

GRA 90. COVID – 19 SCHOOL OPERATION – V6

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

Date: July 2020		School: Drove				
Significant Hazards	Persons at risk	Control Measures	RISK H/M/L	Actions Required	By Who	Date Complete
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Government advice:</p> <p>Follow the Governments advice as detailed via the web link below (The main points have already been inserted into this RA below):</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Specifically on Track and Trace:</p> <ul style="list-style-type: none"> https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/ <p>Managing a confirmed case of COVID 19 within the school community</p>	M	<p>If there are confirmed cases in school the track and trace system will be used.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>The local health protection team will advise the school on what measures to take.</p> <p>Thinking about close contact with others and travel arrangements of that pupil</p>		1/9/20

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		<p>System of controls:</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p> <p>6) where necessary, wear appropriate personal protective equipment (PPE)</p> <p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 6 applies in specific circumstances.</p>				
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		<p>Response to any infection:</p> <p>7) engage with the NHS Test and Trace process</p> <p>8) manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>9) contain any outbreak by following local health protection team advice</p> <p>Numbers 7 to 9 must be followed in every case where they are relevant.</p>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Response to infection:</p> <p>Staff and all visitors must sign in on the ipad to ensure full records are kept of those attending the school.</p> <p>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> <p>Engage with test and trace:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Follow the stay at home guidance if unwell or tested positive:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p>		<p>Response to Infection</p> <p>Ipads to be cleaned regularly and visitors informed to sanitize hands after signing in.</p> <p>Schools will be provided with 10 Home test kits by the government. These should only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-</p>	<p>All</p> <p>All</p> <p>All</p>	<p>1/9/20</p>

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		<p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn (face mask, eye protection visor, disposable apron and gloves) by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young</p>		<p>45af-830d-f6fe10317a3f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <ul style="list-style-type: none"> • Pupils, staff and any adults do not come in to school if they have any symptoms of COVID 19 – communicated to parents and staff in letter and texts. • Staff who report having COVID 19 must: inform SLT of their symptoms, organise a test as soon as possible and report results of test to SLT as soon as they have received them. <p>Track and Trace</p> <ul style="list-style-type: none"> • If staff are informed, by track and trace, that they have been in contact with someone who have tested positive they must: • Log in to the track and trace website • Ensure they isolate for 14 days from last contact with the person who has tested positive, regardless of symptoms. Household members are not required to isolate if you do not have symptoms • Staff will be sent home. 	<p>SPSO</p> <p>All</p> <p>All</p> <p>All</p>	
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		<p>child or a child with complex needs). Follow the PPE advice:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>		<ul style="list-style-type: none"> • Phone call will be made home immediately to tell parents to pick up their child. (siblings must also be picked up). • Strongly advised to book a test for symptomatic child. • Tranquillity room – designated isolation room. • Windows opened for ventilation. • Designated bathroom – disabled toilet next to social hall – will then be out of bounds for use until cleaned. • PPE to be worn by any member of staff waiting for a child to be collected who is in the same room or within 2m. 		
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		<ul style="list-style-type: none"> consider how to encourage young children to learn and practise these habits through games, songs and repetition. ensure that bins for tissues are emptied throughout the day. where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation Site Managers will ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 	M	<ul style="list-style-type: none"> Ensure soap and sanitising gel is readily available throughout the school. Hands washed on entry and exit to school and after arriving back in classroom. A site staff member on site 5 days a week during school hours. Clear procedures in place for a suspected case if an adult or child is ill / unwell and experiencing symptoms. Contact between groupings in class to be minimal (group 'bubbles' to be set up alongside zoning on the playground). Posters displayed around school and in all toilets and classrooms. Staff expected to wash hands on arrival and follow handwashing routine in line with the children throughout the day (modelling) Clear routines established for cleaning hands on arrival at the setting, before and after eating, and after sneezing or coughing – adults and children. Adults assist and supervise children who need help washing hands and ensure hands are washed afterwards. 	<p style="text-align: center;">All</p> <p style="text-align: center;">Site Manager</p> <p style="text-align: center;">All</p> <p style="text-align: center;">Assistant Principal</p> <p style="text-align: center;">All</p> <p style="text-align: center;">Principal</p> <p style="text-align: center;">All</p>	
Contracting COVID-19 through	Staff and pupils	Class sizes:	M	<ul style="list-style-type: none"> All pupils to remain in class bubbles throughout the day, this includes break times (zoned areas of the 	<p style="text-align: center;">All Teachers / TA</p>	1/9/20

