

Template risk assessment concerning the hazard:

Transmission of Coronavirus (COVID-19) on the school site (in the context of the full opening of schools planned for September 2020)

Oriel Academy West London

Version: 5.0 [Update version details after any change to the document]

Original assessment date: 11th July 2020, **Completed By** Debbie Jackson

Review date: to be reviewed regularly by the Principal in the lead up to and following from the full opening of the school. Scheduled reviews to be no less than on a weekly basis up to 30 September 2020 with additional reviews to follow from any relevant update of government or Trust guidance and any relevant incident occurring in school.

		Recorded By
Review dates	Summary of key changes	
Review date 1 18.7.20	Amendments made after review by A Lewis (first Rep) and guidance received up to 18/7/20 & document Shared with staff.	D Jackson
Review date 2 28.7.20	LA Schools risk assessment reviewed 28.7.20. Guidance on the use of fans, crockery washing in dishwashers and people who cannot use sanitiser due to skin conditions or religious regions has been added to this document.	D Jackson
Review date 3 17.8.20	Revised according to DFE Guidance dated 7/8/20 & linked documents checked to ensure they are still accurate. Isolation periods increased from 7 to 10 days, pregnancy advice for 28+ weeks when expectant mothers are at greater risk has been included and TA's can be deployed to lead groups & cover lessons.	D Jackson
Review date 4 31.8.20	Addition of Radio's (Walkie Talkies) for Principal, Business Manager, Premises & Welfare Team to aid staff location without crossing bubbles & improve response times. Following Principals meeting as advised by HR the mitigated risk has been reduced from Extreme (5) to Major (4), Total score reduced from 5-10 to 4-8.	D Jackson
Review date 5 23.9.20	Amendment The Principal has advised staff that face coverings can be worn in communal areas outside the classroom where social distancing is not taking place and for contractors to wear them whilst on site. Amendment to who to contact if a positive result is received from PHE to the DFE dedicated helpline run by NHS Business Services Authority. Government advice link added for steps to do when a child is displaying symptoms. Add in note and links for recruitment off staff from overseas during Covid19. Local trip guidance changed – Judidium H&S adviser stated the trip leader should carry ID and a pack detailing the purpose of why they are out of school incase approached by the Police. Studybugs introduced to enable parents to easily report symptoms and child's absence to school.	D Jackson

Introduction and general risk assessment

This risk assessment specifically addresses the hazard of transmission of Covid-19 on the school site in the particular context of the plans for full re-opening from September with reference to guidance issued by the government on 2 July 2020.¹

Those affected by the risk are pupils, staff and visitors to the school site.

In assessing the unmitigated risk and the amended risk after implementation of control measures, the following risk matrix is used.

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Severity	Negligible	1	2	3	4	5
	Minor	2	4	6	8	10
	Moderate	3	6	9	12	15
	Major	4	8	12	16	20
	Extreme	5	10	15	20	25

Assessment of the unmitigated risk

In assessing the unmitigated risk, it has been taken into account that generally across the country the level of incidence of the disease is very significantly lower than it was at its peak in April 2020. Consideration has also been given to the level of incidence in the local authority area within which the school is situated. Accordingly, the likelihood of transmission of Covid-19 on the school site without mitigating measures is considered to be **POSSIBLE (3) / LIKELY (4)**. [a relevant factor is the size of the school]

The severity of any such transmission has to be considered with reference to the fact that while the great majority of incidents of the disease have relatively low level and short term impacts to health, **in a small but not insignificant minority of cases the disease has very significant impact on health, beyond the short term, and can even be fatal**. Accordingly, without mitigating measures the severity is assessed as **EXTREME (5)**.

The unmitigated risk is therefore assessed as **3 or 4 x 5 = 15 or 20**

System of controls and assessment of the mitigated risk

The government guidance issued on 2 July confirmed the system of controls to be applied by schools. These have been incorporated in the detailed assessment contained in this document.

Prevention:

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.

1. Clean hands thoroughly more often than usual.
2. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
3. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
4. Minimise contact between individuals and maintain social distancing wherever possible.
5. Where necessary, wear appropriate PPE.

Numbers 1 to 4 must be in place in all settings, all the time.

¹ Available from: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#soc>

Number 5 must be properly considered and settings must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

6. Engage with the NHS Test and Trace process.
7. Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.
8. Contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

On the basis of full implementation of the control measures set out in this document, the risk is considered to be controlled to an extent such that the likelihood of transmission of the disease on the school site is assessed to be **VERY UNLIKELY (1) / UNLIKELY (2)**.

