

Pre-Prep School (Marylebone Road) Risk Assessment

Full Reopening of the Pre-Prep School on March 8th 2021

Updated 14.4.21: Most recent changes are represented as red text

- Re-opening the school requires the cooperation of the entire school community. The risk assessment has three main underlying caveats;
- The Government have said it is safe enough for all pupils to return to school
- The school community attending each day is well and symptom free
- The internal class communities are contained with limited contact with others to enable contact tracing if a member of staff or pupils become symptomatic (obviously some staff/pupils will be asymptomatic but by reducing overall contact, tracing will be easier).

| | RISK | WHO IS AT RISK? | CONTROLS | LEVEL OF RISK | ACTIONED BY |
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| 1 | Staff with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable). | Staff | <ul style="list-style-type: none"> • Issue questionnaires to identify any staff that may be classed as clinically vulnerable or clinically extremely vulnerable • For staff identified as clinically vulnerable or clinically extremely vulnerable, Line Managers to seek alternative working arrangements to enable them to work from home wherever possible. If this is not possible, then an individual risk assessment will be carried out and recorded to agree on a suitable role (i.e. whereby social distancing can be maintained), and suitable control measures to reduce the risk so far as is reasonably practicable N.B. It is recommended that risk assessments are signed and dated by both the assessor and person being assessed, and are regularly reviewed and updated in line with any changes. • For any staff with particular characteristics who may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report and who | High | HR/SLT |

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| | | | <p>have concerns about working at the school, the school will discuss their concerns, explain the measures that are in place to reduce risks, and accommodate additional measures where reasonably practicable. Staff in the most at risk categories are advised to take particular care while community transmission rates continue to fall.</p> <ul style="list-style-type: none">• Advice for those who are clinically-vulnerable, including pregnant women, is available.• Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they should request to work from home where possible. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19.• Current DHSC guidance advises that Clinically Extremely Vulnerable individuals should continue to shield even after they have been vaccinated.• People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.• Shielding advice has been paused nationally from 31 March. All Clinically extremely vulnerable (CEV) pupils should attend their school unless they are one of the very small number of pupils under paediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. | | |
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| 2 | <p>Pupils with underlying health conditions that may put them at increased or very high risk of severe illness from COVID-19 (i.e. those that are classed as clinically vulnerable or clinically extremely vulnerable).</p> | Pupils | <ul style="list-style-type: none"> • Review pupil health records or issue questionnaires to identify any pupils that may be classed as clinically vulnerable or clinically extremely vulnerable. • For pupils identified as clinically vulnerable or clinically extremely vulnerable, parents/carers to provide details of any medical advice and an individual risk assessment to be carried out and recorded prior to their return to school to agree on suitable control measures to reduce the risk to an acceptable level. N.B. It is recommended that risk assessments are signed and dated by both the assessor and parents/carers, and are regularly reviewed and updated in line with any changes. • Contingency plans are in place to enable immediate access to remote education for pupils where necessary (i.e. for those pupils who may need to self-isolate). • The current advice for pupils who have been confirmed (in writing) as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. | High | HR, SLT |
| 3 | <p>Cleaning</p> | Staff and pupils | <ul style="list-style-type: none"> • An enhanced cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. door handles /plates, taps, flush handles, loo door handles, banisters, light switches, key code pad etc. are all thoroughly cleaned and disinfected regularly. • Cleaning staff to be given timetable/schedule of when cleaning will need to take place between year groups/pupils in shared areas. • Resources cleaned more regularly • Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day. • All teachers to have a bottle of anti -viral sanitising spray / sanitising wipes/blue towel in classroom • Cleaning supplies to be of the required alcohol/anti -viral content to combat the virus/detergents and bleach • Hand towels and hand wash to be checked and replaced as needed by site / cleaning staff. • Reduce clutter and remove any items such as play dough, soft furnishings that are difficult to clean • Cleaning staff to be given a list of increased cleaning expectations/routine in line with guidance. | High | Maintenance and Cleaning staff and staff |

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| 4 | Personal (Hand and Respiratory) hygiene | All pupils, staff and visitors to site and site users | <ul style="list-style-type: none"> ● Robust hand and respiratory hygiene rules in place for pupils and staff. Pupils/Staff and Parents ● Posters displayed around school and in bathrooms ● Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. ● Ensure proper handwashing and hand sanitiser technique are prominently displayed at all stations, as directed by NHS guidance ● Pupils shown the correct way to wash hands using NHS video ● Whole class handwashing/sanitising on arrival and before and after food and after break times. ● Sanitise hands on entry and exit to classroom, hand sanitiser in all classrooms ● Site staff to regularly clean the hand washing facilities. ● Provide alcohol/anti-viral hand sanitiser at entrance/exit to be used by all persons when entering/leaving. ● Hand sanitiser provided in each class in which teaching will be conducted and when teachers are required to use their classrooms to teach remote lessons to other year groups. ● Provide tissues for classrooms. Staff to replenish as needed. ● Individual anti- virus sprays and cloths for each class ● Ensure lidded bins are provided for tissues in every classroom. ● Ensure catch it, bin it, kill it message is displayed, discussed and understood in each class. Ensure good respiratory hygiene ● Staff / pupils to use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. ● All staff to monitor signs of illness and pupils with underlying health conditions <p><i>All classrooms will be ventilated with fresh air at all times.</i></p> | High | All staff and pupils |
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| 5 | Managing arrival and departure from school to allow for social distancing | Parents and Pupils | <ul style="list-style-type: none"> ● Arrivals and dismissals will be staggered in 5 minute intervals between classes. ● Pupils can arrive between 8.00 - 8.30am. ● On arrival, family units should line up outside the building on markers at a social distance of 2m apart ● A line will be clearly demarcated near the entrance to the school which will be the start of the line. ● A staff member will be present to greet the family at a distance and pupils will be asked to enter the building one at a time. ● Pupils will have a temperature check and will be given hand sanitiser before they can enter. ● Pupils will go straight to class. (Year group Classroom) NO EARLY ROOM IN HALL ● For dismissal pupils will line up inside the building, one teacher and TA for dismissal. Teacher to dismiss near the bottom of the stairs. Parents will have to line up outside at a distance of 1 to 2 metres with the first parent collecting positioned on the demarcated line. Pupils will be dismissed in a sequential and orderly manner. ● Late Room when available will be in Year Group classrooms or socially distanced in TOGS Hall (depending on numbers) ● Parents have been asked to wear masks and to maintain social distancing rules outside of the school and to move away from school premises quickly after dropping off/ picking up children. 1 parent to drop off / pick up their child/ren ● Staff member to be positioned outside the building where necessary to assist with student arrivals and dismissals and remind parents about following social distancing rules. Procedures for arrivals and dismissals will be communicated to staff parents and pupils prior to the reopening of the site. ● (School bus to be ZONED into year group areas with space between each. Staff to wear masks on the bus. Pupils will have a temperature check and will be given hand sanitiser before they can board.) ● Siblings may leave early or arrive later on request due to staggered timings. | High | All staff and pupils and parents |
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| 6 | Contamination from outside the school | Staff, pupils, visitors | <ul style="list-style-type: none"> ● Ensure that pupils, staff and other adults DO NOT come into school if they have corona virus symptoms or have tested positive in the last 10 days. ● Pupils to have temperature checked on entry into the building. Any pupil with a temperature greater than 37.80C should not be allowed on site and sent home immediately ● Any masks worn to be removed by pupils themselves. Pupils to place in their bags (in a sealable plastic bag) if reusable or dispose in a black bin (not recycle) at the entrance. Ensure pupils/staff are educated in safe removal of masks, cleaning hands before/after touching ● Staff to ensure that they wash their hands thoroughly/sanitise upon arrival to the site. ● Staff to direct pupils to wash/sanitise their hands thoroughly upon arrival to the site ● (Hand sanitiser to be used before boarding and disembarking the bus) ● Children to bring school bag with a healthy snack in a disposable bag and a named water bottle. Snack boxes can be used. Water bottles/snack boxes will be sent home each afternoon and should be washed ● No other bags or individual belongings to be brought from home including cakes/birthday treats. ● Long hair to be tied back and no jewellery to be worn by students. ● Full Uniform with NO blazers to be worn. PE Kits to be worn all day on PE days. ● Thermometers available to take staff temperature before school if they require. Staff should not attend if unwell and contact online NHS 111. Documents provided by NHS 111 to be sent to Bursar. ● All parents are asked to not bring pupils to school if they are unwell and/or display any symptoms of Covid 19. ● Pupils will be assigned a seat/desk, which they will use every day. ● No Parents or visitors on site except essential maintenance. Essential personnel only. | High | Parents, staff & pupils |
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| | | | <ul style="list-style-type: none"> • Timetables have been modified to reduce the number of teaching staff that are needed to be present onsite on any given day • No member of staff should be on site unless officially part of the physical schooling work force on a given day or if required to provide cover.(see visitors/contractors) • Parents/carers to email communications to teachers. • Parents/carers to email or phone with any private or confidential matters. • Parent meetings or appointments to be completed virtually. • Prospective parents to have virtual viewings and not to have tours of site | | |
| 7 | Asymptomatic Testing to prevent contamination | | <ul style="list-style-type: none"> • Staff in primary schools will test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. • Staff to test on a Sunday and Wednesday evening. • Results are reported to the NHS and Abercorn School Test Coordinator (PC) • Testing is voluntary • On 8th March, staff returning to work will be given their pack of tests at 7.30am. Testing will take place on site for these staff members on this day. Tests to be disposed of once results are reported in the lidded bins provided in the hall. Maintenance will remove the bin as soon as all tests have been disposed of. Testing for these staff will then happen again on Thursday evening before they then join the Sunday and Wednesday pattern from Sunday 14th March • Any member of staff with a positive test result will need to self isolate in line with the guidance for households with possible | | |