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<p>infected contact points or close personal contact with infected persons</p>		<ul style="list-style-type: none"> • Primary – Pupils to remain in their class bubbles and encouraged to distance from other pupils as much as possible • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils side by side • Teaching staff to keep the 2 meter distancing rule where possible to do so • Teachers to avoid close face to face contact and minimise time spent within 1 metre of anyone. • When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups where practicable • Children to remain at their desks when in the room. • Children to use the same desk each day as much as possible. • Lessons planned for individual work as opposed to close group work. • Social distancing to be explained to children with regular reminders. • Consider the use of school grounds / local environment to extend the range of teaching spaces available. • Allocate named staff to each group of children where possible. • Staff to supervise and enforce measures. <p>Learning Mentor</p>		<p>playground) and lunchtime (zoned areas in the halls).</p> <ul style="list-style-type: none"> • Desks and spaces in class for children to remain consistent. • Desks to be organised in rows with a central walk way, with the exception of Early Years. • Remove excess furniture to safe storage areas to increase space – to be considered in individual classes. . • Explain to children about markings in the classroom. • Staff to ensure children use same desk and equipment (pens, pencil and ruler in their tray). • Timetable outlining groupings to be shared with all staff • Books can be collected and marked in a pile. Books must not be taken home and must remain in school. Once books have been marked, teachers must wash hands. • Lunchtime rota for MDSA’s will limit working in more than one bubble and MDSA’s will only work with more than one bubble in an outside environment. • Reading books, in the first couple of weeks at least, will not go home. Online reading provided via reading eggs and rising stars reading planet. • Learning Mentor to work with children on a 1-1 basis or with a 	<p>Senior MDSA</p> <p>All Teachers / TA</p> <p>Learning Mentor</p>	
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		<ul style="list-style-type: none"> Continue to provide the crucial 1-1 SEMH support needed for identified children. 		<ul style="list-style-type: none"> group of children from the same class / bubble. Learning Mentor to clean between children / groups any touched area. 		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Refresh the timetable:</p> <ul style="list-style-type: none"> decide which lessons or activities will be delivered restrict mixing of class groups and keep each class in one teaching space where possible ensure teachers and assistants work with the same groups each day as much as possible to avoid mixing with other groups or classes consider which lessons or classroom activities could take place outdoors use the timetable and selection of classroom or other learning environment to reduce movement around the school or building avoid large gatherings such as assemblies stagger break times (including lunch), so that all children are not moving around the school at the same time stagger drop-off and collection times plan parents' drop-off and pick-up protocols that minimise adult to adult contact consider pinch points such as corridors, exits, staff room and playgrounds 	M	<ul style="list-style-type: none"> A full timetable of curriculum time will be offered however, where resources are shared, 48 hours between use or meticulous cleaning of resources will be carried out. Classes will remain in their own classroom except when using a shared outside space. Teaching assistants who cover PPA will work in no more than two bubbles a day and maintain strict social distancing. Specific doors of entry, routes and exit will be used for each class bubble with spaced out times for movement around school. There will be no assemblies in the hall but some assemblies will be done via teams. Stagger drop off and pick up times – two staggers while maximising use of entry and exit point to the school. Drop off – no parents on school site. Pick up – parents walk through specific path to pick up children – no stopping or gathering inside of the school grounds. 	SLT	1/9/20
Contracting COVID-19	Staff and pupils	Review emergency procedures:	M	<ul style="list-style-type: none"> Fire Marshal Training on September 1st to go through roles 	Principal	1/9/20

