

RISK ASSESSMENT FOR:

School activities during COVID 19 outbreak. - Draft Sept RA

During this evolving situation please monitor and follow government guidance given in the web links provided

IN SCHOOL



Establishment:

Ashlyns School

Assessment by:

Wider leadership group
(Overseen by AWe)

Date:

July 2020

Risk assessment number/ref:

RA-004

Manager Approval:

J Shapland

Date:

July 2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
<p>Individual risk factors Awe/RPe/HJo</p> <p><i>AWe checked 9/07</i></p>	<p>Staff, Students wider contacts</p> <p>Spread of COVID 19</p>	<p>Shielding for those who are extremely clinically vulnerable pauses on 1st August (subject to continued decline in transmission) and the Government will no longer be advising these individuals shield.</p> <p>Staff / students who previously were shielding are able to return to school. School to discuss arrangements / concerns with individuals and provide assurance of controls in place. Individual risk assessments will be conducted where required to determine if additional measures are required.</p> <p>Some individuals under the care of specialist health professionals may need to discuss care at their next planned clinical appointment before returning.</p> <p>Those students unable to attend school because they are following clinical and/or Public Health advice (e.g. a letter from their consultant) will be provided with remote education.</p>	<p>Survey stakeholders using Google Forms</p> <p>Staff to be consulted on this RA and responses to be considered and actioned where appropriate</p> <p>Individuals to be identified and where necessary a separate RA completed</p>	<p>AWe</p> <p>RPe/HJo/AWe</p> <p>RPe/HJo/AWe</p>	<p>W/E 17/07/2020</p>	

		<p>Existing individual Health care plans are in place for students and to be reviewed.</p> <p>Clear message sent to parents that students should not be sent into school if unwell for both Covid-19 and any other illnesses/symptoms.</p> <p>Staff Wider government advice remains for staff to work from home where possible to carry out their role. Limited school roles where this will be the case and roles which are able to do so effectively will be considered.</p> <p>Individuals classed as clinically vulnerable or extremely clinically vulnerable to have a risk assessment undertaken on their role and ability to maintain social distancing. https://docs.google.com/document/d/1TVBnkutQI-7XTRggiPonybbcLqJK_B9lwEcOTinZqD0/edit#heading=h.gjdgxs</p> <p>Consider if these staff are able to work remotely or in areas / roles where maintaining social distancing is easier.</p> <p>Any existing individual risk assessments to be reviewed. See COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>		HJo/EHz/ MKr RPe/HKh AWe/HR Officer	w/c 1/09/2020	
<p>School occupants coming into contact with those with Coronavirus symptoms</p> <p>Suspected case whilst working on site AWe/RPe</p>	<p>Staff, Students/wider contacts</p> <p>Spread of COVID 19</p>	<p>School community is clear on symptoms of coronavirus: high temperature (37.8 deg C or more), a new continuous cough or a loss of, or change, in their normal sense of taste or smell. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection followed.</p> <p>These have been communicated to all.</p> <p>No symptomatic individuals to present on site.</p> <p>In the event of a suspected case whilst working on site If a person displays symptoms of coronavirus : high temperature (37.8 or more), a new continuous cough or a loss or change to their sense of smell or taste they should follow the instructions provided in each classroom/work area: - See https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>Ensure Duty SLT / Head are notified.</p>	<p>Reiterate in communications</p> <p>First Aider on duty to be contacted in the first instance. PPE to be worn before temperature checks and any other intervention</p> <p>First Aid kit in each classroom will include symptom procedure /flowchart, PPE and instructions for use. Guidance to be provided to staff prior to taking classes</p>	<p>RPe/AWe</p> <p>AWe staff inset days</p> <p>JSh/RPe</p> <p>AWe</p> <p>AWe/MKr</p>	w/c 01/09/2020	