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| | | | <p>coronavirus infection. They will also need to book a PCR test and inform both the Head (CH) and Deputy (CC). 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 staff member can return to school. The following hints should prove useful if booking a PCR test:</p> <ul style="list-style-type: none">o Select “yes” to the essential worker question.o “Yes” to symptomso “Yes” to follow up test if askedo “They got a positive result and were told to confirm this with another test”o “No” to the trial questiono Then confirm all of the relevant details to book your test. <ul style="list-style-type: none">● Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). | | |
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| 8 | Contamination within the school | Staff, pupils, visitors | <ul style="list-style-type: none"> ● Ensure anyone developing symptoms during the school day is sent home as per government guidance. ● See: Asymptomatic Testing to prevent contamination ● Pupils to remain in Year Group Bubbles: Year groups will be kept separate for the majority of the school day including staggered start and end times, lunch, toilet and garden times. ● Minimise contact across the site/sites and maintain social distancing wherever possible. ● Minimise movement around the building, each class to have the majority of their lessons in their classroom, except for some specialist subjects that have a practical element such as P.E, Games, Drama, Yoga and some aspects of Music. ● One way systems in place where possible and staggered movement around the building. ● No gatherings of staff or children where bubbles will cross over during the school day. No physical whole site assemblies, staff meetings. Year group/department meetings may still happen maintaining the correct social distance. ● For key worker wrap around care year groups will be kept separate or socially distanced according to staffing. ● Strict social distancing rules to be followed between staff at all times. (See below when using the staffroom) Use of PPE when distance cannot be safely maintained. ● Face coverings worn correctly over mouth and nose to be used in all communal areas by all staff ● Class layout to ensure teacher is a distance from pupils for teaching input. | High | SLT/Site Team All staff |
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| | | | <ul style="list-style-type: none">● Specialist teachers to keep a safe distance from pupils and wear a face shield in class.● Staff are advised to bring in their own face coverings but provision on site for anybody 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.● Staff and pupils to be given guidance on how to safely store, dispose of, remove and put on face coverings.● This includes:<ul style="list-style-type: none">- cleaning of hands before and after touching – including to remove or put face coverings on- not touching the front of their face covering during use or when removing it- dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin)- place reusable face coverings in a plastic bag they can take home with them.● Clearly marked lidded/pedal bins in all classrooms and in other key locations around the site (e.g. toilets, hall) for the disposal of tissues and any other potentially infected waste.● Bins to be double bagged and emptied daily or when required. Maintenance staff to check this at regular intervals.● Shared resources across year groups to be limited. Any shared resources such as devices to be sanitised thoroughly after use.● TOGS Hall bookcases shared between year groups made inaccessible or tape used to remind pupils not to use. Only to be used by teachers.● Increased and in-depth cleaning programme across the school lunchtime and daily according to timetable.● Pupils to avoid going to the bathroom outside of set year group times. A TA to accompany a pupil and check there is no other pupils using the bathroom where necessary. Year 3 to use the toilet outside their classrooms. | | |
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| | | | <p><i>Exemptions to the wearing of face coverings/masks are as follows: individuals who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places. Transparent face coverings to be worn for communication with someone who relies on lip reading, clear sound or facial expression to communicate Staff with medical exemptions to be offered alternatives such as visors as additional measures for protection.</i></p> | | |
| 9 | Contamination within the classroom | Pupils and staff | <ul style="list-style-type: none"> ● Sharing of individual and very frequently used equipment, such as pens and pencils, to be avoided (i.e. staff and pupils to have their own items). ● Each child to have their own learning pack in a zipped plastic wallet consisting of relevant stationery (e.g. a pen, white board rubber, pencil and ruler) and Art supplies. ● Each pupil will be assigned their own home desk and chair. ● Pupil's books and own resources will be kept in individual desks/trays in the classroom (as much as possible). ● Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff. ● Classroom based resources (such as books and games) used within the bubble to be cleaned regularly. Books to be separated into days of the week and quarantined at the end of each day and returned for use the following week. ● Resources that are shared between classes or bubbles (e.g. sport, art, science equipment etc.) to 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 48hrs (72hrs for plastics) between use by different bubbles. | High | All staff |

