/Contracting COVID-19	Pupil/Staff/Visitors	<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>Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.</p>	M	<p>Site team to remove all waste</p> <p>Principal to inform Site Team of any infected waste.</p>	Site Team	On going
Contracting COVID-19	Staff/Pupils/Visitors	<p>Sports provision</p> <p>Organised sport participation events can take place outdoors with no capacity caps for participants or spectators</p> <p>There are no indoor capacity limits, however, venues may put in place some restrictions and guidance for enclosed areas</p> <p>You should continue to follow any relevant advice from your sport provider on how to participate safely in your sport or activity. This may set out different ways to organise matches or tournaments,</p> <p>Follow good hygiene practices</p> <ul style="list-style-type: none"> • No spitting or rinsing out your mouth on or around the playing area. • Avoid sharing water bottles or other refreshment containers. 	M	<p>Protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings</p> <p>Using changing rooms safely</p> <p>guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants</p> <p>The Association for Physical Education</p> <p>PE Coronavirus-guidance-support</p> <p>Sport England</p> <p>Sportengland.org/how-we-can-</p>	Principal/ Site Team/ Sports Lead	16/8/21


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		<ul style="list-style-type: none"> You may wish to put on a face covering after your sporting activity if you are in a crowded indoor facility, Avoid sharing equipment where possible and practical, particularly equipment which is used around the head and face (such as masks and helmets). If equipment needs to be shared, it should be cleaned between users, where possible. Air inside facilities for 15 mins before use and maintain good air flow while in use 		help		
Contracting COVID-19	Staff/Pupils/ Provider	<p>Swimming</p> <p>The capacity limits have been removed, check with the venue and carried out an appropriate risk assessment of your specific circumstances.</p> <p>Swim teachers can get in the water now without the requirement of maintaining social distance from participants. It is for the instructor/teacher and venue to determine what they deem the most appropriate location to teach from based on their specific circumstances</p>		<p>Swim England</p> <p>Swimming.org/swimengland/pool-return-guidance-documents</p> <p>Swimming competitions can continue – guidance is given in the above link, however it is recommended facemasks to be worn.</p>	Principal/ Sports Lead	16/8/21
Contracting COVID-19	Staff/Pupils/ Visitors	<p>Performance and Events</p> <p>Aerosol and droplet transmission</p> <ul style="list-style-type: none"> To reduce aerosol transmission, consider: Increase natural ventilation by opening doors and windows Encouraging the use of outdoor space wherever possible. <p>To reduce droplet transmission, consider:</p> <ul style="list-style-type: none"> Putting in place measures to reduce contact 		Guidance/working-safely-during-covid-19/events-and-attractions	Principal/ Site Team	16/8/21

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		<p>between people, staff and visitors</p> <ul style="list-style-type: none"> • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people • Reducing the number of people • Recommending the use of face coverings by, particularly in enclosed and crowded spaces. <p>Surface transmission</p> <ul style="list-style-type: none"> • Provide hand sanitiser • Maintaining regular cleaning of surfaces, particularly surfaces that people touch regularly. • Providing additional handwashing facilities 				
Communication of controls	Pupil/Staff/Visitors	<p>Communication of controls:</p> <p>Staff to receive a copy of the risk assessment and briefed on local controls as they are updated</p> <p>Pupil control measures to be briefed to pupils regarding good hygiene and distancing</p>	M	Principal to brief as new controls are introduced/removed	Principal	On going
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>Staff to inform the Principal of any concerns</p>	M	<p>Visit the Government Web site for support links</p> <p>Mental-health-and-wellbeing-support-in-schools-and-colleges</p>	Principal	On going
Date of original Assessment: March 2020	Date of this Assessment: Jan 22	Review		Reference: GRA 90.3 VI5	Name of Assessors: Scott James	

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<p>Overall Risk Rating (H, M L): The risk rating for the overall risk is Medium due to the nature of the virus and the potential consequences.</p>	<p>Managers signature:</p> 
RESIDUAL RISK RATING	ACTION REQUIRED
<p>HIGH (H) Strong likelihood of fatality / serious injury occurring</p>	<p>The activity must not take place at all. You must identify further controls to reduce the risk rating.</p>
<p>Medium (M) Possibility of fatality/serious injury occurring</p>	<p>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</p>
<p>LOW(L) Minimal risk</p>	<p>No further action needs to be taken reviewed annually</p>

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