		<p>Go home immediately (if awaiting collection by their parent, isolate child in a room behind a closed door, or an area at least 2m away from others, open a window for ventilation) and self-isolate. See https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#additional-questions</p> <p>School staff supervising the child or staff member while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care (such as for a very young child or a child with complex needs) is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.</p> <p>Clear message to parents that if a student is unwell at school they are to be sent home or collected immediately.</p> <p>Anyone who has had contact with those with symptoms to wash hands thoroughly.</p> <p>Areas occupied and equipment used by the affected person are to be immediately evacuated and thoroughly cleaned using disinfectant cleaner (see PHE cleaning advice https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings)</p> <p>Testing Staff / pupils who develop symptoms should be tested. Testing is most sensitive within 3 days of symptoms developing. Guidelines on who can get tested and how to arrange for a test can be found in the COVID-19: getting tested guidance.</p> <p>Tests can be booked online through the NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits which can be provided to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where providing one will significantly increase the likelihood of them getting tested.</p> <p>Positive case in school In the event of a positive case the local health protection team will be contacted and their advice followed. Public Health England East of England 0300 303 8537 opt 1</p>	<p>Stock levels, distribution and protocol to be monitored by AWe/Matron</p> <p>An alternative temporary area to be provided for staff/students for the cleaning period.</p> <p>AWe/Matron to provide protocol.</p> <p>If queries or concerns to contact Clare Richardson (HR Officer)</p> <p>Follow up to secure</p>	<p>AWe</p> <p>RPe/AWe</p> <p>AWe/MKr</p> <p>AWe/RPe</p> <p>All</p> <p>AWe/HR</p> <p>JSh/RPe</p>		
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		<p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams#east-of-england-hpt</p> <p>Records kept of students and staff in each group.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed.</p> <p>NHS Test & Trace Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> ● book a test if they 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 ● provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace ● self-isolate if they have been in close contact with someone who develops Covid-19 symptoms or comes into contact with someone who develops symptoms. <p>The school will not routinely share the names or details of people with coronavirus unless it's essential for protecting others.</p> <p>If there is a possible outbreak the school will work with our local health protection team to decide if additional action is needed.</p>	<p>Ensure class lists and attendance information is accurate</p> <p>Support and advice provided by Clare Richardson (HR Officer)</p>	<p>RPe/HKk</p> <p>AWe</p>		
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<p>General Transmission of COVID-19</p> <p>Maintenance of social distancing; Effective hygiene protocols</p> <p>RPe/AWe</p>	<p>Staff, Students /wider contacts</p> <p>Spread of COVID 19</p>	<p>Groups to remain clear and consistent.</p> <p>All students are to remain within their allocated groups i.e. year group wherever possible. This includes lessons, break, lunch and assemblies.</p> <p>Where staff need to move between classes and year groups, they should try and keep their distance from students and other staff as much as they can, ideally 2 metres from other adults.</p> <p>Ideally the teaching space should be 2m from pupils, where this is within 1m then change layout / increase space at the front of the class to attain 1m+</p> <p>Classrooms to be arranged with front facing desks allowing a 2 metre distance for teaching staff. Suitable mitigation measures should be employed where this is difficult. These may include:</p> <ul style="list-style-type: none"> ● Perspex screen to create a 'safe zone' ● Clear visor <p>Students instructed on their allocated groups (i.e. year groups) and kept in that same group throughout the school day.</p> <p>Keep space at front of class for SLT/HoDs/HoFs to enter and be present whilst maintaining social distancing.</p> <p>Clean shared spaces between use by different groups and establish protocols.</p> <p>Reduction in contact situations planned for all stages in the school day e.g. travel, arrival, lessons, lesson changeover, break, lunch, leaving school. SLT/teaching staff to supervise corridor / communal areas during changeover to facilitate.</p> <p>All assemblies kept within each group, events and extra-curricular clubs will also follow the same protocol.</p> <p>No House Assemblies as these are across year groups.</p> <p>If wider assemblies cannot be avoided they will be conducted via video link.</p> <p>Arrangements for lesson changeover detailed later in this document.</p> <p>Hiring and lettings risk assessments on delivery required from providers, suspend if controls are not as robust as the school's / social distancing (2m) cannot be maintained.</p> <p>Review hirers activity against existing Government restrictions.</p> <p>See https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance</p>	<p>Guidance to be issued as part of safety protocols</p> <p>Ongoing monitoring of movement around school and ability of groups to remain apart.</p> <p>Determine any pinch points, congested corridors etc and review controls to keep groups apart.</p> <p>Adequate sized rooms to be timetabled and arranged appropriately</p> <p>Use of chapel where required - cleaned between groups Premises to be given assembly timetable</p> <p>Students are to be advised to bring their own filled water bottle - communications to parents</p> <p>Reminders in place</p> <p>Guidance displayed</p> <p>Reminders displayed as required</p> <p>Communication in protocols to stakeholders</p>	<p>RPe</p> <p>RPe/MBe</p> <p>HKH</p> <p>HKH/AWe</p> <p>RPe/AWe</p> <p>RPe</p> <p>RPe</p> <p>AWe</p> <p>AWe</p> <p>AWe</p>	<p>W/B 01/09/2020</p>	
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		<p>for details of business which remain closed (including as at July 7th this included indoor fitness and dance, indoor sports facilities and gyms).</p> <p>Breakfast and afterschool clubs School RA to be followed at all times .</p> <p>Provision should where possible replicate the groups (bubbles) in place during the school day to minimise potential transmission between the school's groups.</p> <p>Where such clubs bring children together across year groups review the space/ layout and maximum occupancy to achieve social distancing (ideally 2m between children from different groups).</p> <p>As with physical activity during the school day, contact sports should not take place.</p> <p>Water Fountains to be available to REFILL water bottles only not to drink from directly. Each water fountain will be allocated a group for their sole use.</p> <p>Advice to be provided to parents/students regarding limitation of equipment/clothing/bags to be brought into school to reduce risk of contamination</p> <p>Welfare facilities are provided which contain suitable levels of soap and paper towels.</p> <p>Alcohol hand sanitiser provided at reception / entrance / exit and should be used by all persons when entering/leaving.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Use alcohol hand sanitiser (if soap and water is not available) hand washing technique to be adopted as directed by NHS guidance and displayed.</p> <p>Site staff and/or cleaning contractor to regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Tissues will be provided for classrooms/offices. Staff to replenish as needed. Staff / students use tissues when coughing or sneezing and then place the used tissue in a lidded bin before washing hands.</p> <p>Suitable and sufficient rubbish bins provided for hand towels with regular removal and disposal.Ensure adequate supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean. All staff, students and parents briefed on expectations and need to</p>	<p>Communications to parents/staff</p> <p>Communications to stakeholders</p> <p>Communication and breaks scheduled</p> <p>Communications to parents</p> <p>Communication to staff</p> <p>Communications to parents and students</p> <p>Communications to stakeholders</p> <p>Reminders displayed</p>	<p>RPe/AWe</p> <p>AWe</p> <p>RPe</p> <p>RPe</p> <p>AWe</p> <p>RPe</p> <p>RPe/AWe</p> <p>AWe</p>		
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		<p>self-isolate in event of symptoms / household member self-isolating etc. as per Government guidance.</p> <p>Clothing - Students are expected to wear uniform. Uniforms won't need to be cleaned any more than usual, or with methods different from normal.</p> <p>Staff to follow staff dress code.</p> <p>Windows and doors are required to be left open for ventilation so may need to encourage the use of warmer clothing in case of cooler weather</p> <p>Staff and students are not required to wear facemasks in school.</p> <p>Students will need to bring a bag suitable to carry all they need for their time in school including a water bottle, hand sanitizer, tissues, snack, pen and a chromebook if they have one.</p> <p>Lockers are available to students but visits to lockers may be limited to reduce unnecessary movement around the school.</p> <p>Students with Special Educational Needs who also have an EHCP will be briefed on the protocols separately where appropriate by a member of the Inclusion team. These students will be invited into school before joining their form group where appropriate. Some students with autism may find these changes challenging and may become anxious in a classroom. A room will be allocated and supervised by a member of the Inclusion team for these students to go to if and when they have heightened anxiety. In extreme cases, it may be necessary for a parent to collect the student from the front gate.</p> <p>The Inclusion Co-ordinator has considered the risk for each individual student with an EHCP and the potential risk to the wider school community. A document has been created detailing the risk assessment for this group of students.</p>				
			Allocate and staff exit room	HJo/EHz		
			Review/update individual RAs where necessary	HJo/EHz		
Access to & egress from site AWe/RPe	<p>Staff, Students / wider contacts</p> <p>Monitor site access points to facilitate social distancing – allocate access points to classroom COVID 19</p>	<p>Staggered start and finish times are introduced to reduce congestion and contact at all times. Communicate changes and allocate times to parents.</p> <p>Monitor site access points to reduce contact between groups. This includes gates and building entrances.</p> <p>Staff to greet students to remind them to remain within designated groups during the school day and on the way home.</p> <p>If students arrive on public transport they will be wearing face coverings and must be instructed not to touch the front of their face covering during use or when</p>	<p>Parents to be advised through communications</p> <p>Signage and tape where required</p>	<p>RPe</p> <p>RPe/AWe</p>	<p>W/C</p> <p>1/09/2020</p>	