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| | | | <ul style="list-style-type: none"> ● Staff to redesign rooms and remove any excess furniture/soft furnishings, toys which are difficult to clean. (No star of the week toy) ● Classrooms have been rearranged to allow as much space between individuals as practically possible. Forward facing, pupils sat side by side with distance from the teacher. ● Curriculum planning to be modified: independent learning activities. Any group work/collaboration activities can only be done safely with distancing and limited sharing of resources. (see curriculum) ● Any shared resources to be sanitised/disinfected before use again by other pupils. ● No sharing of worksheets/booklets/textbooks ● Limit the number of physical resources where practical to do so. ● All teachers / teaching assistants should sanitise hands on entry and exit to the classroom. ● Specialist teacher to wipe down/sanitise the digital device connected to the IWB and IWB before using and after the lesson. Alternatively, if wearing gloves, take off the gloves and dispose of hygienically. ● Specialist teachers who cross over year groups to wear a face shield when teaching and maintain a safe distance of 2m where possible from pupils and other adult. Face coverings to also be worn when a distance of 1 metre cannot be maintained. ● Pupils to be taught and reminded of the Catch it, Bin It Kill it and How to wash hands correctly. Visual aids/posters and Advised educational resources to be used. ● Review cleaning regime for shared items/resources that will be shared within bubbles, that will be shared between different groups or bubbles, and that will be shared between staff. | | |
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| | | | <ul style="list-style-type: none"> ● It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as snacks, hats, coats, books, stationary. Bags are allowed. Children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources ● Teachers to prepare PowerPoints to educate/remind pupils on new rules to keep safe. ● Disposable tissues, wipes spray, gloves, and sanitiser are readily available in home classrooms. Maintenance staff on hand to replenish during the day. ● Lidded/pedal bins to be provided for each home class. Maintenance staff to check at regular intervals throughout the day and emptied when required. ● Rooms to be kept as well ventilated as possible (opening windows and propping open doors) <p><i>Measures to be taken to maintain a comfortable temperature while still ventilating the room includes: opening high level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) or open windows for short periods of time (5 minutes every 20 minutes during lessons) providing flexibility to allow additional, suitable indoor clothing</i></p> | | |
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| 10 | Contamination and maintaining social distancing at break and lunchtime | Staff Pupils | <ul style="list-style-type: none"> ● Staggered garden, lunches and toilet breaks so that year group bubbles are kept separate, are not moving around the school and using the garden/dining hall/toilets at the same time. ● 15 minute intervals between year group lunch sittings to allow for thorough cleaning. (see lunches) ● 10 minute intervals between garden sessions so any equipment used can be wiped/sanitised. Antibacterial/ disinfectant spray to clean large equipment. ● Outdoor equipment must be cleaned between bubbles so must be wiped down at the end of each garden session including climbing wall. ● Outdoor area to be shared with the year group bubble. ● Reconfigure seating and tables to support social distancing in dining area. No face to face eating. ● Food and water will be served on tables to negate children having to queue. ● Staff to wear face coverings and gloves if serving food. ● Shared utensils such as water jugs and serving cutlery to be washed thoroughly between sittings. ● Staff and pupils to be directed to wash/sanitise their hands thoroughly on entry and exit to the hall (before and after eating). ● Year group teacher/TA to assist bubbles with an allocated member of kitchen staff where possible. ● Pupils to be guided on safe play in the garden, NO physical contact | High | Teachers and TAs/ SLT/Catering |
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| 11 | Managing food hygiene safely during snack times | Pupils and staff | <ul style="list-style-type: none"> ● Hand washing/ use of hand sanitiser with adult supervision before snack time ● Individual snacks in disposable bags will be brought into school by pupils, this must be in accordance with the school's allergy policies, as the school is a nut and sesame seed free environment. ● Pupils to eat their snack at their desk and all packaging should be returned to their lunch box or disposed of. ● No snacks in the garden. Garden time will be used for safe play. ● Staff/Pupils wipe down their table with disinfectant wipes before and after eating their snack. ● Pupils to NOT use the water fountain in the garden to drink from, only water bottles to be used ● Water bottles to be filled where necessary by member of staff in year group bubble | High | All staff |
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| 12 | Lunches | Pupils and Staff | <ul style="list-style-type: none"> • Lunch service will be the three sittings. Year 1: 11.45-12.15, Year 2: 12.30-12.55, Year 3: 1.10-1.30/5. With a 15 minute break in between sittings to clear away and sanitise the area. • Tables will be set so that the children are only sitting on one side of the table (no face to face) as far as practically possible • Helpers to serve without leaning across. • The children's food for year 1 will be plated and put on the tables. Teachers/TAs to help serve Year 2 and 3. Children will not be able to help themselves. • Kitchen staff will serve an allocated year group only. • Helpers to serve with no sharing of serving utensils between staff or wear gloves. Review plating the meals for year 2 as a bigger group. • The children to clear to their usual clearing station. One way system • Kitchen staff to clear everything, sanitise the tables and reset for the next group after each sitting • One way system: Children will enter via the staircase door and exit via the front hallway door. • A staff table will be provided for staff at allocated times. Social Distancing must be maintained. One adult per table • Staff to be able to pick up a plated meal from the kitchen. | High | All staff |
| 13 | Contractors and visitors attending the site | Pupils and Staff, Visitors Contractor | <ul style="list-style-type: none"> • Hold meetings with would be visitors remotely (i.e. video-calls/ conferencing) where possible. • Limit the number of contractors/ visitors on site at any one time. • Record to be kept of all contractors/ visitors attending site. (N.B. there is a contractor/ visitor sign in/ out process in place, and this will be extremely important going forward for tracking and tracing should any go on to develop symptoms). • Limit the areas of the workplace that contractors/ visitors are permitted to access. | High | Admin staff |

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| | | | <ul style="list-style-type: none"> ● Reschedule the times that contractors/ visitors attend site to minimise interaction with staff and pupils. Where possible arrange visits outside of school hours. ● Obtain confirmation from contractors/ visitors that both they and all members of their household do not have symptoms of COVID-19, and that they have not been notified to self-isolate through NHS Test & Trace prior to them attending site. (Covid Declaration Form) ● Deliveries to be left in a designated area, near to the entrance to prevent the need for couriers to enter the school buildings. ● Provide hand washing facilities or alcohol hand rub/ sanitiser at entry points and insist that contractors/ visitors thoroughly clean their hands before entering. ● Upon arrival at the site, staff to brief contractors/ visitors to: <ul style="list-style-type: none"> ○ Wash their hands with soap and water for at least 20 seconds regularly whilst on site (and upon arrival, after using the toilet, before and after eating or handling food, when changing rooms, and after blowing their nose/ sneezing/ coughing/ touching their face), and prior to leaving the site; ○ Maintain good respiratory hygiene practices (i.e. cover their mouth and nose with their bent elbow or tissue when they cough or sneeze, 'catch it, bin it, kill it'); ○ The need to avoid touching their face (and especially the eyes, nose and mouth); and ○ The need to follow the social distancing guidance whilst on site (N.B. you may need to instruct them on your own local rules, such as one way systems to follow etc.). ○ MUST WEAR A FACE COVERING ● Staff to maintain social distancing when escorting contractors/ visitors. ● Obtain copies of contractors' COVID-19 risk assessments prior to them attending site and ensure that they comply with the specified control measures. ● Clean/ disinfect areas that have been temporarily occupied by contractors or visitors. | | |
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| 14 | Maintaining social distancing whilst moving around the site | Staff, pupils, visitors | <ul style="list-style-type: none"> ● Movement around the building will be kept to a minimum with pupils only leaving their class when required to do so. ● Individual pupils should be accompanied by an adult to move around the building if necessary. ● Pupils to move around the building (when required) socially distanced, ideally at a distance of 1m (staff to reinforce) ● Take the shortest route where possible in any transition following a one-way system where possible. ● Stagger use and numbers using circulation spaces at the same time. Avoiding multiple groups queuing in the same shared areas/ narrow corridors etc. ● Staggered dismissals so that only one year group class will be dismissed at one time ● A member of staff to accompany classes at all times when moving around the building to ensure that a safe distance is maintained. ● Each class/year group to be allocated bathroom set times. ● Year 3 pupils to use upstairs bathroom throughout the day. ● Consider marking out areas to help pupils visualise and maintain 2m distancing. ● Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults. (see music below) | Medium | All staff |
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| 15 | Maintaining social distancing in the classroom | Staff Pupils | <ul style="list-style-type: none"> ● Staff to redesign rooms, remove excess furniture, rearrange desks to ensure that pupils are seated side-by-side and facing forwards as opposed to face-to-face or side-on. Classrooms have been re/arranged to allow as much space between individuals as practical. ● Pupils will be assigned a seat/desk, which they will use every day. ● Staff to encourage pupils to keep their distance within their class/year group and not to touch staff and their peers where possible. ● Pupils to remain at desks for teaching input sessions or be given a carpet space with distance, facing the front and set back from the teacher. (Brain Gym sessions as pupils expected to sit at desks for longer) ● Due to the age of the children social distancing will not be possible therefore bubble sizes will remain small and consistent. During all carpet sessions where children are in a whole class group, children will be facing forward and distancing encouraged. ● Staff to keep their distance from pupils and other staff as much as they can, ideally 2m from other adults ● Staff/Pupils to be taught/reminded of rules to keep everyone safe ● Each year will form a 'bubble' group for the majority of the day. | High | Class teachers, TAs and site team |
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| 16 | Contamination in Staff Room | Staff | <ul style="list-style-type: none"> ● Break times to be staggered to enable year group staff to use the staff room at different times. Signage to inform ● Staff members to sanitise hands on entry to the staffroom ● Staff members to maintain social distancing in the staffroom at all times, with a limit of 2 members of staff at any given time. ● Staff to limit time in the staffroom to a minimum ● Staff advised to wear a facemask if social distancing cannot be maintained in staffroom. ● Staffroom should remain ventilated while in use by opening the windows. Windows should be closed at the end of the school day. ● Staff should eat their school lunch in the designated staff area in the lunch hall during year group sittings, or in staff room/break out room ONLY if staff table is not available and a 2 metre distance can be maintained. ● Hot drinks MUST be in a safety lidded cup. ● Responsibility of each staff member to clean frequent contact surfaces prior to and after use such as fridge door handles, kettle, microwave handle, coffee jar, keyboards etc. ● All potentially infectious waste to be disposed of in the lidded/pedal bin ● Staff to be able to go for a walk in their break time. ● Break out classroom for teachers to work in. Face coverings to be worn if used by more than one member of staff and SD of 2 metres cannot be maintained ● In Year groups with small numbers, teachers may prefer to stay in their rooms to work. ● Staff advised to wear a face mask if working in a communal area for an extended period of time. | High | All staff |
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| 17 | Maintaining social distancing measures in staff areas and office | Staff | <ul style="list-style-type: none"> ● Allowing those staff that can work safely from home to continue to do so to limit the number of staff on site. ● TOGS spare classroom to be used for teachers to work in with social distance. ● Staggered breaks for year groups to allow staggered use of staffroom. ● Only one additional member of staff in the office with 2 admin staff at any one time. ● No crossing over of year group pupils in office for first aid. If necessary first aid can be done in Home classrooms/spare classroom/first aid room. (please clean after use) ● Staffroom layout to be reviewed to enable staff to maintain a 1m distance at least from each other. ● Only 2 members of staff in the staff room at any one time. ● Consider the installation of Perspex screen barriers for areas where staff may be required to closely interact with multiple persons (e.g. reception etc). ● Staff to limit social interactions with other members of staff to as short as time as possible. ● Staff to increase the frequency of hand washing and surface cleaning. ● Back-to-back or side-to-side working (rather than face-to-face) to be used whenever possible. ● Hold staff meetings virtually where possible. Where this is not possible, meetings to be held outdoors if the weather is suitable. Where this is not possible, meetings to be held in a large, well ventilated room with social distancing measures in place (i.e. delegates spaced 2m apart, or 1m with risk mitigation where 2m is not viable). Number of delegates to be kept to a minimum, and meeting to be kept as short as possible. (N.B. For areas where regular meetings take place such as meeting rooms, use floor signage and/or other signage to help people maintain social distancing). | High | All staff |
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| | | | <ul style="list-style-type: none"> • Staff to wear face coverings in any physical meeting where a 2 metre distance cannot be maintained • Staff to avoid the sharing of pens, documents and other objects. Communal resources such as digital devices, photocopiers, laminator machines, and paper shredders should be disinfected before and after use. | | |
| 18 | Behaviour | All pupils, staff and any visitors/site users | <ul style="list-style-type: none"> • Behaviour Expectations to be updated in line with guidance and new rules to be communicated to pupils, parents and staff. • Proactively teaching new rules and routines to staff, pupils and parents at the start of term and regularly after that. • Ensure that staff, pupils, and parents/ carers are briefed on the new social distancing procedures. • Regularly and rigorously reinforcing behaviour throughout every day • All staff to consistently give reminders when expectations are not followed as well as positively reinforcing well-executed rules through encouragement and rewards such as stickers and house points. • Child friendly materials to be communicated to pupils before reopening during inductions • Posters to be displayed in classes as reminders and at key points around school. • Hygiene, social distancing, out of bounds areas, transitioning around the building at different times of the day, lining up be discussed. • Risks assessments and individualised approach in place for students such as SEN who might struggle to follow expectations. | Medium | All staff |