With the full opening of schools, it may not be possible to have the same extent of measures in place, as was possible in the summer term 2020, that enabled those most vulnerable to the disease to avoid coming on to the school site (e.g. by working from home in the support of remote learning). Subject to possible updated guidance from the government and other relevant bodies (e.g. the NJC for Local Government Services) the possibility of vulnerable staff working on the school site needs to be factored into the risk assessment. Even with risks to such staff of working on site managed as carefully as possible, their attendance on site means the severity measure of the assessment will remain high. Accordingly, the severity measure is assessed to be **MAJOR (4)**.

The mitigated risk is therefore assessed as: **1 or 2 x 4 = 4 or 8**

Risk factor	Control measures	Action: by whom / when	Action: completed / continuous / outstanding
<p>A) Attendance on the school site of individuals who are currently infected with Covid-19 and attendance on site of those extremely vulnerable to the disease</p>	<p>1. Promote measures to reduce the likelihood of members of the school community contracting Covid-19 outside the school setting.</p> <p>1.1 Communications to pupils, parents and staff to reinforce public health advice that they should follow outside the school setting.</p> <p>1.2 In relation to travel to attend school, advise that wherever possible, people should avoid public transport and car sharing (other than with fellow household members).</p> <p>Parents to be referred to: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <ul style="list-style-type: none"> • Promote the walk to school scheme – Consider using rewards such as house point system or a class completion? • Consider arrangements on a 1:1 basis for staff travelling by public transport. Staff member to speak to AL if concerned. • Write to the LA to request temporary school closure signs for the slip road outside school to allow additional safe space for waiting parents / families whilst social distancing. 28.7.20 LA progressing permanent road closure from September 2020 between 8.30am-9.30pm and 2.45-3.45pm. <p>1.3 Staggered start arrangements as set out in note 3, point 1 are intended to help promote safer travel to school arrangements (e.g. by helping to avoid busiest travel periods).</p> <ul style="list-style-type: none"> • Letter to be issued before the start of the Autumn Term covering 1.1, 1.2 and 1.3 • Information to be shared with staff before the end of the Summer Term covering 1.3 <p>1.4 Recruitment - Immigration routes are planned to open in late 2020 for applications to live, work and study in the UK from 1st January 2021.</p> <ul style="list-style-type: none"> • All government guidance must be reviewed before any overseas candidates are considered. Advice is available at: https://www.gov.uk/guidance/recruit-teachers-from-overseas https://www.gov.uk/government/publications/coronavirus-covid-19-initial-teacher-training-itt/coronavirus-covid-19-initial-teacher-training-itt <p>2. Measures to minimise the likelihood of members of the school community who are currently infected coming on to school site.</p> <p>2.1 Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent bubbles / groups, and because misuse may inadvertently increase the</p>	<p>AL / CB</p> <p>All Staff / AL</p> <p>DJ</p> <p>AL</p> <p>AL</p> <p>AL</p> <p>AL /DJ</p>	<p>Completed.</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Completed</p> <p>Continuous</p>

	<p>risk of transmission There may also be negative effects on communication and thus education.</p> <p>Where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, the Principal has the discretion to decide whether to ask staff to wear face coverings.</p> <ul style="list-style-type: none"> The Principal has informed staff that they can wear face coverings in communal areas if they feel compromised due to the lack of social distancing. PPE Aprons, gloves, visors and/or masks are available for first aiders and people working with SEN children. <p>2.2 Parents will be sent a 'Home School Agreement' guidance letter outlining how the school intends to keep children and staff safe and with the proviso that any pupil not complying with these expectations will not be admitted into school. The Home School Agreement will refer to an updated behaviour policy that will include particular pupil behaviour expectations and associated sanctions to support measures for the avoidance of transmission of Covid-19.</p> <ul style="list-style-type: none"> Details to be included in the letter to parents as identified in Number 1 above. <p>2.3 Clear and regular communication to parents, pupils and staff to reinforce self-isolation protocols, including the expectation that those with symptoms or living in a household with someone else who has symptoms must not come on to the school site. To include letters home, reminders in class, posters around school site. Communications to parents should refer to relevant government guidance² to ensure they are ready and willing to book a test and self-isolate.</p> <ul style="list-style-type: none"> Details to be included in the letter to parents as identified in Number 1 above. Regular reminders to be added to the school newsletters. Posters to be checked / refreshed in readiness for the Autumn Term. Studybugs absence reporting in conjunction with the NHS/PHE/DFE introduced 23.9.20 to enable parents to more easily report children's absence and provide a trail of evidence. <p>3. Avoid/minimise contact with third party visitors to the school site:</p> <p>3.1 Avoid all visitors to site unless they are providing an essential</p>	<p>AL</p> <p>First Aiders / TA's / LSA's</p> <p>AL</p> <p>AL</p> <p>MB</p> <p>CS/PE</p> <p>DJ</p>	<p>Completed 21.9.20</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p>
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² 'Stay at home' guidance for households with possible or confirmed C-19 infection: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Advice on getting tested: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Test and Trace guidance : <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