		<p>removing them. They must wash their hands on arrival (as is the case for all students), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.</p> <p>All students are to wash their hands on arrival in school.</p> <p>Discourage parents picking up their children from gathering at the school gates.</p> <p>Communicate expectations to parents (including only 1 parent to attend at drop off / collection)</p> <p>One-way system/traffic through external doors to avoid face to face passing and maximise outdoor travel.</p> <p>Visitors Review visitors required/allowed onto the school site. Ensure all visitors / building users are aware of expectations. They must follow social distancing, hand washing / use of hand sanitiser on entry and adhere to any restrictions on accessing parts of the building stipulated by the school. Signage in reception regarding good hygiene. Use of Perspex screens for reception and tape / visual markers to reinforce social distancing (2 m where possible) A record should be kept of all visitors to aid track and trace. Where visits can happen outside of school hours, they should.</p> <p>Staff On arrival all staff are also required to wash hands using the sink in the nearest available set of toilets or use the sanitiser provided at reception / staff room and all entrance areas.</p> <p>New ID badges have been provided for all staff to avoid the use of fingerprint when signing in and out.</p> <p>The Staffroom Use of the staff rooms should be minimised, although staff must still have a break of a reasonable length during the day. The facilities in the kitchen area are available and should be kept clean and clear of used/soiled utensils/cups.</p> <p>Staff briefings - review of venue/s. Alternative arrangements to be considered..</p>	<p>Encourage students to walk when possible</p> <p>Identified facilities to be allocated</p> <p>Visitor ID protocols updated. Removal of fabric lanyards replaced with coloured stickers</p> <p>Reminders displayed</p> <p>Distribute new 'contactless' sign in/out cards</p> <p>Use a paper hand towel when touching shared items e.g. water heater</p>	<p>RPe/AWe</p> <p>RPe</p> <p>AWe</p> <p>AWe</p> <p>AWe</p>		
During the School Day	Staff, Students / wider contacts	<p>Movement between lessons One way system/movement around school:</p> <ul style="list-style-type: none"> Internally 1 way around the horseshoe Externally 2 loops; one within the building i.e. around the chapel, one outside ie around the ring round. Of these one clockwise, one 	Internal and external one way systems implemented	RPe/HKh		