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| | | | <ul style="list-style-type: none"> ● Well-being of pupils is paramount and new rules will be applied in a child friendly manner and through a variety of recommended methods/ resources/social stories. | | |
| 19 | Uniform expectations | Pupils | <ul style="list-style-type: none"> ● No child to be disciplined for wearing incorrect uniform ● No blazers to be worn to school. ● Parents are advised to wash clothes daily. ● Flexibility with uniform/PE Kit. ● Parents to be informed of PE days ● Pupils to come dressed in P.E kit on the relevant days and remain in their P.E kit for the duration of the day. | Low | All staff |
| 20 | Curriculum Considerations and Changes | Pupils | <ul style="list-style-type: none"> ● Curriculum planning to be flexible with catch up time after closure, and PSHE a priority to settle children back in. ● Current learning plans, revised expectations and required adjustments have been considered. ● Daily reading and phonics activities ● Formative assessments to advise next steps ● Consider how the teaching of curriculum in practical subjects can be amended to ensure minimum contact with shared equipment. Equipment to be properly cleaned after use. ● Collaboration/group work within a year group to be risk assessed. Sharing of resources to be risk assessed ● Time will need to be spent on behaviour expectations daily e.g. during form times. ● Virtual assemblies or year group assemblies. ● No trips/visitors in spring term. | Medium | Teachers/ ALT/SLT |

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| | | | <ul style="list-style-type: none"> • Reading books to be sent home once a week. Sent on Monday and returned by Thursday. Online books will be allocated for the weekend. • Teachers to mark work safely • Google classroom to be used in the case of a child shielding/isolating • Google classroom Homework Hub to be used for spellings and home learning activities. • Practical subjects e.g. Music, P.E and Drama, individually risk assessed. • Pastoral care, well-being and PSHE to be a priority | | |
| 21 | Delivery of Music | Pupils and staff | <ul style="list-style-type: none"> • This will be under continuous review and Government guidance will be followed in line with the Department for Culture, Media and Sports (DCMS) and the results of their commissioned scientific studies into the potential high risk of activities such as singing and playing of wind and brass instruments • Singing, wind and brass instrument playing can be undertaken in line with the above social distancing, hygiene measures and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u>. However, these studies have also indicated that cumulative aerosol transmission from both those performing in and attending events is likely to create risk. DCMS is continuing to develop a more detailed understanding of how to mitigate this | High | BH/BD VMT/supervising staff |

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| | | | <p>potential aggregate risk, we will continue to follow the <u>UK Government guidance</u></p> <ul style="list-style-type: none">● Use 2 meter distancing for all music teaching, both one to one and class music, unless this is not possible when 1m can be used, especially in our lower school year groups. The teacher should, however, attempt to keep a 2/3m distance at the front of the class.● Pupils to have individual sheet music/words or when there is a need to share projections onto the IWB.● Pupils not to share individual instruments/mouth pieces. Any class instruments should also not be shared within the course of a lesson and should be cleaned thoroughly after use.● If using music stands these should be individual to each student and cleaned thoroughly after each lesson.● Perspex screens to be used for clarinet and singing teaching specifically.● VMT's to be allocated a specific room (PP) and all music rooms should be cleaned thoroughly at the end of the VMT's use and intermittently between lessons by the VMT, especially if ensembles have just taken place.● All rooms to be adequately ventilated either by open windows and doors, or mechanical means.● Ensembles should be limited in numbers according to the room size and the 2m distancing rule.● No physical correction● Any music played should be kept to a level where a teacher/performer does not have to raise a voice unduly.● No microphones to be shared. | | |
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| | | | <ul style="list-style-type: none"> • Singing to be outdoors when possible. If indoors limit numbers in relation to space. Ensure ventilation of the space and social distancing. • Singing quietly • Handwashing before and after handling equipment <p>Ensure that VMTs are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time) and to be advised to take particular care to maintain distance from other staff and pupils.</p> | | |
| 22 | Delivery of Physical Education | Pupils and staff | <ul style="list-style-type: none"> • Review all PE/Sport activity risk assessments to consider the risks posed by COVID-19 and identify suitable control measures in line with the latest <i>guidance on the phased return of sport and recreation</i> • Pupils come dressed to school in P.E kit on the days when they have P.E and to remain in their P.E kit for the duration of the day. • Physical activities will be selected to reduce the level of physical exertion. • There will be no activities that encourage or allow for physical contact. The focus for PE sessions will be on skills drills, where social distancing can be maintained, and contact be eliminated. • Any equipment/floor used to be mopped/wiped down with sanitiser prior to and after use • Pupils wash hands/use hand sanitiser under adult supervision before and after physical exercise, before returning to class. • Cleaning staff to clean floor after the lesson • Teacher to sanitise hands between each session <p>See separate PE Risk Assessment below)</p> | High | PD/EZC, GC, supervising staff, cleaning and maintenance |

