

GRA 90.3 COVID – 19 SCHOOL OPERATION – VII 1st April 21

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

Date: 1 st April 21		School: Shaw				
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> <ul style="list-style-type: none"> • Briefing all staff of expected social distancing and hygiene requirements via staff briefing messages . • Ensure soap and sanitising gel is readily available throughout the school. • Hands washed/sanitised on entry and exit to school and classroom. • Organise regular daily cleaning • A site staff member on call 	Head	1st April 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</p> <p>Staff in primary schools will continue to test with LFDs twice a week at home.</p> <p>Home test kits shall be available in primary schools from the week starting 25/1/21</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>5 days a week during school hours.</p> <ul style="list-style-type: none"> • Clear procedures in place for a suspected case if an adult or child is ill / unwell and experiencing symptoms. • Contact between groupings in class to be minimal (group 'bubbles' to be set up alongside zoning on the playground) <p>Secondary School Principal to complete GRA 91.1 Testing risk assessment</p> <p>Primary school Principals to complete GRA 91.2 Home testing RA</p>		
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		Secondary pupils will be tested when pupils have parental consent from January 2021				
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) <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>Other members of their household (including any</p>		<p>l pads to be cleaned regularly and visitors informed to sanitize hands after signing in.</p> <p>QR code displayed in foyer and used by all visitors</p> <p>Track and trace to be turned off by staff while in school.</p> <p>Schools will be provided with 10 Home test kits by the government. These should only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <ul style="list-style-type: none"> • Communicated by email to 	Head	1st April 21

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		<p>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.</p> <p>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.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.</p> <p>Ideally, a window should be opened for ventilation.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn (face mask, eye protection visor, disposable apron and gloves) by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Follow the PPE advice:</p>		<p>parents and available on website.</p> <ul style="list-style-type: none"> • Same day absence contact through office to check reasons for absence. • “We recommend that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.” 		
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		https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care			
	Staff and pupils	<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.</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>Primary Staff</p> <p>Staff will use home test kits.</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 		<p>Primary/nursery staff will be issued home test kits see GRA 91.2</p> <p>Secondary schools will carry out LFT in school see GRA 91.1</p> <p>See: GRA 91.2 Home testing</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 • volunteers • those supporting with wraparound childcare to children attending school 	1 st April 21

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- They must also inform the school/nursery of their result so the school can identify close contacts and start the self-isolation process.
- 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
- Primary staff using home test kits should book a confirmatory PCR test online, then continue to isolate for 10 days unless a negative PCR result is received.
- The staff member must also inform the school/nursery of a positive PCR result.
- Secondary staff and pupils who have been tested in school do not need a confirmation PCR test.

Void LFT test result –

- 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.

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		<ul style="list-style-type: none"> 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> <p>Test and trace procedures must be followed after receiving a positive result. (self isolate for 10 days).</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> <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>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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>		<ul style="list-style-type: none"> Communicated by email to parents and available on website. Same day absence contact through office to check reasons for absence. 	<p>Head</p>	<p>1st April 21</p>

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		<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 local health protection team.</p>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</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 	<p>M</p>	<p>Pupils to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques.</p> <ul style="list-style-type: none"> Posters displayed around school and in all toilets and classrooms. Children reminded about effective hand washing by teacher on return to school – 20 seconds, washing routine and 'Happy Birthday'. Staff expected to wash hands on arrival and follow handwashing routine in line with the children throughout the day (modelling) Clear routines established for cleaning hands on arrival at the setting, before and after eating, and after sneezing or coughing – adults and children Adults to wear gloves to 	<p>Assistant Principal</p> <p>All Teachers and TA's</p> <p>All Teachers and TA's</p> <p>Teacher</p>	<p>1st April 21</p>

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		<p>(bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation</p> <ul style="list-style-type: none"> • Site Managers will ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times • there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 		<p>assist and supervise children who need help washing hands.</p> <ul style="list-style-type: none"> • Opening of windows and doors in all classrooms at the beginning of the day • Ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times <p>Windows/doors to be opened at the start of the day</p> <p>Fire marshals to be briefed on their role in closing all doors as they sweep the building</p> <p>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>s to identify children</p> <p>Site Manager Site Manager</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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 • 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 	<p>M</p>	<ul style="list-style-type: none"> • Mark spaces in class for children • Remove excess furniture to safe storage areas to increase space. • Explain to children about markings in the classroom • Staff to ensure children use same desk and equipment • Timetable outlining groupings to be shared with all staff 	<p>Site Manger/ SLT SLT</p> <p>Site Manager / SLT All Teachers and TA's</p>	<p>1st April 21</p>