		<p>anticlockwise</p> <p>Staggered times involving eg:</p> <ul style="list-style-type: none"> • Start/end of school day • Lesson change over e.g. phased between 1&2, 3&4 etc. • Tutor time • Break/lunch • Review use of bells where appropriate <p>Classroom cleanliness:</p> <ul style="list-style-type: none"> • Review use of wipes for desks or non-wipe spray • Hand sanitising at the start/end of the lessons • Students have all own equipment (check in tutor time, packs available) • Lidded bins in each classroom <p>Reducing student movement around school through the school timetable:</p> <ul style="list-style-type: none"> • Increased number of double lessons in the sixth form where appropriate. Timetabling lessons to minimise movement between P1+2 and 3+4 • Timetabling rooms to minimise student movement between P1+2 and 3+ 4 	<p>Communication to parents/students</p> <p>Cleaning Team to be instructed</p> <p>Carry out timetable review</p>	<p>JSh/RPe</p> <p>AWe/RPe</p> <p>HKh</p>		
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<p>Contact points Equipment use printers, workstations, apparatus, machinery etc. AWe/HJo</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Parents to ensure students have their own filled water bottles in school to eliminate contact with water fountains.</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control etc. (screens, telephone handsets, desks).</p> <p>Staff and students have their own basic equipment (pens, pencils etc.) to avoid sharing.</p> <p>Activities and resources Plan lessons / activities to avoid shared resources. Review extent/scope of practical work required in DT, science. Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Equipment to be properly cleaned before / after use or quarantined for a suitable time period.</p> <p>For secondary science and DT also review CLEAPSS advice (GL343 & GL 344) for suggested considerations in undertaking practical work</p> <p>All shared resources to be cleaned after use (including computers, PE equipment, library books etc). Consider how these can be built into end of lesson activity routines. or 'quarantined' (for 48 hrs, 72 hours for plastic) before being used by another group.</p> <p>Try to avoid equipment that is used by others i.e. photocopiers.</p> <p>Schools to ensure appropriate cleaning measures are available in all IT rooms and staff to ensure students wipe down after use. Consider Yr group allocated rooming model for IT rooms.</p> <p>Build cleaning into beginning of/end of lesson activity routines.</p> <p>Music Existing advice is to limit singing, playing wind or brass instruments etc. Even if at a distance. No playing / singing in groups of >15 (no larger school choirs / ensembles etc.). Consider if small groups in music lessons can take place outside / or with improved ventilation. Ensure 2m physical distancing for staff and pupils. No face to face contact (pupils back-to-back or side-to-side) No sharing of wind / brass instruments.</p>	<p>Communications with parents</p> <p>As advised by AWe to Evergreen</p> <p>Advised as part of protocols to staff.</p> <p>Develop protocols</p> <p>Establish and put in place procedure</p> <p>Utilise reprographics service in advance (JTh) only if copies are absolutely necessary. IT room use is limited to specific circumstances. Additional measures Incorporated into usage protocols.</p> <p>Further DfE guidance on music delivery expected</p>	<p>RPe/HKh</p> <p>Evergreen/ Office staff</p> <p>RPe/AWe</p> <p>RPe/RKi</p> <p>RKi/AWe</p> <p>AWe/JTh</p> <p>RPe</p> <p>RKi/NWe</p>	<p>W/B 01.09.20</p>	
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		<p>PE / school sport PE subject lead / head of PE to review existing risk assessments and schemes of work to include management of COVID-19 risks.</p> <p>Pupils to be kept in consistent groups, sports equipment to be thoroughly cleaned between each use by different groups, and contact sports avoided.</p> <p>Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils. Build in time for handwashing / sanitising before / after lessons.</p> <p>See advice from Association for Physical Education</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation/guidance-for-providers-of-outdoor-facilities-on-the-phased-return-of-sport-and-recreation.</p> <p>Try to avoid working with paper/other materials which are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically/quarantine/oral), photocopying, etc. Staff to wash hands, and surfaces, before and after handling students' books.</p>	<p>Support from line manager</p> <p>Review protocols for marking. Consider how electronic and oral feedback can be prioritised - feedback from Faculties. Inset day training</p>	<p>NWe/RKi</p> <p>SCr/AWe</p>		
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<p>Proximity of students/ staff RPe/AWe?HJo</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Limit the number of staff that use each room/area and follow government guidance for schools.</p> <p>Identify and remove 'unnecessary' equipment from classrooms where appropriate. If so this must be stored suitably (not in electrical intake rooms, plant rooms etc.)</p> <p>Staff are to maintain a safe distance between each other Students must be encouraged to do the same. Rooms to be kept as well ventilated as possible (opening windows and doors).</p> <p>Consider opportunities for outdoor learning.</p> <p>Staff to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).</p> <p>Meetings / 1-2-1s / training Limit face-to-face meetings to those which are essential. Ensure these are conducted in large enough areas to maintain government guidelines; or via electronic means.</p> <p>Staff rooms Review occupancy levels and layout to facilitate social distancing Set maximum occupancy, staff to stagger use to enable distancing.</p> <p>Offices / IT suites etc Workstations acceptable distance apart/ alternate workstations occupied; One side of banks of desks used to avoid face to face contact across desks. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Home/remote working to be considered for staff in offices where social distancing limited/not possible and alternative arrangements/accommodation not possible.</p> <p>Stairs / corridors Maximise use of outside routes as far as possible. Minimise transitions as far as possible to ensure brief contact. Implement one-way system (where possible e.g. multiple routes/stairs/outside) Stagger use and numbers using circulation spaces at the same time. Avoid multiple groups queuing in the same shared areas/ narrow corridors etc.</p> <p>Changing rooms Introduce staggered use to reduce congestion and contact at all times.</p>	<p>Social distancing protocol to be displayed in relevant areas Site team to coordinate and liaise with staff where appropriate</p> <p>Review of practical work planned for autumn term - demonstrations, video etc</p> <p>To be informed by programme of face-to-face sessions</p> <p>Communicate plan for use of shared staff spaces</p> <p>Rooms in use identified to minimise corridor movement. Schedule timing of movement around school to minimise overlaps</p>	<p>AWe</p> <p>AWe</p> <p>RKi</p> <p>RPe</p> <p>AWe</p> <p>RPe/HKh</p> <p>RKi/JPr</p>	<p>W/C 1/09/2020</p>	
