

GRA 90.3 COVID – 19 SCHOOL OPERATION – VI4

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

Date: 16/12/2021		School: The Manor				
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>Assemblies can resume. Singing and instrument playing can be undertaken. Lunchtimes can return to normal.</p>	M	<p>Risk assessment updated to reflect the governments revised guidance effective August 2021</p> <p>Actions-for-schools-during-the-coronavirus-outbreak</p>	Principal	16/8/21
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 with soap and water or hand sanitiser.</p>	M	<p>Hand sanitizer available on reception and throughout the school including, class room</p> <p>Pupils reminded to sanitize hands regularly throughout the day – when entering and exiting</p>	Site Staff/Teaching staff	On-going

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		<p>Respiratory hygiene The 'catch it, bin it, kill it' approach continues to be very important.</p> <p>Use of personal protective equipment (PPE) 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>the classroom</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>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>Teaching staff</p> <p>Site Staff</p> <p>Principal</p>	<p>1/12/21</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 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</p>	M	<p>Teachers open windows/doors at the start of the day, and regularly throughout the day flushing the classroom with fresh air at break times.</p>	Teaching Staff	On-going

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		<p>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>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>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) <p>If a pupil is awaiting collection, they should be left in a</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>Contact tracing: All individuals who have been identified as a close contact of a suspected or confirmed case of the Omicron variant of COVID-19, irrespective of</p>	<p>All staff and pupils</p>	<p>16/8/21</p> <p>1/12/21</p>

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	<p>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> <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 approved COVID-19 vaccine trial • 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</p>		<p>vaccination status and age, will be contacted directly and required to self-isolate immediately and asked to book a PCR test.</p> <p>They will be informed by the local health protection team or NHS Test and Trace if they fall into this category and provided details about self-isolation.</p> <p>Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.</p>		<p>27/8/21</p>
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		(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.			
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 quarantine and testing guidance.</p>		<p>Awareness of travel hot spots when pupils are returning from their holidays.</p> <p>Travel Guidance</p>	<p>Principal</p> <p>16/8/21</p>
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 	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 	<p>All staff/ Secondary pupils</p> <p>16/8/21</p>

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		<p>IMMEDIATELY IN LINE WITH THE STAY-AT-HOME GUIDANCE.</p> <ul style="list-style-type: none"> • 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.. <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 		<ul style="list-style-type: none"> • 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> <p>Stay at home guidance</p> <p>Track and trace</p>		
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		<p>Test and trace procedures must be followed after receiving a positive result. (self isolate for 10 days).</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>				
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 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>	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 likely to have mixed closely test positive for COVID-19 within a 10-day period <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 <p>(guidance from 17th August Contingency Framework)</p>	Principal	16/8/21
Contracting	Staff/Pupils/	Educational trips planning		Include COVID control	Trip	16/8/21

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<p>COVID-19</p>	<p>Transport Provider/Operators/Public</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></p>	<p>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> <p>You are advised to ensure that any new bookings have adequate financial protection in place. TWHF Insurance do not cover COVID cancellation</p>	<p>Leader/ EVC Principal</p>	<p>1/12/21</p>
<p>Contracting COVID-19</p>	<p>Staff/Pupils/Transport Provider/Operators/Public</p>	<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>	<p>M</p>	<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>	<p>Trip Leader/ EVC Principal</p>	<p>16/8/21</p>

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<p>Contracting COVID-19</p>	<p>Staff/Pupils/ Transport Provider/O perators/Pu blic</p>	<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> <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>	<p>M</p>	<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>	<p>Trip Leader</p>	<p>16/8/21</p>
<p>Contracting COVID-19</p>	<p>Pupil/Staff/ Visitors</p>	<p>Staff and contractors visiting the school</p> <p>Maintenance of the premises will take place outside of</p>	<p>M</p>	<p>All visitors must sign in and be advised on any site specific COVID controls.</p>	<p>Site Team/ Principal</p>	<p>16/8/21</p>

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		<p>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>				
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> <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>	M	<p>Government guidance:</p> <p>Safer-transport-guidance-for-operators</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>	Principal/ Trip Leaders	18/8/21 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	Staff/Pupils/	Sports provision	M	Protective-measures-for-	Principal/	16/8/21

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COVID-19	Visitors	<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. • 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 		<p>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-help</p>	Site Team/ Sports Lead	
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 England</p> <p>Swimming.org/swimengland/pool-return-guidance-documents</p>	Principal/ Sports Lead	16/8/21

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		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		Swimming competitions can continue – guidance is given in the above link, however it is recommended facemasks to be worn.		
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: <ul style="list-style-type: none"> 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 between people, staff and visitors 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 		Guidance/working-safely-during-covid-19/events-and-attractions	Principal/ Site Team	16/8/21
Communica	Pupil/Staff/	Communication of controls:	M	Principal to brief as new	Principal	On going

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tion of controls	Visitors	Staff to receive a copy of the risk assessment and briefed on local controls as they are updated Pupil control measures to be briefed to pupils regarding good hygiene and distancing		controls are introduced/removed		
Wellbeing	Staff/Pupils	Supporting staff and pupils wellbeing The Department for Education provides support for both pupil and staff wellbeing in the current situation. Staff also have access to Care First Staff to inform the Principal of any concerns	M	Visit the Government Web site for support links Mental-health-and-wellbeing-support-in-schools-and-colleges	Principal	On going
Date of original Assessment: March 2020	Date of this Assessment: 16.12.2021	Review E Shires	Reference: GRA 90.3 VI4	Name of Assessors: E Shires and H Gordon		
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:				
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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