

GRA 90.3 COVID – 19 SCHOOL OPERATION – VII

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

Date:		School:				
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> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. 	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> <p>The local health protection team will advise the school on what measures to take.</p> <p>Thinking about close contact with others and travel arrangements of that pupil</p> <p>All adults to wear a face covering in close contact with children, in corridors and working in the dining hall</p> <p>Ensure cleaning materials are available and in each class. Corridor areas cleaned frequently</p> <p>Class windows opened at the</p>	SLT	8/3/21

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		<p>In specific circumstances: 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available</p> <p>Response to any infection</p> <p>You must always: 10) Promote and engage with the NHS Test and Trace process. 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community. 12) Contain any outbreak by following local health protection team advice.</p> <p>Lateral flow testing will be available for all staff and secondary pupils</p> <p>Home test kits shall be available for all staff and secondary pupils, tests to be carried out twice a week and results logged on the government web site.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p> <p>Secondary pupils will be tested when pupils have parental consent from January 2021</p>		<p>start of the day – ventilate where possible</p> <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> <p>The local health protection team will advise the school on what measures to take.</p> <p>Thinking about close contact with others and travel arrangements of that pupil</p> <p>School to identify an isolation room where a pupil can be observed while maintaining separation until the parents can pick. RA read by all adults</p> <p>Key information on display in staff room and office for reference.</p> <p>Staff offered LFT – administer and report twice a week</p> <p>Visitors with the app will use track and trace. PSO will keep</p>		
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				a daily register of all on site including staff – these details will be kept for 10 days then destroyed.		
				Primary school Principals to complete GRA 91.2 Home testing RA		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Response to infection:</p> <p>Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> • they have one or more coronavirus (COVID-19) symptoms • a member of their household (including someone in their support bubble or childcare bubble if they have one) has 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>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) 	M	<p>Staff and all visitors must sign in on the ipad to ensure full records are kept of those attending the school.</p> <p>IPads cleaned after use. All staff / visitors entering building to sanitise hands</p> <p>All staff to be vigilant should children display symptoms, parents contacted immediately as necessary</p>	All	8/3/21

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<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

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 them to an area which is at least 2 metres away from other people.

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.

Advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)

If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.

Weekly check on supplies

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		<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</p>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>COVID testing results</p> <p>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>Lateral Flow Tests are available for all staff and secondary school pupils with parental consent. Staff and secondary pupil shall test themselves twice a week at home.</p> <p>Negative LFT test result – Individuals can continue to attend school/nursery, 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 	<p>M</p>	<p>See: GRA 91.2 Home testing</p> <p>Issued to all staff – expectation staff will report result to NHS and Principal twice a week</p> <p>Who should be offered testing Schools and nurseries should offer testing to 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 	<p>All</p>	<p>1/4/21</p>

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		<p>result so the school can identify close contacts and start the self-isolation process.</p> <ul style="list-style-type: none"> • Close contacts must begin their isolation period following the positive LFT. • Staff or pupils 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. 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. Those with a negative LFD test result can also continue to attend school and use protective measures. • The staff member must also inform the school/nursery of a positive PCR result. <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>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p>		<ul style="list-style-type: none"> • volunteers • those supporting with wraparound childcare to children attending school 		
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		<p>Test and trace procedures must be followed after receiving a positive result. (self isolate for 10 days).</p> <p>LFT test kits are not to be used as an alternative to self-isolation. If a member of staff has been in close contact with a confirmed case of COVID-19, they should follow the government guidance and self-isolate.</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae</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 10 days. Follow the advice given by the</p>	M	<p>Flow chart of procedures in place and available in staffroom and admin office</p> <p>South West Centre HPT (Bristol) Telephone 0300 303 8162 (option 1, then option 1) Out of hours advice 0300 303 8162 (option 1)</p>	SLT	19/04/21