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	<p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Provide suitable and sufficient lidded rubbish bins in these areas with regular removal and disposal.</p> <p>Toilets Regulate the number of people using toilet facilities at any one time e.g. use a welfare attendant or arrange supervision.</p> <p>Break / Playgrounds Avoid any group activities which require students to be in close physical contact with each other.</p> <p>Limit numbers and zone areas and stagger breaks. Increased supervision to aid enforcement of social distancing as far as is reasonable. Use playing fields when weather permits. Brief all staff on expectations. Increased supervision to aid enforcement of social distancing as far as is reasonable.</p> <p>Reduce use of outdoor equipment, ensure it is cleaned between groups of children people using it, and that multiple groups do not use it simultaneously.</p>	<p>Organised with Evergreen</p> <p>Rota in place</p> <p>Groups allocated specific toilet facilities. Supervised communal area</p> <p>Supervised group based breaktime, limited break</p> <p>Rooms and routes are identified and timetabled with staggered start/end times as required with appropriate supervision</p> <p>N/A - activities will be planned to ensure equipment is not shared</p>	<p>AWe</p> <p>AWe</p> <p>RPe/HKh</p> <p>RPe</p> <p>RPe</p> <p>RPe</p>		
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Catering Provision and Dining Room use/breaktime RPe/AWe	Staff, Students / wider contacts Spread of COVID 19	<p>Encourage parents to supply filled drinking bottles from home.</p> <p>All persons should be required to stay on site once they have entered it and not use local shops etc. during the school day.</p> <p>Break times should be staggered to reduce congestion and contact at all times. Rota for use of dining areas</p> <p>Reinforce hand washing/hand sanitiser use prior to eating food. Hand sanitiser is available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>All persons should remain in designated groups whilst eating. Seating should not be arranged facing each other where possible.</p> <p>Ensure all rubbish and waste is put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating to be thoroughly cleaned at the end of each break and shift, including tables, chairs, floors and door handles.</p> <p>Food operators continue to follow Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.</p> <p>Lunchtime sessions staggered and across both dining rooms to allow for greater control of distancing measures e.g of a possible model:</p> <ul style="list-style-type: none"> ● 13:00 yrs 7 & 8 ● 13:25 next two yr groups ● 13:45 final year group ● Yr 13 6th form Cafe <p>Students can enter the dining rooms in their allocated groups at their allocated times and leave to go to their designated areas Introduce controlled queuing to aid social distancing Meals to be eaten as far apart as possible and tables cleaned between each group.</p> <p>Discuss provision and delivery with the Catering provider. Consider change to meal provision, (This could include a change in menu provision, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of</p>	Secure site Communicate with Staff and 6th Fm Rota, including supervision to be communicated Display protocol in designated areas Communicate reminders to students Reminders and protocols displayed Areas supervised Detailed routine in place with Evergreen Eating in marked points outdoors in good weather. Allocated areas in groups if wet. Supervision put in place Revise provision	RPe/HKh AWe/RMu RPe/HKh AWe/RPe AWe/RPe RPe AWe RPe/HKh RPe AWe	W/C 01/09/2020	
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		<p>self-service v service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.)</p> <p>Discussions in progress for the provision and delivery with Accent Catering when full lunch service resumes. Considerations include: changes to meal/menu provision, reintroduction of single use items, amount of drinks and food in chillers and how to avoid touching neighbouring products, merits of self-service v service by catering staff. An increase in pre-prepared and wrapped food to reduce use of crockery, utensils etc.</p> <p>Payments should be taken by contactless methods wherever possible. Fingerprint contact payment to be replaced with a card or PIN for staff and students.</p>	<p>Finance team to contact parents to encourage disuse of cash.</p> <p>Fingerprint system discontinued replaced with contactless to be cards issued</p>	<p>AWe/RMc to meet Accent WB 13.07</p>		
<p>Travel off site RPe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Offsite visits No overnight or overseas visits to be run.</p> <p>Any visits run will keep children within their consistent group. Re-assurance of COVID-secure measures in place at the destination to be undertaken as part of usual planning and offsite visit risk assessment</p> <p>All persons to limit their use of public transport. and if this is not possible individuals should follow government advice on the wearing of face coverings. (mandated from 15th June) Guidance on how to wear and make a cloth face covering is available.</p> <p>Where business travel via car is required use private single occupancy where possible.</p> <p>Minibus use Used by those within the same school group / bubble, reduce numbers on board to aid distancing. Vehicles to be cleaned after each group's use / between drivers etc. (sanitiser / disinfectant wipes to be available on the vehicle). Regular cleaning of vehicle contact points (handles, keys, display and controls etc.) – in-particular where vehicles are shared between drivers / groups. Use hand sanitizer on entering / leaving vehicles. Windows to be open for ventilation. Staff to wear <u>disposable gloves when refueling.</u></p>	<p>Communicate to stakeholders</p> <p>Guidance to be communicated to stakeholders</p> <p>Ensure staff using minibus are made aware of the guidance</p>	<p>RPe/AWe</p> <p>RPe</p> <p>AWe</p>	<p>W/C 01/09/2020</p>	
<p>Cleaning AWe</p>	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Reviewed cleaning schedule will be implemented throughout the site, ensuring that frequent contact points, e.g. classrooms, door handles, taps, flush handles, toilet door handles, bannisters, telephones, keyboards etc. are all thoroughly cleaned and disinfected regularly.</p> <p>Thorough cleaning of rooms at the end of the day. Cleaning protocol is as follows:</p>	<p>Evergreen on site as per contract. Revised procedures in place.</p>	<p>AWe</p> <p>AWe</p>	<p>W/C 01/09/2020</p>	