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<p>through infected contact points or close personal contact with infected persons</p>		<ul style="list-style-type: none"> Review Fire Evacuation Plan to reflect adjusted operating model including evacuation routes. Ensure all staff are aware of the adjusted plan. Review Fire Marshal Plan to ensure enough coverage for each bubble. Ensure Fire Marshalls are instructed to close doors that are propped open as they leave the building. Confirm evacuation assembly points for each bubble so they do not mix. Ensure fire evacuation practice is planned within the first week back. Consider lockdown implications (if any) on the bubble operating model. 		<p>and responsibilities for Fire Marshalls.</p> <ul style="list-style-type: none"> Evacuation points marked on the playground – consistent with children line up points. Fire evacuation walk through planned for first week with a full fire drill during the second week back when full school is in. Lockdown will follow usual plan. 		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Use of toilets:</p> <ul style="list-style-type: none"> Control numbers allowed to go to the toilet at a time. One in one out system in place where possible. Close sinks to give 2m for handwashing – if only one child this isn't necessary. Allocate toilets around the school for different groups of children, or control access between bubbles and ensure increased cleaning. 2m markings on floor in queuing area where needed. Sanitise hands before and after visiting the toilet where possible. 	<p>M</p>	<ul style="list-style-type: none"> Only one child per bubble may go to the toilet at any given time. Children MUST wash hands in the toilet AND on entry back in to the classroom. Social hall toilets are only in use for children in the social hall (not main hall or playground). Children MUST be given the opportunity to go to the toilet before lunch and break times. Individual toilets within blocks, where possible, will be allocated for each year group. 	<p>All Teachers and TA</p>	<p>1/9/20</p>

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Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Childcare settings or early years groups in school should: <ul style="list-style-type: none"> Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously 	M	<ul style="list-style-type: none"> Bubbles between AM and PM using the same room will be considered one bubble. Thorough cleaning between groups will be carried out. Outside area in Reception and Nursery (Yellow and Green) use will be timetabled and equipment cleaned between uses or different equipment used between different classes. Water to contain soap bubbles to assist in cleaning. If sand is used between bubbles on the same day, Milton will be used. 	All EYFS Teachers / TA	1/9/20
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Reduce possible contamination: <ul style="list-style-type: none"> Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) Reduce the amount of equipment used each day as everything used will need to be cleaned daily 	M	<ul style="list-style-type: none"> Any equipment not purposeful for learning will be removed from classrooms. All soft toys removed from classrooms. Any equipment not specific to a child (pen, pencil, ruler) will be sprayed and cleaned daily. 	All Teachers	1/9/20
Contracting COVID-19 through infected contact points or close personal contact with	Staff and pupils	Drop off and pick up procedures: <ul style="list-style-type: none"> Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible. 	M	<ul style="list-style-type: none"> No parents on school site for drop off with staggered times introduced to support maximum social distancing possible. Parents walk a single path to pick up children, maintaining social distancing. 	SLT	1/9/20

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<p>infected persons</p>		<ul style="list-style-type: none"> • Pupils should access their class room from directly outside where possible to reduce internal movements within the school • Each school will have local procedures to be agreed and communicated with staff and parents for each class 		<ul style="list-style-type: none"> • Reception classes will be entered from directly outside. All other classes this is not possible however a staggered approach to reduce bubbles will be implemented. (see separate timetable). 		
<p>Contracting COVID-19 through infected Face mask removal</p>	<p>Staff/pupils</p>	<p>Process for removing face coverings when pupils and staff who use them arrive at school</p> <ul style="list-style-type: none"> • dispose of temporary face coverings in a waste bin on arrival or place reusable face coverings in a plastic bag they can take home with them, • do not to touch the front of their face covering during use or when removing them. • Wash/sanitize hands immediately on arrival 	<p>M</p>	<ul style="list-style-type: none"> • Communicate the face covering process to staff and pupils – face coverings are not advised by Public Health England. • Where parents insist their child wishes to use a face covering, a terms of use contract will be signed to ensure safe use and protocols covered. • Hands must be washed after removal and putting on of any face covering. 	<p>All</p>	<p>1/9/20</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>PPE – Government link</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=53671f11-6c05-454a-845e-8e2a4463752b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>Staff and pupils in Year 7 and above should wear face masks on entry and exiting the school and whilst in corridors and communal areas</p> <p>Staff may choose to wear a facemask with in their bubble.</p>	<p>M</p>	<p>PHE state that it is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society. Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school/office will keep an emergency stock.</p> <ul style="list-style-type: none"> • All PPE to be made available to each bubble and to people carrying out first aid. • Staff can choose to wear face masks. 	<p>Site Manager</p>	<p>1/9/20</p>