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<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>local health protection team.</p> <p>Maintain good hand and respiratory hygiene:</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 	<p>M</p>	<p>Pupils to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques.</p> <p>Limit the number of doors touched (doors to be propped open at beginning of the day</p> <p>Windows/doors to be opened at the start of the day</p> <p>On colder days, review temperature of classroom and adjust the number of windows/doors open (doors can be closed if windows are open)</p> <p>Fire marshals to be briefed on their role in closing all doors as they sweep the building</p>	<p>All</p>	<p>19/04/21</p>
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		<ul style="list-style-type: none"> there is no need for anything other than 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 Secondary – Limit pupil movement around the school and maintain class or year group bubbles as far as is reasonably practicable. 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 	M	<p>Designated ‘penalty box’ created in each classroom</p> <p>All shared areas to be timetabled and equipment / tables to be cleaned after use</p> <p>Pupils to be briefed at the beginning of term about social distancing as much as possible</p> <p>SEND pupils to have social story linked to social distancing</p> <p>Seating plan to be used within all classrooms. KS2 children must not move around the class during lesson time</p> <p>Staff to wear face masks or shields when working in close proximity with children</p> <p>Staff will be briefed and reminded of guidance for their own safety</p> <p>Teachers to think about this when planning lessons</p>	All	19/04/21

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		<p>with regular reminders.</p> <ul style="list-style-type: none"> • Consider the use of school grounds / local environment to extend the range of teaching spaces available. • Allocate named staff to each group of children where possible. • Staff to supervise and enforce measures. 		<p>Outside areas to be timetabled</p> <p>Teachers and TAs to remain in the same bubble including breaks and lunch times</p> <p>Same member of staff to deliver PPA to no more than 2 bubbles in a day</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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 	<p>M</p>	<p>Children to have their own set desk and resources which will be kept in their tray/pencil case.</p> <p>One way system to be in place and set routes for classes</p> <p>Break and lunch times to be organised to avoid bubbles crossing</p> <p>All children enter through side gate with the exception of Oak class. Children will be met at the gate and taken into school. Collection times staggered to avoid congestion. EYFS / KS1 met at side gate; LKS2 met at school gate; UKS2 leave by front entrance.</p> <p>Parents to contact teachers by phone, class dojo or email to avoid congregation in the</p>	<p>Teachers</p> <p>Teachers</p> <p>SLT</p> <p>SLT</p> <p>SLT</p>	<p>2021</p>

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				playground	SLT	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Review emergency procedures: <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 adjusted plan. 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. 	M	<p>All Fire evacuation routes are detailed in the plan. All classes are to meet on the playground at their allocated muster points– children should be encouraged to maintain social distance.</p> <p>Teacher to lead children out – key areas to have fire marshal plan allocated. Reviewed FEP and FMP shared with all staff on 1st September</p> <p>All teachers to walk the fire root on Weds 2nd September</p> <p>Fire drill week beginning 11th Jan</p> <p>All visitors to use playground exit to access assembly point</p> <p>If the lockdown alarm were to sound, bubbles to remain in their designated space. SLT would walk the school and check through door windows are closed, children are sat down and door is locked. SLT member on duty to indicate through class panel when all clear.</p>	SLT/ site manager All staff All staff All staff All staff SLT	2021