	<p>requirement.</p> <ul style="list-style-type: none"> If a site visit is required, all visitors/contractors will be asked to wear face coverings whilst on site. Staff are encouraged to continue using Google Meet for meetings where possible. Educational practitioners / consultants / supply teachers / social workers etc can be allowed access and where possible it is requested that a prior appointment is made and recorded on the school shared diary. 1 Parent only will be allowed on the premises to drop off and collect children but they must observe social distancing and move quickly through the designated 1 way system. Parents will only be invited inside the building by prior arrangement and all appointments must be on the school shared diary. Any visitors must follow the schools covid19 guidance and they must sign in providing their name, company and contact telephone number. They must also be informed that we support the NHS Track & Trace service and will pass on their details should it be necessary. <p>3.2 Do not approach delivery staff, allow packages to be left on the floor at reception</p> <ul style="list-style-type: none"> Arrangements from partial opening to continue: <ul style="list-style-type: none"> * Intercom to be used and people to be held at the gate and a member of staff will go to the gate if necessary. * Currently deliveries do not require a signature. <p>4. Manage attendance on site of those who are extremely vulnerable to the disease:</p> <p>4.1 Maintain up to date details of staff who have higher vulnerability to the disease³. For staff in high risk groups where it is possible for them to work at home with insignificant detriment to the school's operations this should be agreed. Where this is not possible, individual risk assessments to be conducted and regularly reviewed to take account of developing guidance issued by the government and other relevant bodies (e.g. NJC for Local Government Services).⁴ The risk assessment will inform if risk can be controlled sufficiently for the employee to work on site. Advice</p>	<p>All Staff</p> <p>All Staff</p> <p>All Staff</p> <p>All staff</p> <p>All Staff</p> <p>Office Staff</p> <p>PE & Office Staff</p>	<p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p>
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³ The Aspirations Academies Trust considers that in addition to those staff who meet the government's definition of 'clinically extremely vulnerable' (i.e. those who have been subject to 'shielding') and 'clinically vulnerable', staff who are of a BAME group and/or are male aged 55 and above also have higher vulnerability to Covid-19 and therefore should also have an individual risk assessment undertaken.

⁴ As at 7th July Updated 13 August 2020, the following guidance is relevant to those identified as clinically extremely vulnerable who have been subject to 'shielding' <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19> August

Furthermore, section 7 of 'Staying alert and safe (social distancing)' sets out the government's general position concerning those identified as clinically vulnerable, including pregnant women. This guidance is available from: <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>

The guidance for the full reopening of schools (see footnote 1) also has relevant details in the section 'School workforce'.

	<p>to be sought as necessary from the Trust's HR team.</p> <ul style="list-style-type: none"> Risk Assessment were completed during partial re-opening and reviewed on 17th August 2020. They will continue to be reviewed regularly and when new / amended guidance becomes available. <p>Shielding measures paused from 1 August 2020, with the exception of areas where local lockdown means that shielding will continue. It is therefore appropriate for all staff to return to school but they must maintain social distancing and regular hand washing.</p> <p>New rules from 23/9/20 do not advise anyone to re-start shielding so risk assessments will be reviewed if any concerns are voiced by individuals.</p> <p>Staff who are pregnant</p> <p>The Royal College of Obstetrics and Gynaecology (RCOG) has published occupational health advice for employers and pregnant women. This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk.</p> <ul style="list-style-type: none"> Risk Assessment were completed during partial re-opening and reviewed on 14th August 2020. They will continue to be reviewed regularly but especially at 28 weeks when the pregnancy risks increase and appropriate action will be decided. <p>2 pregnant members of staff will be removed from classroom teacher at 28 weeks and 1 of these who is also BAME has been allowed to work at home.</p> <ul style="list-style-type: none"> DJ has taken a mental first aid course and is the nominated person should anyone feel anxious and want to discuss their concerns / fears. <p>4.2 In conjunction with 4.1, assess staffing requirements to identify if measures are necessary to bring in additional support for the school to operate effectively and safely. Refer to guidance on 'supply teachers and other temporary or peripatetic teachers' referred to in the DfE 'full opening' document (footnote 1).</p> <ul style="list-style-type: none"> Supply teachers are included in 3.1 above and a log of which bubbles / classes they enter whilst at Oriel must be maintained. Teaching Assistants can be deployed to lead groups or cover lessons under direction of a nominated teacher. <p>4.3 Consider the needs of pupils who have been identified as having higher vulnerability to Covid-19 or live in a household with someone who does. The government guidance referred to in footnote 1 sets out that the majority of these pupils should be able to return to school in September but notes some may need to discuss their care with their health professional before returning. Remote learning should be</p>	<p>DJ / AL</p> <p>DJ</p> <p>DJ</p> <p>Office Staff</p> <p>AL</p>	<p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Continuous</p> <p>Continuous</p>
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	<p>provided for pupils who cannot return due to clinical or public health advice.</p> <ul style="list-style-type: none"> During the partial opening 2 children in Year 1 were absent as they reported to be living in a shared house with a family member in receipt of a shielding letter and should be contacted on first day call if they do not return in September. <p>Similar situations in other year groups is not known so first day call I September is very important.</p> <p>4.4 Communication with parents/carers who are particularly vulnerable to the disease to advise caution on coming on to the school site.</p> <ul style="list-style-type: none"> 1 child moving up to Year 5 is known to have had cancer treatment in 2020. <p>* DJ contacted family w/c 13/7/20 to inform the family that the child is expected to end school in September after shielding ends. The Mum said she will take advice from the hospital. prior to the first day of term.</p> <p>* The family should be contacted if the child does not return to school in September to see if they have taken advice and/or coordinate with the school news for advice.</p>	ML	Completed
		DJ	Completed
		ML	Completed