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| 23 | Delivery of Yoga | Pupils and staff | <ul style="list-style-type: none"> ● Yoga to take place in the hall or classroom (if a small group) ● Yoga mats to be available for children and cleaned on a rota after each session ● Yoga mats to be placed apart to ensure social distancing ● Children to sanitise their hands before and after each session ● Yoga teacher (SB) to sanitise hands before and after each session ● Yoga sessions staggered to allow for cleaning and movement between year groups. ● SB to keep a distance of 2 metres from pupils and wear a face shield. | Medium | SB/TAs/ Teachers |
| 24 | Delivery of Computing lessons and use of IT equipment | Pupils and staff | <ul style="list-style-type: none"> ● Students to bring in own headset from home if possible or use one that has been assigned ● Increased disinfecting of IT equipment. At a minimum, each pupil to wipe down their own digital device and headset at the start of the day. ● Allocated staff members to wipe down all digital devices and headsets used during the day wearing gloves. <p>For use of IT equipment within the designated classrooms, refer to Point 8</p> | High | All staff |

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| 25 | Delivery of Drama | Pupils and staff | <ul style="list-style-type: none"> ● Review all Drama activity with a risk assessments to consider the risks posed by COVID-19 and identify suitable control measures. ● Teachers can wear PPE including visor. ● Physical activities will be selected to reduce the level of physical exertion. ● Pupils wash hands/use hand sanitiser under adult supervision after physical exercise, before returning to class. ● Staff to clean floor after the lesson ● Rooms to be adequately ventilated either by open windows and doors, or mechanical means. ● Year 3 Drama lessons in hall/outside (weather permitting) ● No loud voices ● Social distancing ● Safe distance from the teacher ● Consider smaller groupings in lesson | High | BH and supervising staff |
| 26 | Educational Visits | Pupils and Staff | <ul style="list-style-type: none"> ● There will be no external trips in the Spring/Summer Term ● When educational trips resume, the schools full and thorough risk assessments will be undertaken in relation to all educational visits to ensure they can be done safely. As part of this risk assessment, consideration will be given to what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. The health and safety guidance on educational visits will be consulted when considering visits.” ● Staff responsible for planning and organising educational visits to be instructed to follow the national guidance available in the OEAPNG document 4.4k Coronavirus available here. | High | DH/Teachers/TAs |

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| 27 | Extra-Curricular activities e.g. after school provision, before school provision and clubs | Staff/Club leaders/Pupils | <ul style="list-style-type: none"> • Wraparound care is currently unavailable, except for key worker families. This will be kept under regular review. • Early Morning and After School Club (previously called late room) will run daily to provide provision from 8am to 4.30 pm. This will be in Year group bubbles. • After school clubs to commence the week beginning 26th April, with control measures in place relative to each specific club. • Club leaders will need to sign to confirm they have read, understood and will follow the School Covid-19 Risk Assessment • Where before/after school or holiday clubs are provided by the school – review the Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak guidance and complete and record a risk assessment to identify the hazards and agree on suitable control measures. | High | Club Leaders |
| 28 | Attendance recording | | <ul style="list-style-type: none"> • Follow guidance on recording attendance at addendum: recording attendance in relation to coronavirus (COVID-19) during the 2020 to 2021 academic year. • The school has communicated clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) prior to the new school year and will continue to do so through regular communication. • Students who are reluctant or anxious about returning or who are at risk of disengagement to be identified and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with the school regularly during the pandemic. • Use existing pastoral and support services, attendance staff and resources to put measures in place for those families who will need additional support to secure pupils' regular attendance. | | |

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| | | | <ul style="list-style-type: none"> • Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance. | | |
| 29 | <p>Pupils fall behind in their learning due to lockdown, shielding, isolating</p> <p>CATCH UP SUPPORT</p> | Pupils | <ul style="list-style-type: none"> • Pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance). • If parents of pupils with significant risk factors are concerned, the school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. • A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19) • Shielding advice for all adults and children has been updated , please read the current advice current advice on shielding • • If rates of the disease rise in local areas, children (or family members) from that area, and that area only, may be advised to shield during the period where rates remain high and, therefore, they may be temporarily unable to attend. • pupils no longer required to shield but who generally remain under the care of a specialist health professional should discuss their care with their health professional at their next planned clinical appointment - you can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people • Patients can only be removed from the shielding patient list by their GP or specialist, following consultation with the child and | Medium | <p>ALT/SLT</p> <p>All teachers/TAs</p> |

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| | | | <p>their family, and other clinicians where appropriate. If a child or young person is removed from the shielded patient list in due course, they will no longer be advised to shield in the future if coronavirus (COVID-19) transmission increases. Discussion by a clinician with those previously advised that they were a clinically vulnerable child or young person but can now be removed from the shielded patient list, and with their families are ongoing. Since shielding advice has paused nationally, except in a very few areas where the implementation of local restrictions is ongoing, all previously affected children should be able to return to school except where individual clinical advice not to do so has been provided.</p> <ul style="list-style-type: none">• Where a pupil is unable to attend school because they are complying with clinical or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity as set out in the action for all schools and local authorities section.• Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self-isolation or family isolation, the absence will not be penalised.• Online learning – A Google Classroom for each class has been set up to allow for communication with parents and to allow children who are shielding or quarantining to access class topics and work at home. Pupils who are self isolating will receive remote education via the google classroom, following the structure of the school day.• Weekly resources will be emailed to pupils who are shielding or unable to attend school physically and cannot access Google Classroom.• Online Rising Stars Reading programme available for pupils to access reading materials. | | |
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| 30 | Supporting children with additional needs | Pupils | <p>The latest <u>guidance for schools</u> states that: “Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p> <ul style="list-style-type: none"> ● Specialists and therapists should provide support for the children as usual but off site unless school staff or SaLT ● SENCO to liaise with class teachers to support children with reintegration into school. Including providing strategies to support, IEPs to be amended where necessary, 1:1/small group support if necessary ● Individual weekly sessions with a member from the Learning Support department to be timetabled for pupils on IEPs ● IEP to be updated where necessary to ensure appropriate personalised support is provided ● Risk Assessment to be completed for any pupils on a BEP ● IEPs to be reviewed after 2 weeks of attendance. ● Transition material to be sent to parents of new expectations. ● Interventions to be modified ● RA to be completed for SALT sessions that take place on site | Medium | SENCO, Additional needs team, class teachers, TAs |
| 31 | Staff and pupils have been affected by bereavement, illness or lockdown | Staff Pupils | <ul style="list-style-type: none"> ● SLT to meet with staff to check on well-being regularly. ● SLT and class teacher to support child and families on an individual basis ● SENCO to offer therapist and behaviour support to parents in need | High | Class teachers/ SENCO/ SLT |

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| 32 | Managing pupils with intimate care needs or injuries / First Aid | Pupils and staff | <ul style="list-style-type: none"> • It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so. • Those administering first aid must wear PPE when dealing with any intimate care or managing a child with an injury. Wash hands and ensure the affected area is cleaned upon completion. All first aid bags to contain masks and gloves • All intimate care needs to be recorded- e.g. changing so contact tracing can happen • All injuries must be continued to be recorded on Medical Book • Year group pupils to not sit together for first aid, if necessary first aid room/classroom to be used. • Review list of trained first aiders to ensure that adequate coverage remains in place based on the needs of the staff and pupils on site. | High | All staff/ First Aid staff |
| 33 | Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school | Staff pupils, wider family groups | <p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test 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 | High | First Aid Staff, DSL |