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		<p>rule where possible to do so</p> <ul style="list-style-type: none"> • 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 with regular reminders. • 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. 		<ul style="list-style-type: none"> • Staff will have to support some break and lunch times (rota a break amongst themselves.) 		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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 	M	<ul style="list-style-type: none"> • HT to publish lesson timings, groupings of children and staff, movement times around the school and their strict and prompt use, staggered playtimes and lunch, routines around drop off and pick up. All detailed on the timetable overview in the staff guide. • Staff and children to remain 		1st April 21

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		<ul style="list-style-type: none"> • 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>in bubbles and zones at all times</p> <ul style="list-style-type: none"> • No assemblies will be held in the hall, assemblies will take place in classes, children to remain in chairs/at tables or in Reception and yr 1 spaced out appropriately. • Lunches to be eaten in class. Outside breaks to be kept within zone and managed by designated adults in same bubble. 		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Review emergency procedures:</p> <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	<ul style="list-style-type: none"> • Share evacuation plan with staff in briefing as follows: • Rec Bubble– Any of the 3 signed exits Line up on playground • Yr 1 Bubble – Any of the external class exits doors Line up on playground • Yr bubble – external class doors, line up on playground • Yr 3-6– external class doors. Line up on playground • Fire Marshalls : <ul style="list-style-type: none"> • Person working in office: Office corridor including Library disabled toilet • Rec – Rec TA • KSI – class TAs. 	Head	1st April 21

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				<ul style="list-style-type: none"> KS2 – class TAs 		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use of toilets:</p> <p>Control numbers allowed to go to the toilet at a time.</p> <p>One in one out system in place where possible.</p> <p>Close sinks to give 2m for handwashing – if only one child this isn't necessary.</p> <p>Allocate toilets around the school for different groups of children, or control access between bubbles and ensure increased cleaning.</p> <p>2m markings on floor in queuing area where needed.</p> <p>Sanitise hands before and after visiting the toilet where possible.</p>	M	<ul style="list-style-type: none"> Share timetable which allocates bubbles around the school to different zones – part of briefing plan Teachers and TA's to monitor one in one out of the toilets Hands must be washed by teachers and children after being out of the classroom for any period of time 	Head Site Manager All Teachers / TA's	1st April 21
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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>	M	NA		
Contracting COVID-19 through	Staff and pupils	Reduce possible contamination:	M	<ul style="list-style-type: none"> Site walk by HT and DHT to identify equipment and soft furnishings that need 	SLT / Site Manager	1st April 21

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<p>infected contact points or close personal contact with infected persons</p>		<p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>Reduce the amount of equipment used each day as everything used will need to be cleaned daily</p>	<p>M</p>	<p>removing.</p> <ul style="list-style-type: none"> • Site walk with affected Staff to identify soft furnishings, soft toys and toys that are hard to clean that need removing • Children will have personal equipment that is stored in their trays and on their tables throughout the day. Where there is not enough equipment for x1 per cohort child e.g. glue sticks and scissors one set on each table to be cleaned regularly. • All staff must remain on site throughout the school day within their bubble (apart from a break away from children if required e.g. toilet, drink making). • Staff must not leave the school site e.g. go to shopping during the school day. 	<p>SLT / Site Manager</p> <p>Class Teachers</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Drop off and pick up procedures:</p> <p>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.</p> <p>Pupils should access their class room from directly outside where possible to reduce internal movements</p>	<p>M</p>	<ul style="list-style-type: none"> • Timetable created and shared with parents and staff. • Timetable slots for groups of children to ensure maximum social distancing. • Nearest, convenient point of entry to the classrooms have been identified. • Request that parents and 	<p>Principal</p> <p>SLT</p> <p>SLT</p>	<p>1st April 21</p>