Risk factor	Control measures	Action: by whom / when	Action: completed / ongoing / outstanding
<p>B) Spread of infection of Covid-19 on school site</p> <p><i>Measures taken in relation to (A) above should minimise the number of infected individuals coming on to site but will not eliminate the possibility of this happening.</i></p> <p><i>General measures identified against (B) are to minimise the likelihood of any infected individual who is on site infecting others at school.</i></p> <p><i>The general measures in (B) are cross-referred to more detailed measures below.</i></p>	<ol style="list-style-type: none"> Reinforce expectations of good hygiene: See <i>note 1</i> for details Site cleaning measures: See <i>note 2</i> for details Management of access/egress to site including arrangements for the start/end of the school day: See <i>note 3</i> for details Management of classroom environment: See <i>note 4</i> for details Manage movement around school site and use of communal areas, e.g. dining area, playground, toilets, staff room: See <i>note 5</i> and <i>note 6</i> for details Manage cases of individuals on site who are showing symptoms of Covid-19: See <i>note 7</i> for details Manage response to any infection: See <i>note 8</i> for details 		

C) Risk of infection in the course of travel undertaken as part of school operations (e.g. school trips, staff attending off-site training, meetings, etc.)	1. No travel is to be undertaken as part of school operations unless approved by SLT member as absolutely essential with risk factors appropriately considered. Refer to guidance on 'Educational visits' referred to in the DfE 'full opening' document (footnote 1).	AL / DJ	Continuous
	<ul style="list-style-type: none"> School trips and local visits to school are allowed but must be fully considered and discussed with the Principal prior to bookings. (No public transport or coaches to be used) <p>Specific consideration must be given to how the trip leader responds to a person who develops coronavirus symptoms whilst on the trip and any implications this has on others. Eg. Do they travel back on the coach with the rest of the school or will they be allowed to use public transport?</p> <p>If undertaking local trips (walking distance). The trip leader should wear ID and have a pack detailing why they are out of school incase they are approached by the police and if this happens they should report the conversation to the Business Manager / Principal on their return.</p>	Trip Leader In Charge	Continuous
	<ul style="list-style-type: none"> Residential trips are not allowed but will be reviewed depending on government guidance received. 	AL / DJ	Continuous
	<ul style="list-style-type: none"> Staff travel must be pre-agreed with the Principal 	AL	Continuous

D) Extent of Covid-19 infections in the local area/region	1. Plans for the full opening of schools are made in the expectation of the extent of Covid-19 in the community being greatly lower than was the case when lockdown measures were implemented by the government.		
	2. For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).		
	3. In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission. Schools will also need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing		
	<ul style="list-style-type: none"> Government and LA guidance will be reviewed regularly and action taken as necessary in consultation with our trust CEO, Mrs M Lancy. 	AL / DJ	Continuous
	<ul style="list-style-type: none"> If necessary, the school may need to enter into partial or full closure in the future and if this occurs the school will revert back to a home learning environment using Google Classroom. 	AL / DJ & Classroom Staff	Continuous