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		<p>Staff can chose to wear facemasks or face shields in the classroom.</p> <p>Disposable gloves and aprons should be used for daily cleaning tasks</p> <p>Face masks and eye (visor) protection are available to deal with any close contact work including first aid, medical procedures/assistance and dealing with a suspected COVID -19 case until the case is removed from the site.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>		<ul style="list-style-type: none"> • Each member of staff will be provided with 2 washable face masks • A small supply of face shields are being provided to each school as required • Risk assessments for SEN children will be carried out in conjunction with the SENCO and adult working with the child. 		
		<ul style="list-style-type: none"> • Disposable gloves, face coverings and aprons should be used for daily cleaning tasks • Face masks and eye (visor) protection are available to deal with any close contact work including first aid, medical procedures/assistance and dealing with a suspected COVID -19 case until the case is removed from the site. <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>				

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Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation: <ul style="list-style-type: none"> • Individual risk assessments of children with behavioural difficulties. • Ensure a supply of PPE is available based on need. • Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. • 1:1 teaching to be done at 2m distance. 	M	<ul style="list-style-type: none"> • SENCO to carry out individual risk assessments as required for children who will need to be worked with at closer than 2M. • Risk assessment will consider use of reduced timetable on a case by case basis. 	SENCO	1/9/20
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Staggering break times including lunch time: <ul style="list-style-type: none"> • Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors • Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time • Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, 	M	<ul style="list-style-type: none"> • A one way system is not possible due to the layout of the school. The width of the corridors do not allow for a middle split while maintaining recommended distance. Only one bubble in any one area of the corridor at a time. • Staggered breaks have been organised (see timetable). • Staggered lunchtimes have been organised (see timetable). 	SLT	1/9/20

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		<p>groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children may need to have a packed lunch in their classrooms</p> <ul style="list-style-type: none"> • Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time NEEDS FURTHER CONSIDERATION • Toilet use on Aldi playground Year 2 – hand sanitiser before use. • Toilet use on Merlin – disabled toilet – hand sanitiser before use. • Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) 		<ul style="list-style-type: none"> • All children to wash hands when arriving in to their classroom regardless of the reason for leaving. • Lunchtimes will be staggered. Social Hall – 3 classes each in a zoned area with a walkway marked for staff. • Main hall – 2 classes in a zoned area with a walkway marked for staff. 1 class will eat lunch in their classroom. For the class eating dinners in classrooms hot dinners will have lunch delivered by the MDSA assigned to that class. Silver trolley used to in lift and taken to classroom. 		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use outside space:</p> <ul style="list-style-type: none"> • For exercise and breaks whenever possible. • For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff. • Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. 	M	<ul style="list-style-type: none"> • Zoned areas marked for outside play and PE sessions. • Each class assigned limited equipment (e.g. skipping ropes, bean bags, hoops) • Tables, climbing wall and drums on the playground will be out of bounds – taped off 	<p>Site Manager</p> <p>Senior MDSA</p> <p>Site Manager</p>	1/9/20