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		<p>within the school</p> <p>Each school will have local procedures to be agreed and communicated with staff and parents for each class</p>		visitors wear masks while on school site	All staff	
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 coverings in a plastic bag they can take home with them, do not to touch the front of their face covering during use or when removing them. Wash/sanitize hands immediately on arrival 		Communicate the face covering process to staff and pupils	Head	1st April 21
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Ensure PPE is available where needed:</p> <p>PPE – Government link</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=53671f11-6c05-454a-845e-8e2a4463752b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>Staff and pupils in Year 7 and above should wear face masks on entry and exiting the school and whilst in corridors and communal areas</p>	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>Gloves and aprons stored in known location to all staff</p>	<p>Site Manager</p> <p>Principal</p>	1st April 21

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		<p>Staff may choose to wear a facemask with in their bubble.</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 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>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>		<ul style="list-style-type: none"> • PPE made available to each Year group and also stored in central place. • Staff can chose to wear face masks but they must provide them. A small supply of face shields are being provided to each school as required • “We recommend that face visors or shields should not routinely be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in preventing aerosol transmission, and therefore in a school environment are unlikely to offer appropriate protection to the wearer.” 		
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Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	First Aid: 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	<ul style="list-style-type: none"> Paediatric first aider on site at all times as well as other staff members qualified in delivering first aid – staff planned accordingly. Rotated use of playground and less equipment reduces risk of incidents Bags available to dispose of PPE and double bagged 	SLT SLT All Staff	1st April 21
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation: 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	<ul style="list-style-type: none"> Risk assessments completed for individual children if needed PPE to be made readily available for identified staff as per risk assessment 	SENCO Site Manager	1st April 21
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Staggering break times including lunch time: 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	M	<ul style="list-style-type: none"> Timetable developed to ensure different groups move around the school at different times. To mitigate risk of bubbles meeting, strict zones have been created and no groups cross at any point or point in time in the 	SLT All Staff	1st April 21

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		<p>Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children may need to have a packed lunch in their classrooms</p> <p>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>		<p>building.</p> <ul style="list-style-type: none"> Toilets at break time and lunchtime will be children's zone toilets only –Hands washed immediately after playtime, in classrooms. 	All Staff	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use outside space:</p> <p>For exercise and breaks whenever possible.</p> <p>For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</p> <p>Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	M	<ul style="list-style-type: none"> Outside spaces used for break times, physical exercise. Rotas and zones for outside space to ensure lack of contact between groups in reception. 	SLT EYFS lead	1st April 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>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>	<p></p>	<ul style="list-style-type: none"> • Mitigated risk by no use of these areas – children to have lunch in classrooms, assemblies in classrooms etc. • Staff given zone allocated staff rest space with clearly marked capacity information. • Offices to only to be accessed from the main reception by office staff and 1 member of SLT only. • Staff will only be able to speak to the office staff from the main reception area 2m away. Where possible, communication with the office should be done by email. 	<p>SLT</p> <p>SLT</p>	<p>1st April 21</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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 are allowed.</p>	<p>M</p>	<ul style="list-style-type: none"> • Coffee cups and cutlery for staff should only be used by that member of staff. This can be taken home each evening or stored in the classroom in a safe space. • Minimal personal equipment to be transported between home and school. PE kits and pencil cases to remain at home. This will be communicated to parents via letter/text. 	<p>Principal / SLT</p> <p>All staff to monitor</p>	<p>1st April 21</p>

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		<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>		<ul style="list-style-type: none"> Children will have personal equipment that is stored in their trays and on their tables throughout the day. Where there is not enough equipment for x1 per a class e set on each table to be cleaned regularly. Photocopier should be wiped or sprayed before and after use. 	All staff to monitor	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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.</p> <p>Clinically vulnerable staff and pupils (GRA 90.6)</p> <p>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-</p>	M	<p>All relevant CV and CEV and BAME Ras staff reviewed in line with new government guidance for Lockdown 2.</p> <p>Principal to discuss with individual pupil/parents</p> <p>Read the current advice on shielding/staying at home if rates of the disease rise in local areas,</p> <p>Review all Risk assessments for all so they are in line with Government Guidelines during lockdown; These include Risk</p>	Head	1st April 21