<p>Note 1: Referring to Risk Factor (B)</p> <p>Control measure: Reinforce expectations of good hygiene</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<ul style="list-style-type: none"> • Regular re-enforcement of the following guidance through communications home, reminders in class, posters in prominent places, etc. • Foot operated hand sanitizer unit provided by gate for adults entering the stie. • Wash hands regularly using soap and water for at least 20 seconds adopting hand washing technique recommended by NHS. • In addition to regular washing of hands, hands to be washed in advance of meal time and before/after using toilet facilities. • Use alcohol-based hand sanitiser if soap and water is not available. <p>Those who can't use sanitiser, e.g. because they have contact dermatitis or for religious reasons (i.e. because of the alcohol content) will be supervised to go to a sink to use soap and water.</p> <ul style="list-style-type: none"> • Avoid touching face/eyes/nose/mouth with unwashed hands. • Cover coughs and sneezes with a tissue then throw it in the bin (or cough/sneeze into elbow if tissue not immediately available). • Tissues provided for each class and to be monitored and replenished regularly. • Provide additional hand washing facilities to the usual welfare facilities if a large spread out site. • Regularly clean the hand washing facilities and check soap and sanitiser levels. • Soap / hand sanitizer / tissues provided for each class and to be monitored and replenished regularly. <p>* Classroom wall soap dispensers ordered 10.7.20, received and installed</p> <ul style="list-style-type: none"> • Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. • Lidded bins across the school are to be emptied throughout the day and cleaned at the end of each day. <p>* Additional lidded bins have been purchased for communal areas and offices.</p> <ul style="list-style-type: none"> • Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. • PE & Noonan's staff to monitor and replenish as appropriate when school is open. • Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant. • Children will be supervised when visiting the toilets in smaller bubbles to ensure they are socially distancing themselves from other class bubbles. • Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush. • All windows and doors where possible will remain open to aid ventilation. 	<p>DJ</p> <p>PE / Noonan's</p> <p>DJ / PE</p> <p>PE</p> <p>PE / Noonan's</p> <p>DJ</p> <p>PE / Noonan's</p> <p>TA's</p> <p>All Staff</p>	<p>Completed</p> <p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Continuous</p> <p>Completed</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p>

<ul style="list-style-type: none"> Fans will not be used within the school to provide cooling, because they may disrupt the effectiveness of mechanical ventilation and because they blow horizontally across the room and across people's faces, potentially aiding in the distribution of infected respiratory droplet over a greater distance. All hand dryers will be disconnected. 	<p>All Staff</p> <p>PE</p>	<p>Continuous</p> <p>Completed</p>
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<p>Note 2: Referring to Risk Factor (B)</p> <p>Control measure: Site cleaning measures</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>Daily cleaning</p> <p>1. Arrange additional cleaning to take place during the course of the school day, particularly:</p> <ul style="list-style-type: none"> Toilet/bathroom facilities (particularly door handles, locks, the toilet flush and taps) Regularly clean common contact surfaces in reception and common areas e.g. telephone handsets, desks, particularly during peak flow times. Areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices. Negotiate with Noonan's the transfer of a cleaner from an evening duty to a daytime duty to enable a daily regular cleaning regime in school including toilets and regularly touched surfaces without being detrimental to the evening clean. <p>Guidance states an extra 30 mins should be arranged per 100 children. 5 Hours daytime cleaning to start Monday 7th September 2020</p> <p>2. Use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:</p> <ul style="list-style-type: none"> Banisters Classroom desks and tables Door and window handles Furniture Light switches Reception desks Teaching and learning aids Computer equipment (including keyboards and mouse) Sports equipment Outdoor playground equipment Toys Telephones Fingerprint scanners Anti bac wipes provided for each classroom for use on IPADs, Chromebooks & Shared resources. Items shared between bubbles / classes where possible are to be returned with a note stating when it was last used an it should ideally be stored for 48 hours or 72 hours for plastics before being used again. 	<p>DJ</p> <p>Classroom Staff</p> <p>Classroom Staff</p>	<p>Completed – Starting 7 Sept 20</p> <p>Continuous</p> <p>Continuous</p>

<ul style="list-style-type: none"> • Cleaning solution & spray canisters provided for EYFS for outside resources but must be stored safely by EYFS team. • Staffroom equipment, microwave, surfaces, fridges etc must be cleaned by the staff members after use. Email sent to all staff 18.7.20.. <p>3. Remove rubbish daily and dispose of it safely.</p>	<p>Classroom Staff</p>	<p>Continuous</p>
<p>Cleaning if there has been a suspected case of Covid-19 on site:</p> <p>The following will be reviewed if there is any change to the government guidance relating to the cleaning of non-healthcare settings available from: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>All Staff</p>	<p>Continuous</p>
<p>4. Clean and disinfect and disinfect surfaces the person has come into contact with, including:</p> <ul style="list-style-type: none"> • Objects which are visibly contaminated with body fluids • All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, grab-rails in corridors and stairwells) <p>You don't need to specially clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.</p> <p>5. When cleaning hard surfaces and sanitary fittings, use either:</p> <ul style="list-style-type: none"> • Disposable cloths, or • Paper rolls and disposable mop heads <p>6. When cleaning and disinfecting, use either</p> <ul style="list-style-type: none"> • A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine • A household detergent, followed by a disinfectant with the same dilution as above • An alternative disinfectant, that's effective against enveloped viruses <p>7. Make sure all cleaning staff:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron <p>If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, it may be necessary to provide cleaning staff with a surgical mask or full-face visor. The local health protection team's risk assessment will let you know if you need this equipment.</p>	<p>No 4 – 7 Noonan's / LE /PE</p>	<p>Continuous</p>
<p>8. Wash any possibly contaminated fabric items, like curtains and beddings, in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.</p> <p>9. Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.</p> <p>10. If items can't be cleaned using detergents or laundering (e.g. upholstered furniture), use steam cleaning.</p> <ul style="list-style-type: none"> • Soft furnishings & toys in classrooms to be remain in storage as per partial re-opening risk assessment. <p>11. Dispose of any items that are heavily soiled or contaminated with body fluids.</p>	<p>No 8 - 10 LE</p> <p>Classroom Staff</p>	<p>Continuous</p> <p>Completed</p>