		<p>Hard surfaces to be cleaned using standard cleaning products and disposable cloths / paper towels throughout the day.</p> <p>For a deep clean / disinfection (e.g. following a suspected case) use a combined detergent disinfectant solution at a dilution of 1000 parts per million (ppm) available chlorine (av.cl.) or a neutral purpose detergent followed by disinfection (1000 ppm av.cl.). COSHH information has been provided by the cleaning contractor.</p> <p>See PHE advice the COVID-19: cleaning of non-healthcare settings guidance</p> <p>Manufacturer's instructions for dilution, application, PPE and contact times for all detergents and disinfectants to be followed.</p> <p>When cleaning a contaminated area Cleaning staff to:</p> <ul style="list-style-type: none"> • Wear disposable gloves and apron • Wash their hands with soap and water once they remove their gloves and apron • Fluid resistant surgical mask if splashing likely • Hands should be washed with soap and water for 20 seconds after all PPE has been removed. <p>Used PPE to be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.</p> <p>Any cloths and mop heads used must be disposed of as single use items.</p> <p>Hand towels and hand wash are to be checked and replaced as needed by site / cleaning staff.</p> <p>Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc.</p> <p>Only cleaning products supplied by the school / contract cleaners are to be used. School to obtain the risk assessment from contract cleaning staff for assurance on social distancing and their methods for cleaning the school site each day in particular to the cleaning required for door handles and taps etc.</p>	<p>Staff to be limited access to areas in the afternoon to allow monitoring of areas requiring cleaning</p> <p>Evergreen RA on file.</p> <p>Advise Evergreen and obtain RA</p>	<p>AWe</p> <p>AWe</p>		
<p>Contractors Awe</p>	<p>Contractors, Staff, Students / wider contacts,</p>	<p>Contractors carrying out essential maintenance are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others.</p>	<p>Communicated with contractors</p> <p>Contractors to be advised prior to arrival on site</p>	<p>AWe/MBe</p> <p>AWe/MBe</p>	<p>Ongoing</p>	