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<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> <ul style="list-style-type: none"> • Control numbers allowed to go to the toilet at a time. • One in one out system in place where possible. • Close sinks to give 2m for handwashing – if only one child this isn't necessary. • Allocate toilets around the school for different groups of children, or control access between bubbles and ensure increased cleaning. • 2m markings on floor in queuing area where needed. • Sanitise hands before and after visiting the toilet where possible. 	<p>M</p>	<p>Toilet breaks – EYFS/KSI bubble use the main toilets. Only one child allowed out of class at a time. TA to supervise Clear signage in all toilets</p> <p>KS2 – classes use the toilets in the practical area. All pupils must follow the one-way arrow system on the floor to prevent cross over. Only one child at a time allowed to use the facilities</p> <p>Sanitizer station at the door of each classroom, children to clean hands whenever leaving</p>	<p>Teachers</p> <p>All adults</p> <p>All adults</p> <p>All adults</p>	<p>September ongoing</p>
<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>Communal areas to be timetabled and tables separated to keep classes separate, class TAs to supervise children during breaks and lunches</p> <p>Play equipment to be organised for each group of children. At the end of playtimes staff are to clean this. Site manager to ensure each group has appropriate cleaning products.</p> <p>PE lead to put in place a rota for equipment and all equipment to have a through clean every Friday. Teachers are responsible for cleaning equipment they use for lessons.</p>	<p>Teachers</p> <p>Teachers</p> <p>PE lead/ teachers</p>	<p>2021</p>

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				Equipment will be left unused for 72 hours.		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Reduce possible contamination: <ul style="list-style-type: none"> 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 	M	Classrooms to be organised into rows and soft furnishings removed Where possible children will only use equipment allocated to them, if other equipment is used this will be cleaned at the end of the day Teachers to plan the curriculum taking into account reducing the resources which are needed All resources used in class will be cleaned at the end of the session	SLT/Teachers All staff Teachers	September ongoing
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Drop off and pick up procedures: <ul style="list-style-type: none"> 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. Pupils should access their class room from directly outside where possible to reduce internal movements within the school Each school will have local procedures to be agreed and communicated with staff and 	M	Each class has a set drop off/pick up time Each class to have a specific route to their classroom from outside which should be used at all times EYFS / KS1 – main entrance. Avoid congestion in locker area.	SLT/Teachers Teachers/TAs	2021

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		parents for each class		<p>LKS2 – main door staggered start and departure from KS1</p> <p>UKS2 – front door. Most children walk home independently</p> <p>No families allowed on the school site</p> <p>Adults and children to wear face masks entering and leaving the building</p> <p>All pick up and drop off areas are clearly communicated to parents</p> <p>If parents wish to talk to a member of staff they should call or email school</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 	M	Communicate the face covering process to staff and pupils	SLT	2021

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		<p>coverings in a plastic bag they can take home with them,</p> <ul style="list-style-type: none"> do not to touch the front of their face covering during use or when removing them. Wash/sanitize hands immediately on arrival 				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	Staff and pupils	<p>PPE – Government link</p> <p>https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe</p> <p>Secondary schools 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>Face coverings should be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <p>In primary schools Face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).</p> <p>Children in primary school do not need to wear a face covering.</p> <p>Transparent face coverings Can be worn for those who rely on lip reading, clear</p>	M	<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 soiled or unsafe, the school/office will keep an emergency stock.</p> <p>Staff are advised to wear face masks – these are available in school. In a teaching situation some staff may prefer to wear a face shield when working with children</p> <p>Disposable gloves and aprons are available in all the office and staffroom for use during cleaning activities</p> <p>PPE hotspots identified: admin office, staff room</p>	SLT	8/3/21

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		<p>sound or facial expression to communicate.</p> <p>Face shields should not be worn as an alternative to face coverings. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</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>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>		Cleaning materials in each classroom		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>First Aid:</p> <ul style="list-style-type: none"> • Ensure all staff know First Aiders on site if less than normal • If provision is less than usual, minimise hazardous activities which may result in injury • Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly 	M	<p>Names of first aiders displayed in staff room</p> <p>Basic first aid equipment available in staff room. Office staff to check supplies weekly</p> <p>Activities should be well thought out and planned to ensure that the likelihood of</p>	<p>SLT</p> <p>Office staff to organise</p> <p>Teachers/TAs</p>	September ongoing