<ul style="list-style-type: none"> Site Manager to be on the gate with the Principal. Other SLT members, Business Manager, Welfare Officer and Teaching Assistants to be spread evenly though the one way system. <p>5. Arrangements for reception areas that are not screened to be reviewed to ensure that safe social spacing can be ensured or otherwise screening put in place.</p> <ul style="list-style-type: none"> Visitors only allowed access if appointments booked and known in advance unless emergencies. Reception window to remain closed where possible and only opened partially if required and staff must step back to observe a distance from the opening. <p>6. Remove or disable entry systems that require skin contact e.g. fingerprint scanners.</p> <ul style="list-style-type: none"> An electronic register will be kept by the admin team and stored in the shared drive or on the Google Calendar including contact details. <p>7. Require all to wash or clean their hands before entering or leaving the site.</p> <ul style="list-style-type: none"> Hand sanitizer is available for visitors entering the site via foot operated sanitizer unit at gate or bottled sanitizer in reception and they are to be directed to the nearest washroom to wash their hands before moving around the building. <p>8. Allow plenty of space (where possible, two metres) between people waiting to enter site.</p>	<p>SLT / DJ</p> <p>No 5-8 Office Staff</p>	<p>Continuous</p> <p>Continuous</p>
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<p>Note 4: Referring to Risk Factor (B)</p> <p>Control measure: Management of classroom environment</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Allocate pupils to groups ('bubbles') with reference to guidance in the DfE 'full opening' document (footnote 1) as part of a strategy to minimise contacts and mixing and maintain distance between individuals.</p> <ul style="list-style-type: none"> Children will remain in their classes (30 children) but will belong to a larger year group bubble for arrival / departure, break times and lunch times. <p>2. To support in the circumstances referred to in note 8, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>3. Assess number of pupils to be using each classroom and arrange layout of room to:</p> <ul style="list-style-type: none"> maximise social distancing between pupils minimise pupils facing one another maximise social distancing between staff and pupils <ul style="list-style-type: none"> Children to sit on tables of 2 in classrooms, in rows forward facing. <p>* Additional tables for Year 1 need to be ordered.</p> <ul style="list-style-type: none"> Seating plans are to be in place in each bubble/class and children should where possible should sit in the same pairs. 	<p>Everyone</p> <p>PE / Classroom Staff</p> <p>DJ</p> <p>Classroom Staff</p>	<p>Completed</p> <p>Completed</p> <p>Completed Awaiting Delivery – Due 23/9/20</p> <p>Continuous</p>

<p>4. Regular reminders in lessons of the rules relating to social distancing and hygiene expectations (see note 1 point 1).</p> <p>5. For individual and frequently used equipment, such as pencils and pens, staff and pupils should have their own items that are not shared.</p> <ul style="list-style-type: none"> • Individual named packs are being issued to all children. • Adults should keep their own stationery separated from that of the children. • Shared classroom resources are to be cleaned by the classroom staff regularly as per Note 2, Item 3. • Exercise books for 19/20 will be transferred to the children's new class in September 2020. • Marking of work / books is allowed as the books will be within the bubble. • Books can be used and taken home by both staff and children. • Playdoh, sand and soil cannot be used. <p>6. Pupils to be reminded regularly that if they are feeling ill they should make a staff member aware.</p> <ul style="list-style-type: none"> • Sick children must be accompanied around the school and handed over to the Welfare Officer or designated first aider on duty. <p>7. Assess and address specific needs and associated risks relating to individual pupils who are more vulnerable to Covid-19 and/or pose a higher risk of transmitting the disease.</p> <ul style="list-style-type: none"> • Care plans will be put in place for the any children known to be vulnerable and any others that are identified and any if we are notified of any positive result we will share this information (No names) with the families. • Risk assessments in place for children with EHCP's <p>8. Enhance cleaning of classrooms rooms (refer to note 2).</p> <p>9. Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal (refer to note 2, point 3).</p> <p>10. Establish arrangements for Wraparound Care including observing KS1 and KS2 separated bubbles including the following:</p> <p>Meal arrangements, drop off / collection time / emergency contact details.</p> <ul style="list-style-type: none"> • Notify parents of new arrangements. 	<p>MB / SG & Classroom Staff</p> <p>Classroom Staff</p> <p>Classroom Staff</p> <p>Classroom Staff</p> <p>Classroom Staff</p> <p>Classroom Staff</p> <p>Everyone</p> <p>LE</p> <p>AB</p> <p>DJ</p>	<p>Completed</p> <p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p>
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<p>Note 5: Referring to Risk Factor (B)</p> <p>Control measure: Manage movement around school site</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>1. Minimise and control movement/congregation in corridors and other communal areas such as playground, dining area and toilets, for example through:</p>		