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| | | | <p>You must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> • they will be sent home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days • advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advised to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test, and the next 10 full days. If a member of the household starts to display symptoms while self isolating they will need to restart the 10 day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.</p> <p>Pupil becomes unwell on-site</p> <ul style="list-style-type: none"> • Main symptoms of COVID-19 are a temperature (37.8°C or chest/back feeling hot to the touch) and/ or new, continuous cough, and/or a loss of sense of smell or taste. • Establish protocol and train all staff on swift and safe response to suspected cases on site. | | |
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| | | | <ul style="list-style-type: none"> ● Communicate protocol clearly to parents and carers. ● Pupil or staff member are sent home immediately and advised to follow the stay at home guidance ● If a pupil is waiting to be collected they must remain in a well ventilated isolation area /or outside isolated away from others. ● First Aid staff must wear FULL PPE whilst with a child or staff member ● First aid staff to wear full PPE whilst with a child or staff member this includes fluid-resistant surgical face masks, disposable gloves, disposable aprons, and face visors or goggles. See Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) ● First aid staff understand the new procedures in place and how to safely put on and remove PPE. ● Ensure all children are reminded daily to inform their teacher if they feel unwell ● Establish clear communication protocol in school, for quickly notifying key staff and parent/carer ● Set up COVID-19 risk/ incident log, for oversight by the Designated Safeguarding Lead (DSL) ● Staff member/pupil advised of Government isolation information and how to obtain a test. School to keep in contact with family and confirm diagnosis ● Staff/Pupils with symptoms to be tested as soon as possible to inform if they can return to school. <p>● Supervising staff member and cohort should wash hands thoroughly but do not need to go home unless they develop symptoms or the child subsequently tests positive. 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. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance</p> <ul style="list-style-type: none"> ● All children and staff to follow clear healthy practice procedures, including coughing, sneezing and disposing of tissues | | |
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| | | | <ul style="list-style-type: none"> • Keep up to date with government advice and changes and information from Local Authority • Deep clean and healthy practice procedures to be reviewed consistently • First Aider will be onsite at all times. • Ensure that staff, pupils, contractors and other persons coming onto site are briefed on the procedures to follow should they become ill with symptoms of COVID-19 whilst on site and that this is refreshed periodically in line with any changes to the government guidance and/or the school's own procedures. <p>For suspected cases, https://111.nhs.uk/covid-19 to be used for identifying symptoms.</p> | | |
| 34 | Suspected or confirmed case of COVID-19 on site | Staff pupils, wider family groups | <ul style="list-style-type: none"> • If anyone in your 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 be advised to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection. This sets out that they must: <ul style="list-style-type: none"> • self-isolate for at least 10 days • arrange to have a test to see if they have coronavirus (COVID-19) <p>ACTION LIST</p> <ol style="list-style-type: none"> 1. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital except in an emergency. 2. Call parents/legal guardian to collect pupil and take them home. Advise them that all household members will need to isolate and refer them to the guidance for households with possible or confirmed coronavirus (COVID-19) infection. | High | Parents, all staff, HT |

3. While the pupil is awaiting collection, move them to an isolated room and open a window 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.

4. Staff caring for a pupil while they are awaiting collection should maintain 2 metre distancing. If not possible, for example with a young child, they should wear suitable PPE

| SITUATION | PPE |
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| 2m distance cannot be maintained | A face mask should be worn |
| Contact is necessary | Gloves, an apron and a face mask should be worn |
| Risk of fluids entering the eye (e.g. from coughing, spitting or vomiting) | Eye protection should also be worn |

5. If the pupil needs 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.

6. From 26 August, all schools and FE providers will have received an initial supply of 10 home test kits. Home test kits should only be offered to individuals in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere.

7. Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds.

8. When parents/legal guardian pick up the pupil, advise them to get the pupil tested and notify you of the results.

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| | | | <p>9. Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used).</p> <ul style="list-style-type: none"> • Parents/ carers/ symptomatic staff to be provided with self-isolation advice, and information about seeking help • Affected area to be cleaned with normal household disinfectant Safe disposal of PPE and areas occupied and equipment used by the affected person to be cleaned and disinfected, as per guidance https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings • Any members of staff who have 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 • 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. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance. • Parents/carers and staff must book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. 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 style="text-align: center;"><u>Testing Procedure for symptomatic cases</u></p> <p>Staff members, parents and carers will need to:</p> | | |
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| | | | <p>book a test if they or their child has symptoms - the main symptoms are:</p> <ul style="list-style-type: none">• a high temperature• a new continuous cough• a loss or change to your sense of smell or taste <p>self-isolate immediately and not come to school if:</p> <ul style="list-style-type: none">• they develop symptoms• they have been in close contact with someone who tests positive for coronavirus (COVID-19)• anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)• they are required to do so having recently travelled from certain other countries• they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation <p>provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</p> <p>Polymerase Chain Reactions (PCR) tests for symptomatic testing</p> <p>Booking a polymerase chain reaction (PCR) test through 119</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing. All children and young people can be tested if they have symptoms. This includes children under</p> | | |
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5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.

Negative Result

- On receipt of a negative, if a pupil or staff 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.
- School should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Positive Test Result

- Parents/carers and staff must provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- Parents/carers and staff must [self-isolate](#) if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- If someone tests positive, they should follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to 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

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| | | | <p>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">• Parents and staff to inform the school the results of a test immediately. <p><u>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</u></p> <p>You must take swift action when you become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.</p> <p>If you would like support on the action you should take to respond to a positive case, you can contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. You will be put through to a team of advisers who will inform you of what action is needed based on the latest public health advice.</p> <p>The advice service (or PHE local health protection team if escalated) will work with you to guide you through the actions you need to take. Based on their advice, you must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days counting from the day after contact with the individual who tested positive.</p> <p>Close contact means:</p> <ul style="list-style-type: none">• anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)• anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: | | |
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| | | | <ul style="list-style-type: none"> • face-to-face contact including being coughed on or having a face-to face conversation within 1 metre • been within 1 metre for 1 minute or longer without face-to-face contact • sexual contacts • been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day) • travelled in the same vehicle or a plane <p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, we recommend you keep a record of pupils and staff in each group, and any close contact that takes place between pupils and staff in different groups (see section 6 of the system of control for more on grouping pupils). This should be a proportionate recording process. You 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> <ul style="list-style-type: none"> • Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support. • A template letter will be provided to you, on the advice of the health protection team, to send to parents and staff if needed. You 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 pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate. | | |
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| | | | <ul style="list-style-type: none"> ● If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and: ● if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days. ● if the test result is positive, they should inform their school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days, following guidance for households with possible or confirmed coronavirus (COVID-19) infection ● You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. <ul style="list-style-type: none"> ● A written procedure outlining the steps to be taken upon becoming aware that someone who has attended the school has tested positive for COVID-19 in line with the steps outlined in section 'Manage confirmed cases of coronavirus (COVID-19) amongst the school community' in the latest guidance for schools. ● Head teacher to follow up if the test result is not received. ● Log completed ● The other household members of the wider class or group do not need to self-isolate unless the child or staff member within that pod subsequently develops symptoms. Isolation rules 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' | | |
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| | | | <ul style="list-style-type: none">• In the event that a parent or guardian insists on a child attending school who is showing symptoms, the school can take the decision to refuse the child if in our reasonable judgement it is necessary to protect our pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice. <p><u>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</u></p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none">• the symptomatic person subsequently tests positive• they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)• they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated)• they have tested positive from an LFD test as part of a community or worker programme <p>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. The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people. See the guidance on the cleaning of non-healthcare settings. If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so.</p> | | |
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| | | | <p><u>Contain any outbreak by following PHE local health protection team advice</u></p> <p>_If you have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, you may have an outbreak. You should call the dedicated advice service who will escalate the issue to your local health protection team where necessary and advise if any additional action is required. You can reach them by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure. This could be the class or year group.</p> <p><u>Admitting children and staff back to the school</u></p> <p>The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and their symptoms have gone or if they continue to have only a residual cough or anosmia. This is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice. You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation. In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully</p> | | |
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| | | | considered in the light of all the circumstances and current public health advice. | | |
| 35 | Well Being of Pupils | Pupils and Staff | <ul style="list-style-type: none"> • PSHE/Behaviour/Wellbeing to have a high priority in all planning • Social reintegration and emotional support to have the highest priority in all planning • Social skills to be a focus of teaching for the remainder of the Spring and Summer for the whole class and additional support to be provided in small groups within the classroom. • Staff to explain to children new rules and routines and to incorporate stories and activities to support children's understanding • Activities and routines and set up in order to minimise contact although it is understood that social distancing will not always be possible within year groups • If parents of pupils with significant risk factors are concerned, the school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school. • Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc)." • Identify pupils who are reluctant or anxious about returning to school or who are at risk of disengagement and develop plans for re-engaging them (N.B. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. • To support children suffering from anxiety related to returning to school, teachers may wish to access the free MindEd learning platform for professionals, which includes a coronavirus (COVID-19) staff resilience hub with materials on peer support, stress, fear and trauma and bereavement. • Ensure that children are informed of who they can speak to if they have any worries/concerns about returning to school. | Medium | All staff |