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				injuries is minimised		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation:</p> <ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. • 1:1 teaching to be done at 2m distance. 	M	<p>Behaviour policy has been re-written to include relevant changes</p> <p>SENCo to contact parents to talk through the return to school and relevant measures to be put in place</p>	SLT	September ongoing
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Staggering break times including lunch time:</p> <ul style="list-style-type: none"> • 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 • Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, 	M	<p>Set communal areas allocated to for use at break times and lunch times for staff</p> <p>Staffroom to be used by no more than 2 people at any one time, outside area available for staff use during breaks, staffroom organised to minimise contact between staff</p> <p>Outdoor spaces to be allocated in set time slots for use by each bubble</p> <p>All bubbles will use the Tarmac</p>	SLT Teachers/ TAs	1 st June and ongoing

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		<p>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> <ul style="list-style-type: none"> • Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time • 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>area during the break and lunchtime sessions during the autumn/ winter months.</p> <p>Each class will remain in their own classroom,</p> <p>Lunch time is staggered and no more than 1 bubble in the hall at any one time. Key routes for movement at lunch time and break time are set out and shared with staff, including a one-way system around the playground</p> <p>EYFS / KS1 – 12- 12:30 in hall LKS2 – 12:30 – 12:50 Hall UKS2 – 12:00 eat in classroom</p> <p>Children will use toilets before lunch and younger children after eating</p> <p>Social stories to explain changes to be written and emailed to parents prior to opening</p>	<p>Teachers/ TAs</p> <p>Teachers/ TAs</p> <p>Teachers/ TAs</p> <p>Teachers</p> <p>SENCo</p>	
Contracting COVID-19 through infected contact points or close personal contact with infected	Staff and pupils	<p>Use outside space:</p> <ul style="list-style-type: none"> • For exercise and breaks whenever possible. • For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. • Outdoor equipment should not be used 	M	<p>All outside areas to be timetabled for lessons, exercise and breaks</p> <p>Wooden play equipment used by EYFS once a week to develop upper body strength</p>	<p>SLT / Teachers</p> <p>Teachers</p>	September ongoing

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persons		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.		Set of outside play equipment for each bubble Playground and field will be zoned to ensure that classes do not mix. (autumn /winter limited to the tarmac)	SLT	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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>	M	<p>Hall at lunch time to be timetabled for no more than 1 bubble at one time. Cleaning will happen between classes.</p> <p>Office spaces must not be used by staff at break and lunchtime</p> <p>If an adult uses a communal area they must wipe it down after their use</p>	<p>SLT/ TAs</p> <p>SLT</p> <p>All staff</p>	September ongoing
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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</p>	M	<p>Resources that go between home and school will be limited.</p> <p>Each child has their own tray with key equipment in</p> <p>Children to only bring in: lunch box, water bottle and coat.</p>	<p>Teachers</p> <p>Teachers</p> <p>Teachers</p>	September ongoing

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		<p>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>		<p>Reading books to go home on a Monday and handed back on a Friday allowing for cleaning and to be left for period of 48 hours.</p> <p>Library must not be used</p> <p>Wherever possible classes own equipment will be used. Equipment which is used between bubbles should be cleaned, stored by the teacher for the period of 48/72 hours then returned</p> <p>Resources which are used by more than one child in a class will be cleaned at the end of the day</p>	<p>Teachers</p> <p>Teachers</p> <p>Teachers/ TAs</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Clinically vulnerable staff and pupils (GRA 90.6)</p> <p>Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. 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 :</p> <p>(https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people),</p>	<p>M</p>	<p>Review all Risk assessments for all so they are in line with Government Guidelines during lockdown; These include Risk Assessments for;</p> <ul style="list-style-type: none"> • Clinically Vulnerable Staff • Clinically Vulnerable Pupils <p>Pregnant staff to alert Principal to pregnancy at the earliest opportunity</p> <p>Principal to Review individual Risk Assessment</p>		<p>1/4/21</p>