<p>1.1 basing pupils in one classroom throughout the day with one particular teacher.</p> <p>1.2 stagger break periods and students to socialise only with those from their own class.</p> <ul style="list-style-type: none"> Children will be taken to and collected from their designated year group bubble area by the classroom staff at the appointed times. Staff must be prompt and stick to the agreed times. <p>1.3 put line markings in place in areas where queuing is expected to give clear indication of the appropriate measure for social distancing (where possible, 2 metres) to include corridors and reception area.</p> <ul style="list-style-type: none"> 2m social distancing tape must remain in place from the previous pre-opening risk assessment. <p>1.4 Where possible, cease use of communal areas, e.g. by assemblies not taking place, libraries and communal teaching/staff spaces being closed. For those communal areas continuing to be used control numbers entering the area at any one time.</p> <p>2. Where possible, avoid closed doors (note, this is not possible for fire doors).</p>	<p>Classroom Staff</p> <p>Classroom Staff</p> <p>PE</p>	<p>Continuous</p> <p>Continuous</p> <p>Completed</p>
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<p>Note 6: Referring to Risk Factor (B)</p> <p>Control measure: Manage use of communal areas, e.g. dining area, playground, toilets and staff room</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<ul style="list-style-type: none"> Pupils should be required to stay on school site and not use local shops. Dedicated eating areas should be identified on site to reduce food waste and contamination. The large hall will be used for the consumption of school meals & packed lunches. Staff will be issued a designated staffroom and washroom to use for break & lunch times. * Crockery and eating utensils are cleaned in between use in a dishwasher or sterilising sink, guaranteeing sterilisation at a higher temperature. DJ ordered a dishwasher for the downstairs conference room kitchen. * Chairs to be reduced and staff to be encouraged to observe 2m social distancing. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used when entering and leaving the area. Layout areas to best support social distancing and to avoid pupils facing one another while eating. Children to sit on tables and wait to be directed to collect their food to minimise the risk of social distancing whilst queuing. 	<p>AL</p> <p>All Staff</p> <p>DJ PE</p> <p>PE</p> <p>SMSA's</p>	<p>Continuous</p> <p>Continuous</p> <p>Completed</p> <p>Completed</p> <p>Continuous</p>

<ul style="list-style-type: none"> • Children to sit in rows forward facing. • Tables should be cleaned between each use. • Edwards and Ward's will clean tables & seats between bubbles / year groups in the lunch hall. • All rubbish should be put straight in the bin and not left for someone else to clear up. • All rubbish from packed lunches is to be taken home, as per our usual arrangements. • Children should be encouraged to scrape their own dinner plates to minimise the risk of contamination from plates, cutlery etc. • All areas used for eating must be thoroughly cleaned at the end of each break, (see note 2, point 1). • Edwards and Ward' will clean tables & seats after service in the lunch hall before they are stored away. 	SMSA's	Continuous
	Edwards & Ward	Continuous
	SMSA's	Continuous
	SMSA's	Continuous
	Edwards & Ward	Continuous

<p>Note 7: Referring to Risk Factor (B)</p> <p>Control measure: Manage cases of individuals on site who are showing symptoms of Covid-19</p>	Action: by whom / when	Action: completed / ongoing / outstanding
<p>This section to be updated with reference to any change made to the 'Coronavirus (Covid-19: implementing protective measures in education and childcare settings' (issued by the DfE, 1 June 2020) available at:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</p> <p>and also the 'opening fully' guidance referred to in footnote 1.</p> <p>The DfE helpline can be contacted for advice by anyone showing symptoms and wants further advice: Phone: 0800 046 8687 Listen to the options and select that which is most suitable to our setting.</p> <p>Further advice is also available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915553/Symptomatic_children_action_list_SCHOOLS.pdf</p>		
<ol style="list-style-type: none"> 1. Pupils, staff and other adults are advised not to come into school if they have covid19 symptoms or have tested positive in at least the last 10 days. 2. If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia) they must be sent home and advised to follow government 'staying at home' guidance which sets out they should self-isolate for at least 10 days and should making arrangements for a test (see footnote 2 for links to the relevant government guidance documents). 	No 1 – 7 LE / SG & First Aiders	Continuous