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| | | | <ul style="list-style-type: none"> • Effective pastoral programme in place to address student concerns and anxieties. • Promote resilience and good mental health through the school value and growth mindset characteristics. • The school will provide support for those who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. | | |
| 36 | Staff safety/well being | Staff | <ul style="list-style-type: none"> • Hold conversations with staff or use questionnaires to identify those who have serious concerns about returning to the workplace and may suffer negative mental health effects if asked to do so. • Provide staff, pupils and parents/carers with details of the measures that you will be taking to minimise the risk of them contracting the virus at the school. • Identify any specific concerns that employees, pupils, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible. • Risk assessment to be shared with all staff. Staff briefed of any updates and changes • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. • Managers should discuss and agree any changes to staff roles with individuals. • The school will address the concerns of those who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes. | Medium | All staff and Maintenance |

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| | | | <ul style="list-style-type: none">• If parents of pupils with significant risk factors are concerned, the school will discuss their concerns and provide reassurance of the measures they are putting in place to reduce the risk in school.• Schools should be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).”• Identify pupils who are reluctant or anxious about returning to school or who are at risk of disengagement and develop plans for re-engaging them (N.B. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.• Parents and children to be provided with details of the measures that are in place to minimise the risk of them contracting the virus at the school.• Identify any specific concerns that children, and/or parents/carers have (e.g. certain activities or areas of the site) and address these concerns where possible.• Make reasonable adjustments where possible to alleviate concerns on a case by case basis.• Ensure that children are informed of who they can speak to if they have any worries/concerns about returning to school.• Effective pastoral programme in place to address student concerns and anxieties.• Promote resilience and good mental health through the school value and growth mindset characteristics.• Clear channels of communication in place between teachers and SENCO to identify and support students with specific health or learning requirements.• Effective immunisation programme is in place and visit from medical professional to support student health | | |
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| 37 | Staff travelling on public transport | Staff | <ul style="list-style-type: none"> • Ensure staff, pupils and parents/carers are aware of recommendations on transport to and from the school as outlined in <u><i>Coronavirus (COVID-19): safer travel guidance for passengers.</i></u> • Use of PPE as directed by the government, and washing hands on entry to the building/before taking off face mask • Reduce need for staff to come into school where practical • Staff to follow government guidance as far as possible • Staff to wash hands on entering and exiting the building and regularly throughout the day. Hand sanitising stations are positioned at the entrance to the school | High | SLT |
| 38 | Staff/pupils travelling on school operated-transport (No buses in Spring Term) | Staff, pupils | <ul style="list-style-type: none"> • Pupils will be grouped together on transport to reflect the bubbles that are adopted within the school where possible. • Seating for the different groupings will be clearly signposted with a member of staff to direct • Enhanced cleaning regime with buses disinfected between transportation of different groups. • Clean high-touch areas such as seat belt buckles between each journey with antiviral spray/wipes (Bus Company?) • Cleaning products suitable for disinfecting surfaces potentially contaminated with COVID-19 • Separation between passengers will be maximised with NO face-to-face seating • Seats situated within 2 metres of the drivers have been restricted from use • Ensure that all drivers wear face coverings and keep vehicles well ventilated - where air conditioning is in use units have been re-configured where possible to extract external air rather than re-circulating internal air • Ensure transport staff/providers do not work if they or a member of their household are displaying any symptoms of COVID-19, or if they have been notified to self-isolate by NHS Test & Trace. | High | SLT, Bus Provide and supervising staff |

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| | | | <ul style="list-style-type: none"> • Make sure transport staff/ providers, as far as possible, follow hygiene rules and try to keep distance from their passengers. • Provide alcohol hand rub/sanitiser in vehicles and ensure that occupants use this upon boarding/disembarking vehicles. • Teaching staff on buses to wear masks on buses | | |
| 39 | <p>Staff Shortage -classroom cover</p> <p><i>This may include staff having to go into self-isolation due to underlying health conditions or short term isolation</i></p> | Staff, Pupils | <ul style="list-style-type: none"> • Ensure adequate number of staff in attendance to maintain an appropriate ratio with pupils and ensure key competencies (first aid, DSL etc) • Should the site DSL (MC) be unavailable then contact should be made with the DSL (CH/RS) or DSL for Prep (CC) either by phone or online video call. In the extremely unlikely situation of all DSLs being unavailable then SM will take responsibility for coordinating safeguarding at TOGS • 1 teacher per class or 2 x TA's per class where possible, one TA with a smaller class • Subject teachers will be expected to provide cover on days when they are in school when practical to do so. • Supply agencies may need to be used when staff ratios fall below a safe level • Staff may be asked to cover other roles e.g. first aid • PPA cover may need to be reduced • Staff working remotely may be required to cover classes if practical to do so. • Staff/Pupils with symptoms to be tested as soon as possible to inform if they can return to school. • The school may need to close if staffing levels are not safe. • Staff trained to assist in emergency evacuations (please refer to the section of this risk assessment entitled 'lack of adequate trained fire personnel'); • Ensure that supply/temporary/peripatetic staff are briefed on the procedures to follow in relation to COVID-19 prior to attending site for the first time (or upon arrival at the site for the first time). • Supply/temporary/peripatetic staff to be advised to take particular care to maintain distance from other staff and pupils. | High | SLT |

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| | | | <ul style="list-style-type: none"> Consider using longer assignments to minimise the number of temporary staff entering the premises. | | |
| 40 | Fire Drills | Staff and Pupils | <p>As a result of the COVID-19 pandemic, the staff on site may change due to illness of either themselves, other members of their household, or close contacts; and this could include managers and other staff with key roles in fire evacuation procedures (e.g. responsible persons, fire managers, fire wardens/marshals etc.). The risk of fire is ever present, and as such procedures will be regularly updated and will continue to respond accordingly to any changes in staff. There are several trained fire wardens within the building.</p> <ul style="list-style-type: none"> Classroom doors will remain open while occupied. Once children leave doors will be closed and remain shut until the room is occupied again. Hand sanitizer and flammable cleaning products not in use will continue to be stored in locked cleaning cupboards. Fire risk assessment and fire procedures are reviewed and updated as a result of any changes. All teachers will walk the children through their evacuation routes in the first full week of the children's return to school. Any child requiring a Personal Emergency Evacuation Plans (PEEPs) will have their plan reviewed and updated as a result of any changes to the fire procedures. Any changes to the fire risk assessment and/or your fire procedures will be communicated to staff. Fire assembly points have been reviewed to ensure that they are conducive with social distancing advice where possible Ensure that staff working in areas of the school site that are not familiar to them are briefed on the fire procedures and complete a walkthrough to identify escape routes, fire exits and assembly points. Ensure that children learning in areas of the school site that are not familiar to them are briefed on the fire procedures (e.g. escape routes, fire exits and assembly points etc.). | High | Facilities Manager/ Bursar |

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Putting on and Removing PPE

It is also important that any PPE equipment is put on and removed safely so that staff do not contaminate themselves. There is a specific order in which this should be done detailed below:

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| <p><u>Putting on (donning)</u></p> <p><u>Apron</u></p> <p><u>Fluid resistant mask</u></p> <p><u>Eye/face protection (only to be worn if there's a risk of splashing)</u></p> <p><u>Gloves</u></p> | <p><u>Removal (doffing)</u></p> <p><u>Gloves</u></p> <p><u>Apron</u></p> <p><u>Eye/face protection (only to be worn if there's a risk of splashing)</u></p> <p><u>Fluid resistant mask</u></p> |
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A Public Health England COVID-19: Removal and disposal of Personal Protective Equipment (PPE) video is also available