	Spread of COVID 19	<p>All contractors are to wash their hands or use alcohol-based hand sanitiser upon entering the site.</p> <p>Scheduled / ongoing works to be arranged in order of urgency and to ensure all RAs are followed</p> <p>Site inductions are to be carried out following social distancing principles (2m separation).</p> <p>School's to seek confirmation of the contractors method statement / risk assessment.</p>	<p>Contractors directed as appropriate</p> <p>Reviewed by AWe and MBe</p> <p>As required</p> <p>To be undertaken prior to arrival on site</p>	AWe/MBe		
Awareness of PHE / school controls AWe/RPe	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Staff consulted on plans and risk assessment.</p> <p>Posters will be displayed in the reception, welfare areas and in suitable places around site.</p> <p>All staff on site, made aware of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance.</p> <p>Volunteers, peripatetic, temporary / supply staff, sports coaches and other providers are briefed on school's arrangements for managing and minimising risk, including need to maintain distance (2m where possible) from other staff and pupils.</p>	<p>Communicated via email</p> <p>Displayed on site</p> <p>Stakeholder communications - to include the sharing of this document</p>	<p>JSh</p> <p>MBe</p> <p>JSh/AWe</p> <p>AWe/RPe</p>		
Provision of first aid AWe/RPe	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>It is accepted that social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. the student to apply cold pack, wipe, plaster where able to do so.</p> <p>Those administering first aid should wear PPE appropriate to the circumstances. Wash hands and ensure the affected area is cleaned upon completion. See also 'provision of personal care' and 'Suspected case whilst working on site'.</p> <p>First aid rooms can be very busy and are often small rooms. Schools should make arrangements for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space.</p>	<p>Separate area identified</p> <p>This will continue to be managed from the reception area as an additional room has been allocated for Covid symptoms</p> <p>Arrangements in place to accommodate this</p> <p>Demand to be ascertained through survey</p>	<p>AWe</p> <p>AWe</p> <p>AWe</p> <p>AWe</p>		
Provision of personal care AWe/RPe	<p>Staff, Students / wider contacts</p> <p>Spread of COVID 19</p>	<p>Additional PPE in place if required e.g. for intimate care, to be risk assessed and to be based on nature of task and level of contact (e.g. disposable apron, gloves, fluid resistant surgical mask and if there is a risk of splashing to the eyes, coughing, spitting, vomiting then eye protection should be worn.)</p> <p>Where a child falls ill with Coronavirus symptoms whilst on site (new continuous cough, high temperature or loss of taste/smell) then school staff supervising the</p>	<p>First Aider rota incorporated on to staff list</p> <p>Separate area to be designated as a holding room as the current room is small. Also PPE to be</p>	<p>RPe/AWe/Matron</p> <p>AWe</p>		