<ul style="list-style-type: none"> • If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. • This only applies to those who begin their isolation on or after 30 July. • Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. <p>3. 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 of the child 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.</p> <ul style="list-style-type: none"> • Sick children will be taken to and dismissed at the school gate. • If a child is being dismissed with suspected Coronavirus the parent / carer is to be advised to take the child for testing. <p>4. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <ul style="list-style-type: none"> • Sick children should use the disabled toilet only accompanied by first aider. • Staff must only use the adult's toilets in school, especially Males on the ground floor who must use the male toilet upstairs. <p>5. PPE must be worn 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). More information on PPE use can be found from the following link: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>6. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Anyone with Covid-19 symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>7. Any member of staff has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>8. Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell.</p> <p>9. The area around the person with symptoms must be disinfected after the person with symptoms has left to reduce the risk of passing the infection on to other people (see note 2, points 4-12 relating to the cleaning of areas where there has been a suspected case of Covid-19).</p> <p>10. Ensure adequate availability of relevant items of PPE to staff who may need to use it and that they have had instruction and have access to guidance on how to use it correctly.</p>	<p>LE / PE / Noonan's</p> <p>LE / DJ</p>	<p>Continuous</p> <p>Continuous</p>
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<p>Note 8: Referring to Risk Factor (B)</p> <p>Control measure: Manage response to any infection</p>	<p>Action: by whom / when</p>	<p>Action: completed / ongoing / outstanding</p>
<p>The following to be updated in line with any change to government guidance set out in the document referred to in footnote 1.</p> <p>Where someone who has attended the site tests positive for Covid-19</p> <ul style="list-style-type: none"> On being notified that someone who has attended the site has tested positive, immediate contact the Department for Education Coronavirus (Covid19) Helpline which is delivered by NHS Business Services Authority in collaboration with Public Health England and The Department for Education. <p>The helpline is available to answer questions relating to education and children's social care, staff, parents and young people can contact this helpline by calling:</p> <p>Phone: 0800 046 8687 Selection Option 1</p> <p>Opening Hours: Monday to Friday from 8am to 6pm Saturday and Sunday from 10am to 4pm</p> <ul style="list-style-type: none"> Based on the latest advice the helpline will work through a risk assessment to identify close contacts those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. <p>They will be responsible for referring more complex cases, as necessary, following a triaging of our circumstances during the call.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> direct close contacts - face to face contact with a case for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin) proximity contacts - extended close contact (within 1-2 metres for more than 15 minutes) with a case travelling in a small vehicle, like a car, with an infected person A template letter will be provided to schools by John Reece, , to send to parents and staff if needed. Settings must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'Stay at home', 'Getting a test' and 'Test and trace' guidance as referred to in footnote 2. <p>They should get a test, and schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms and then return to 	<p>No 1 – 9 DJ</p>	<p>Continuous</p>

<p>school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <ul style="list-style-type: none"> Pupils will be welcomed back after a period of self-isolation without the need to provide evidence of negative test results or other medical evidence. <p>Containing any outbreak</p> <ul style="list-style-type: none"> If the school has 2 or more confirmed cases within 14 days, or an overall rise in student or staff sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and the school will continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure - perhaps the whole site or year group. Whole school closure will not be considered except on the advice of health protection teams. In consultation with the DFE helpline, where an outbreak in a setting is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole setting if necessary, in line with routine public health outbreak control practice. If our local area sees a spike in infection rates that is resulting in localised community spread, decisions will be made on what measures to implement to help contain the spread. The government will be involved in decisions and will support individual schools and colleges to follow the health advice. <p>Further consideration should be given to the following:</p> <ul style="list-style-type: none"> ➤ Local area hotspots if known ➤ Home addresses for staff and children as I know some people/families do travel in from the surrounding towns. ➤ Family connections of anyone living in identified areas in case they have been socialising. ➤ Travel arrangements for staff who may have to travel through any affected areas by public transport.. ➤ Visitor restrictions especially LA consultants / contractors who may be moving between schools/towns. ➤ Liaison / CPD etc if any planned within the LA community. <ul style="list-style-type: none"> In case of the need of wider impacting self-isolation measures, the school will have contingency plans in place to continue education on a remote basis. 	<p>AL / Classroom Staff</p> <p>AL / DJ</p>	<p>Continuous</p> <p>Continuous</p>
<ul style="list-style-type: none"> Radio Walkie Talkies to be introduced for Principal, Business Manager and Premises / Welfare staff. <p>This will enable staff to be located without the need for other staff to cross bubbles searching for them and improve reaction / response times.</p>	<p>DJ</p>	<p>Completed</p>