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<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>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>	<p>M</p>	<p>Pupils are to board and disembark the bus in their bubbles where possible</p> <p>Pupils will use hand sanitiser on boarding and disembarking the bus</p> <p>Pupils should sit in their bubbles when on the bus</p> <p>Pupils should adopt social distancing on board when possible</p> <p>Pupils over the age of 11 may wear face coverings where needed</p>	<p>SLT</p>	<p>2021</p>
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		<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 contact points or close personal contact with infected persons	Staff and pupils	<p>Daily cleaning:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Enhanced cleaning regime is in place in line with 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</p>	M	<p>Site manager to make cleaning equipment available in each room for the bubbles</p> <p>Site manager to make cleaning equipment available in: admin office, head teachers office, staff room.</p> <p>Teaching staff to use spray as necessary throughout the day and should wear disposable gloves and aprons when doing</p>	<p>Site manager</p> <p>Teachers/TA</p> <p>Teachers/SLT</p>	September ongoing

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		<p>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>so.</p> <p>Keep all sprays away from children who might use inappropriately</p> <p>Key contact points (handles and taps in children and staff toilets and key entrance points) will be cleaned by staff during the day and cleaners each evening Cleaners allocated a specific area of the school to clean to reduce risk</p> <p>Class staff will clean the same contact point at lunch time and in the afternoon.</p> <p>Additional cleaning will happen as necessary</p> <p>Adults are to ensure that once an area has been used adults are responsible for cleaning down</p> <p>Staff to inform site manager immediately if any additional cleaning equipment is needed</p> <p>Bodily fluid must be immediately disinfected and SLT notified</p>	<p>Teachers / TAs</p> <p>Teachers/ TAS</p> <p>Site manager</p> <p>All adults</p>	
Contracting COVID-19 through infected contact points or close	Staff and pupils	<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</p>	M	<p>Staff and children are reminded to wash their clothing regularly</p> <p>Children will wear their PE kit</p>	<p>All staff</p> <p>Teachers</p>	September ongoing

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<p>personal contact with infected persons</p>		<p>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>		<p>on their specified days to avoid changing in school</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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>	<p>M</p>	<p>Bins will be emptied at the end of the school day Black bag to be tied up and taken to the outside bin</p> <p>Adults to double bag any potentially infected waste and put in the first aid bin</p>	<p>cleaners</p> <p>All adults</p>	<p>September ongoing</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Pupils/Staff/ Public</p>	<p>Educational visits:</p> <p>Government Guidance shall be followed</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance</p> <p>Complete specific risk assessment for each educational visit following the system of controls principles and specific Government guidance</p>	<p>M</p>	<p>12th April 2021 local day trips may resume.</p> <p>From 29 March, outdoor competition between different schools can take place</p>	<p>All</p>	<p>12/4/21</p> <p>1/4/21</p>

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<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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>	<p>M</p>	<p>A lunch time rota to be implemented – see above for info All children will wash hands before lunch</p> <p>Hall will be zoned, windows open for ventilation and cleaned in between classes Hand sanitizer will be used at the end of lunch as children move to outside play</p>	<p>SLT</p>	<p>September ongoing</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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>Where care is provided by an external provider, they shall provide their own specific risk assessments which</p>	<p>M</p>	<p>Currently wrap around care provision will not be taking place in school, a thorough review of measures to enable this to happen is being undertaken</p>		

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		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>	M	<p>Hygiene procedure and distancing briefed to all visitors on arrival</p> <p>All visitors to scan NHS venue QR code.</p> <p>All visitors to abide by school's Covid Secure procedures (Mask wearing; hand washing; social distancing; not mixing bubbles)</p>	SLT	2021
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>	M	Regular changes to RA communicated to all staff with the expectation they read latest information	All	2021
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	Visit the Government Web site for support links	SLT	19/04/21

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Date of original Assessment: March 2020	Date of this Assessment: Mar 21	Review May 2021	Reference: GRA 90.3 V I I	Name of Assessors: P Orchard	
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.		Managers signature: Pauline Orchard			
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		

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