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		<p>social-distancing#clinically-vulnerable-people),</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</p>		<p>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 completed updated Risk Assessment</p>		
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		<p>the approach being adopted for your school. It is important to consider:</p> <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>				
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				Pregnant staff to alert Principal to pregnancy at the earliest opportunity		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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</p>	M		SW	1st April 21

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		<p>far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • 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>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Daily cleaning:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Normal cleaning routines of all used areas 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>M</p>	<ul style="list-style-type: none"> • Site Manger and Lead contract manager to brief cleaning staff on correct use of cleaning products and importance of thoroughness • Site manager to make sure these are available in all classroom / to all staff 	<p>Site Manager Lead contract manager</p>	<p>1st April 21</p>

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		<p>Disinfectant spray and disposable cloths or paper roll will be available for use throughout each day as needed by teaching or support staff</p> <p>Site Managers will ensure appropriate supplies of cleaning materials are available throughout each day, specifically ensuring that antibacterial hand soap, disinfectant spray, paper roll and antibacterial hand sanitiser are available throughout each day.</p> <p>Additional cleaning of shared spaces, shared equipment or high traffic contact points shall be programmed throughout the school day.</p> <p>Any bodily fluid spillages must be cleaned immediately using a disinfectant solution.</p> <p>Disposable gloves and aprons shall be used when cleaning.</p>		<p>members</p> <ul style="list-style-type: none"> • Site manager to arrange checks during the day that supplies are available and that staff are available to top up as required • Chemical sprays to be kept away from pupils with behavioural issues. <p>During lockdown refer to GRA 90.1 Partial School Closure for the management the building.</p>	<p>Site Manager</p> <p>Site Manager</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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 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>M</p>	<p>To be communicated in email to parents.</p>	<p>SW</p>	<p>1st April 21</p>

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Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Waste: All waste must be removed to the secure bin store and placed in the appropriate waste bin as soon as possible. General waste including cleaning materials must not be left lying around within school and shall be collected weekly by a licenced waste removal contractor. Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.	M	Inform all staff of safe storage spaces for cleaning materials and how to access these. Licenced waste removal contractor contract in place.	Site Manager Site Manager	1st April 21
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Pupils/Staff/ Public	Educational visits: Government Guidance shall be followed https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits Complete specific risk assessment for each educational visit following the system of controls principles and specific Government guidance	M	No visits planned for Term 1,2 or 3 or 4 12 th April 2021 local day trips may resume. From 29 March, outdoor competition between different schools can take place		1st April 21
Contracting COVID-19 through infected contact points	Staff and pupils	Catering: Consider reasonable adjustments to the catering provision including:	M	<ul style="list-style-type: none"> Hot meals are provided – all to be eaten in classroom bubbles in classrooms. 	SW	1st April 21

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<p>or close personal contact with infected persons</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>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 complies with the Governments advice.</p>		<p>See separate RA</p>		
<p>Contracting COVID-19 through</p>	<p>Staff/Pupils/Contractors/Visitors</p>	<p>Staff and contractors visiting the school</p> <p>Maintenance of the premises will take place outside of</p>		<p>Hygiene procedure and distancing briefed to all visitors on arrival</p>	<p>Office staff</p>	<p>1st April 21</p>

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<p>infected contact points or close personal contact with infected persons</p>		<p>school open hours where ever possible</p> <p>Supply teachers, peripatetic teachers WHF staff and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and follow the hygiene procedure. Cleaning after peripatetic teachers have visited may be required.</p> <p>Records are kept of all visitors to site</p>		<p>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>		
<p>Communication of controls</p>	<p>Staff/Pupils</p>	<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>		<p>Staff – by email</p> <p>Pupils – first day briefing by staff</p>	<p>SW</p>	<p>1st April 21</p>
<p>Wellbeing</p>	<p>Staff/Pupils</p>	<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>		<p>Visit the Government Web site for support links</p>	<p>SW</p>	<p>1st April 21</p>
<p>Date of original Assessment: March 2020</p>	<p>Date of this Assessment: 1st April 21</p>	<p>Review May 21</p>	<p>Reference: GRA 90.3 V10</p>	<p>Name of Assessors: Simon White</p>		

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Overall Risk Rating (H, M L): M	Managers signature: Simon White	
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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