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		<p>rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <ul style="list-style-type: none"> • Normal disinfectant spray should be used to clean resources after each use and before they are put away. Site Managers will ensure disinfectant spray and paper roll or cloths are available in all teaching spaces. 		<ul style="list-style-type: none"> • A sanitising station including a bucket of cleaning products will be provided for each bubble. 		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Clinically vulnerable staff and pupils</p> <ul style="list-style-type: none"> • It is expected that most staff will be able to return to the workplace from 1 August 2020. Advice for the most at risk categories remains to take particular care while community transmission rates continue to fall. • Advice for those who are clinically vulnerable, including pregnant women is available : (https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people), • Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. 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 (https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) 	<p>M</p>	<ul style="list-style-type: none"> • Principal to discuss with individual pupil/parents as they make their individual situation known. • Read the current advice on shielding if rates of the disease rise in local areas. 	<p>Principal</p>	<p>1/9/20</p>

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		<p>19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)</p> <ul style="list-style-type: none"> • Staff may be deployed to work remotely where possible or in roles in school where it is possible to maintain social distancing. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Some staff with particular characteristics 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 (https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes) • If any staff have significant risk factors, the Principal should discuss their concerns, complete a risk assessment and explain the measures that the school is putting in place to reduce the risks. • People who live with those who have comparatively increased risk from coronavirus can attend the workplace. • A small number of pupils/staff 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 will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). • This means that even the small number of pupils/staff who will remain on the shielded 		<ul style="list-style-type: none"> • Risk assessment completed with individual staff as appropriate 		
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		<p>patient list can also return to school, as can those who have family members who are shielding. Some pupils/staff no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September</p> <ul style="list-style-type: none"> Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people. 		<ul style="list-style-type: none"> Pregnant staff to alert Principal to pregnancy at the earliest opportunity 		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> Encouraging parents and children and young people to walk or cycle to their education setting where possible Schools, parents and young people following the government guidance on how to travel safely, particularly if public transport is required https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Ensuring that transport arrangements cater for any changes to start and finish times Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers Taking appropriate actions to reduce risk if hygiene rules and social distancing is not 	<p>M</p>	<ul style="list-style-type: none"> Minibus use to be risk assessed before use and only within bubbles. If used, pupils will use hand sanitiser on boarding and disembarking the bus If used, pupils should adopt social distancing on board when possible 	<p>SLT</p>	<p>1/9/20</p>

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		<p>possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>				
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<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Daily cleaning:</p> <p>https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-settings</p> <ul style="list-style-type: none"> • Normal cleaning routines of all used area's are to be carried out daily. All hard surfaces and contact points should be cleaned with disinfectant spray and disposable cloths or paper roll. Hard floors will be mopped with a disinfectant solution daily • Disinfectant spray and disposable cloths or paper roll will be available for use throughout each day as needed by teaching or support staff • Site Managers will ensure appropriate supplies of cleaning materials are available throughout each day, specifically ensuring that antibacterial hand soap, disinfectant spray, paper roll and antibacterial hand sanitiser are available throughout each day. <p>Additional cleaning of shared spaces, shared equipment or high traffic contact points shall be programmed throughout the school day.</p> <ul style="list-style-type: none"> • Any bodily fluid spillages must be cleaned immediately using a disinfectant solution. • Disposable gloves and aprons shall be used when cleaning. 	<p>M</p>	<ul style="list-style-type: none"> • All cleaning staff to be briefed and expectation shared. • Site Manager to monitor and check cleaning effectiveness / thoroughness. • A sanitising station including a bucket of cleaning products will be provided for each bubble. <ul style="list-style-type: none"> • Toilets and high traffic contact points cleaning timetable to be completed and signed. <table border="1" data-bbox="1368 1204 1901 1268"> <thead> <tr> <th>N</th> <th>R</th> <th>1/2</th> <th>3/4</th> <th>5/6</th> </tr> </thead> <tbody> <tr> <td>11.45am</td> <td>10.45am</td> <td>11.30am</td> <td>11.15 am</td> <td>11.00am</td> </tr> </tbody> </table>	N	R	1/2	3/4	5/6	11.45am	10.45am	11.30am	11.15 am	11.00am	<p>Site Manager</p>	<p>1/9/20</p>
N	R	1/2	3/4	5/6												
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<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Laundry:</p> <ul style="list-style-type: none"> Wash clothing regularly in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above. 	<p>M</p>	<ul style="list-style-type: none"> Nursery and Reception to ensure the warmest water setting and that they dry items completely Sports kit (belonging to the school) to be washed in school and not taken home. 	<p>EYFS Staff / PE Team</p>	<p>1/9/20</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Waste:</p> <p>All waste must be removed to the secure bin store and placed in the appropriate waste bin as soon as possible.</p> <p>General waste including cleaning materials must not be left lying around within school and shall be collected weekly by a licenced waste removal contractor.</p> <p>Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.</p>	<p>M</p>	<ul style="list-style-type: none"> All normal contracted waste collection in place. PPE to be disposed of in tied and sealed (double bagged) in outside bins. 	<p>All Staff</p>	<p>1/9/20</p>
<p>Contracting COVID-19 through infected contact points or close personal</p>	<p>Pupils/Staff/ Public</p>	<p>Educational visits:</p> <p>Government Guidance shall be followed</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-</p>	<p>M</p>	<ul style="list-style-type: none"> Educational visits only to be considered where the risk is inline or below that of risk in school. All risk assessments for trips to be signed off by Rachel Lawton and Simon Cowley. 	<p>Principal</p>	<p>1/9/20</p>