ACTIVITY RISK ASSESSMENT
STUDIOS

ABERCORN SCHOOL

SEYMOUR LEISURE CENTRE: SPORTS HALL,

PE LESSONS AND SPORTS CLUBS

ASSESSOR: EGAN CONSTANCE

DATE: August 2020

(SPECIAL CONSIDERATIONS FOR COVID-19)

| ACTIVITY | RISK (HIGH, MEDIUM, LOW) | WHO MIGHT BE HARMED AND HOW | CONTROLLING RISK | ACTION BY |
|---|--|---|---|-------------------------------|
| <p><i>SPECIAL CONSIDERATIONS FOR COVID-19</i></p> | <p><i>Transfer of germs, bacteria and viruses (high)</i></p> | <p><i>Staff and children – physical contact with each other, surfaces and equipment, and proximity to spread of germs when sneezing and coughing.</i></p> | <ul style="list-style-type: none"> - <i>Mini Games and any activities that require physical contact, as mentioned in specific precautions for normal activities below, will be <u>suspended</u> until further notice. There will be no activities that encourage or allow for physical contact. The focus for PE sessions will be on skills drills, where social distancing can be maintained, and contact be eliminated.</i> - <i>Equipment to be cleaned before and after every lesson.</i> - <i>Staff and children to sanitise their hands when leaving and entering the school building, when leaving and entering the venue for PE lessons, and before and after the session, especially if they have handled implements. Staff to carry hand sanitiser with them when travelling in between the school building and venue for PE lessons.</i> - <i>Staff and children to be reminded repeatedly not to touch surfaces and other people, and especially not to touch their face.</i> | <p><i>Staff, Children</i></p> |

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| | | | <ul style="list-style-type: none"> - <i>Physical activities will be arranged in bubble groups. Individuals in the same bubble groups will be positioned at least 1m apart. Bubble groups will be positioned at least 2m from another group. Positions will be demarcated by cones, to remind children where they should be standing and to keep their distance.</i> - <i>Children to wear their PE kit for the whole school day, on days when they have a PE lesson.</i> - <i>When travelling on the coach to and from the venue, children and staff must be seated on their own, in every row on either side of the aisle.</i> - <i>When walking to and from the transport, children must be reminded to keep their distance in the line.</i> | |
| Allergies and other medical conditions (children) | Medication for children (high) | Children | Staff will ensure that the medication that has been given to us by the parents of children with allergies and other medical conditions will be at the PE lessons, with the first aid equipment, and supervised by a qualified first aider. | Staff, First Aiders |
| Hockey and Basketball drills and mini games in PE lessons | Swinging hockey sticks (High) Thrown basketballs (High) | Hockey – children being hit on the the leg or other part of body by stick. Basketball – children being hit in the head/face by ball. | Hockey - Remind children not to lift the stick higher than their waste. All children must wear mouth guards and shin pads. Tell children not to sit down or kneel during this activity, as the risk of being hit in the head by a ball or stick is high. Basketball – Remind children to communicate with the person when they are about to pass or receive a ball to/from them. | Staff, Children |

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| | | | Staff supervise activities closely. | |
| Football Club and PE lessons – drills and mini games | Kicking balls, Tackling (Medium) | Children being kicked on the leg. Ball hitting child in the head/face. | Remind children to keep the ball low when kicking it. Encourage legal tackling and punish illegal tackling. Encourage children to communicate when passing and receiving the ball. Encourage children to pay attention to the activity and game, as well as where the ball is. Staff supervise activities closely. | Staff, Children |
| Dance | Children choosing to do risky movements when choreographing own part of dance (Medium) | Children sliding and colliding with fence or other children. Children lifting each other and falling from elevated position. | Children encouraged to keep movements simple and safe. Discourage lifting, sliding and aggressive movements. Staff supervise activities closely. | Staff, Children |
| Cricket – drills and mini games | Thrown cricket balls (Medium) Swinging cricket bats (Medium) | Children being hit on the head or body by ball thrown in their direction. Children being hit by a bat being swung to hit a ball because they were standing in a dangerous position | Encourage children to communicate when passing and receiving the ball. Encourage children to pay attention to the activity and game, as well as where the ball is. Remind children not to lift the bat higher than their waste. Staff supervise activities clo Terms 4 sely. | Staff, Children |

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| | | out of site of the batter | | |
| Gymnastics | Performing movements incorrectly and unsafely (Medium) | Children landing incorrectly and unsafely from a jump. Children getting their head and neck into unsafe positions (eg. Forward rolls) | Staff supervise and correct incorrect and unsafe performance of movements. Encourage children to be careful when attempting new movements. Discourage lifting. | Staff, Children |

Building Specific Risk Assessment

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

Location/Department/Classroom: *All sites all areas*

Abercorn School

Activity/Task/Area Assessed :

Covid-19 Assessment

Assessor(s): *D. Brackley*

Date: *22/5/2020*

Review Date: *Annually*

| HAZARDS | PEOPLE AFFECTED | ACTUAL PREVENTIVE & PROTECTIVE MEASURES | ACTION |
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| <i>PPE supplies.</i> | <i>All staff & pupils.</i> | <i>The school has sufficient PPE supplies, this includes masks, visors, disposable aprons, gloves etc.</i> | <i>Please inform the Administrator if supplies are running low or if other equipment is required.</i> |
| <i>Cleaning/Sanitizing supplies.</i> | <i>All staff, pupils & visitors.</i> | <i>We have installed sanitizing stations to the entrances to all sites, They can also be found by the entrance of the dining rooms and the garden exits.</i> | <i>All staff, pupils and visitors are asked to sanitize as they enter the building. Pupils should sanitize before eating and upon entering/leaving the garden.</i> |
| <i>Fire alarms/Drills.</i> | <i>All staff & pupils.</i> | <i>The procedure for evacuating the school remains unchanged although some escape routes have been modified, listen carefully and follow the teachers instructions.</i> | <i>Upon hearing the alarm proceed to the assembly point remembering to keep a distance between you and the next person.</i> |
| <i>Fire system equipment.</i> | <i>All staff & pupils</i> | <i>During the period of school closure the fire systems have been checked, maintained and serviced if required, this includes: the alarm system, extinguishers, detectors and fire doors.</i> | <i>Although everything has been checked please inform the maintenance team if you notice any discrepancies.</i> |
| <i>Water treatment. (legionella)</i> | <i>All staff & pupils</i> | <i>All sites have been treated for Legionella and during the period of closure the maintenance staff have been around each building flushing the water system, toilets, sinks etc.</i> | <i>Regular testing of water temperature and Chlorination has taken place.</i> |
| <i>Cleaning of buildings.</i> | <i>All staff & pupils</i> | <i>All sites are to be thoroughly cleaned and sanitized before the re-opening date of June 2nd, once open regular cleaning will take place, this to include desks, tables, all touch surfaces and all equipment.</i> | <i>Supplies of disinfectant, sanitizer, alcohol wipes paper towels, etc. can be found in the cleaners cupboards on each site.</i> |
| <i>Disposal of waste.</i> | <i>All staff & pupils</i> | <i>All waste produced should be disposed of immediately in the appropriate bins, these should be emptied regularly and bags placed in the external dustbins.</i> | <i>Toilets & classrooms to be checked on a regular basis. Bags to be tied before disposal.</i> |
| <i>Pest control.</i> | <i>All staff & pupils</i> | <i>Pest control is undertaken by an external contractor on a regular basis and is currently up to date with treatments.</i> | <i>During the period of closure all sites have been monitored and any problems dealt with.</i> |
| <i>Social distancing.</i> | <i>All staff, pupils and parents.</i> | <i>To aid with controlling the spread of any infectious diseases all sites have been marked out with the regulation 2 metre distance markers.</i> | <i>Please take note of the markings on the floor, you must keep a minimum of 2-metres or 3 paces apart.</i> |
| <i>Air-conditioning.</i> | <i>All staff & pupils</i> | <i>The air-conditioning units installed at both Portland place & the Grammar school have had the recirculating filters removed and cleaned during the period of closure.</i> | <i>These units are scheduled for servicing during w/c 25th May 2020.</i> |