		child while they await collection should wear PPE (a fluid resistant surgical mask) if a distance of 2m cannot be maintained. If direct care is required then staff giving care to wear a fluid resistant surgical mask, disposable apron and gloves.	provided in classrooms as required.			
Emergency procedures (Fire alarm activations etc) RPe/AWe	Staff, Students / wider contacts Spread of COVID 19	Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. 2m separation at assembly area. Increased supervision and reiteration of messages to students Maintain groups / bubbles at assembly points. Staff to ensure doors and windows closed as they leave the building	Students/staff to be given instructions at the beginning of their first session. Issues re one way system and risk points to be identified and discussed with staff and students.	AWe/RPe		
Deliveries & Waste collection. AWe	Staff, Students / wider contacts Spread of COVID 19	Do not approach delivery staff, allow packages to be left in a safe place. Hands are to be thoroughly washed after handling all deliveries or waste materials. Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours).	Office and Site Team informed - protocol in place Reminders in place Site team to coordinate	AWe/MBe		
Staffing levels RPe	Staff, Students Spread of COVID 19 Wider safeguarding / safety risks	It is expected that all staff and students attend school from September 2020. In the event of high absence: Reviewed to ensure adequate number of staff in attendance to maintain an appropriate ratio with students and ensure key competencies (first aid etc maintained) Options such as supply staff, SLT cover, partial closure may be required in event of staff shortages.	Local decisions on partial closure / closure to be made in the event of insufficient available teachers or staff to supervise the groups. Revised daily. Review use of supply staff. Scale down number of groups on site if required	RPe HKH/HR		
Premises safety AWe	Staff, Students Wider safeguarding / safety risks	Ensure all 'normal' tasks / compliance checks are being carried out/planned such as fire alarm testing, legionella controls, servicing of equipment, PAT testing etc. Ensure all key services are operational Flush all water outlets thoroughly in areas of the school which have been closed for a period of time. Review heating/air conditioning systems and their operation where appropriate. Ensure key fire doors are not being compromised / wedged open (those protected stairwells, cross corridor, on single directional routes etc.)	All compliance checks and maintenance carried out routinely. Confirmed as up to date. Ensure operation is compliant with guidance Inform staff as part of site protocols. Site team to regularly check.	MBe		

Overarching guidance for educational settings

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings#overarching-guidance-for-educational-settings>

Guidance for educational settings

<https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19> (applicable to May 31st)

Actions to prepare for wider opening from June 1st

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

Implementing protective measures in education

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

Cleaning of non-healthcare settings <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

COVID-19 poster https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/876220/COVID19_Guidance_Education.pdf

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider> (applicable to May 31st)

Guidance on infection prevention and control for COVID-19 <https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

First aid guidance

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>