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<p>contact with infected persons</p>		<p>settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p> <p>Complete specific risk assessment for each educational visit following the system of controls principles and specific Government guidance</p>	<p>M</p>																								
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Catering:</p> <p>Consider reasonable adjustments to the catering provision including:</p> <ul style="list-style-type: none"> • timing of break and lunches • queuing with social distancing • hand sanitisation • regular cleaning between bubbles <p>The catering contractor shall follow the governments advice and produce their own site specific risk assessments:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	<p>M</p>	<ul style="list-style-type: none"> • No tuck will be provided <table border="1" data-bbox="1377 550 1881 1045"> <tr> <td>Lunch Provision Times</td> <td>11.30 – 11.55 Reception / Year 6 12.00 – 12.25 Year 2 / Year 4 12.30 – 12.55 Year 1 / Year 5 1.00- 1.25 Year 3</td> <td>11.30 – 11.55 Reception / Year 6 12.00 – 12.25 Year 2 / Year 4 12.30 – 12.55 Year 1 / Year 5 1.00- 1.25 Year 3</td> </tr> <tr> <td>Will you be operating a Breakfast/After school provision?</td> <td>YES from week 3 at the earliest (Please circle)</td> <td>Please indicate provision required School operation only – not caterlink</td> </tr> <tr> <td>Has the school completed a Risk Assessment on the lunch time service?</td> <td>YES (Please circle)</td> <td>If yes, please send a copy when returning this Questionnaire</td> </tr> <tr> <td>What changes has your school put into place for social distancing</td> <td colspan="2">Staggered lunch times / zoned hall / PPE equipment available for school staff/ 5 minute window for cleaning tables/ children seated at tables throughout lunch</td> </tr> <tr> <td>What changes you have put in place regarding working practices which could affect the lunch time provision</td> <td colspan="2">Change of timetable, Lunches served in some classrooms Hot dinners served in 2 halls rather than 1 Zoned waste stations</td> </tr> <tr> <td>Please provide information on proposed return dates for other school years</td> <td colspan="2">N/A</td> </tr> <tr> <td>Any further information which we need to consider</td> <td colspan="2">Friday grab and go menu Agreed adaptations to menu to be considered in order to provide the most suitable serving options on Thurs and Fri</td> </tr> </table>	Lunch Provision Times	11.30 – 11.55 Reception / Year 6 12.00 – 12.25 Year 2 / Year 4 12.30 – 12.55 Year 1 / Year 5 1.00- 1.25 Year 3	11.30 – 11.55 Reception / Year 6 12.00 – 12.25 Year 2 / Year 4 12.30 – 12.55 Year 1 / Year 5 1.00- 1.25 Year 3	Will you be operating a Breakfast/After school provision?	YES from week 3 at the earliest (Please circle)	Please indicate provision required School operation only – not caterlink	Has the school completed a Risk Assessment on the lunch time service?	YES (Please circle)	If yes, please send a copy when returning this Questionnaire	What changes has your school put into place for social distancing	Staggered lunch times / zoned hall / PPE equipment available for school staff/ 5 minute window for cleaning tables/ children seated at tables throughout lunch		What changes you have put in place regarding working practices which could affect the lunch time provision	Change of timetable, Lunches served in some classrooms Hot dinners served in 2 halls rather than 1 Zoned waste stations		Please provide information on proposed return dates for other school years	N/A		Any further information which we need to consider	Friday grab and go menu Agreed adaptations to menu to be considered in order to provide the most suitable serving options on Thurs and Fri		<p>SLT / Senior MDSA</p>	<p>1/9/20</p>
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<p>Contracting COVID-19 through infected contact points or close personal</p>	<p>Staff and pupils</p>	<p>Wrap around care provision:</p> <ul style="list-style-type: none"> • Where this is provided by the school, the same measures as detailed in this risk assessment shall apply. <p>Follow the governments advice:</p>	<p>M</p>	<ul style="list-style-type: none"> • Wrap around provision will not be implemented in the first weeks of the next school year. Separate risk assessment will be completed and signed off. 	<p>Principal</p>	<p>1/9/20</p>																					

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<p>contact with infected persons</p>		<p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <ul style="list-style-type: none"> Where care is provided by an external provider, they shall provide their own specific risk assessments which complies with the Governments advice. 				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff/Pupils/Contractors/Victors</p>	<p>Staff and contractors visiting the school</p> <p>Maintenance of the premises will take place outside of school open hours where ever possible</p> <p>Supply teachers, peripatetic teachers WHF staff and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and follow the hygiene procedure. Cleaning after peripatetic teachers have visited may be required.</p> <p>Records are kept of all visitors to site</p>		<ul style="list-style-type: none"> Hygiene procedure and distancing shared with all visitors on arrival. Specialist teachers will teach in no more than two bubbles – socially distanced within each bubble. Office to maintain a record of all visitors to school for potential track and trace. (IPad) 	<p>Principal</p>	<p>1/9/20</p>
<p>Communication of controls</p>	<p>Staff/Pupils</p>	<p>Communication of controls:</p> <ul style="list-style-type: none"> Staff to receive a copy of the risk assessment and briefed on local controls before or on the September TD day Pupil control measures to be briefed to pupils regarding good hygiene and distancing Risk assessment to be adjusted as new Government guidance is published 		<ul style="list-style-type: none"> Copy of draft and final risk assessment and timetables to be sent to all staff before the summer holiday. Updates will be shared on the training day in September. Pupil Induction day at the start of term to share hygiene and distancing expectations. 	<p>Principal / Assistant Principal</p>	<p>1/9/20</p>

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				<ul style="list-style-type: none"> Risk assessment reviewed as guidance is released. 		
Wellbeing	Staff/Pupils	Supporting staff and pupils wellbeing The Department for Education provides support for both pupil and staff wellbeing in the current situation. Staff also have access to Care First Staff to inform the Principal of any concerns		<ul style="list-style-type: none"> Staff reminded of care first provision available to them. Mental health first aiders on site and available to talk to. 	All	
Date of original Assessment: March 2020		Date of this Assessment: Aug 2020	Review On going	Reference: GRA 90.3 V6	Name of Assessors: Principal	
Overall Risk Rating (H, M L): Overall Risk Rating (H, M L): The risk rating for the overall risk is Medium due to the nature of the virus and the potential consequences.			Managers signature: <i>H Swanson</i>			
Notes:						
RESIDUAL RISK RATING			ACTION REQUIRED			
HIGH (H) Strong likelihood of fatality / serious injury occurring			The activity must not take place at all. You must identify further controls to reduce the risk rating.			
Medium (M) Possibility of fatality/serious injury occurring			You must identify controls to reduce the risk rating. If it is not possible to lower risk further you will need to consider the risk against the benefit Monitor risk assessment at this rating more regularly and closely			
LOW(L) Minimal risk			No further action needs to be taken reviewed annually			

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