

GRA 90.3 COVID – 19 SCHOOL OPERATION – V6

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

Date:		School:				
Significant Hazards	Persons at risk	Control Measures	RISK H/M/L	Actions Required	By Who	Date Complete
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Government advice:</p> <p>Follow the Governments advice as detailed via the web link below (The main points have already been inserted into this RA below):</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>System of controls:</p> <p>Prevention:</p> <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>	M	<p>If you do have a confirmed case in your school the track and trace system will be used.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>The local health protection team will advise the school on what measures to take.</p> <p>Thinking about close contact with others and travel arrangements of that pupil</p> <p>POSTERS IN ALL CLASSROOMS AND TOILETS AS REMINDERS</p> <p>CLEANING PLAN (DOOR HANDLES, TOILETS, TAPS, TABLES / EQUIPMENT / SURFACES):</p> <p>FIRST BREAK: TPs / TEACHERS</p> <p>LUNCHTIME: CLASSROOM POINTS: TPs / TEACHERS</p>	ALL STAFF	1 ST SEPT

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		<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> <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>TOILETS MDSA – 11.45 (MDSA PREPARE HALL) CLEANERS – 3.15PM OR THEREAFTER</p> <p>SEE LATER POINT RE ITEMS IN CLASSROOMS</p> <p>CLEANING PRODUCTS AND HANDSOAP (SPRAY) IN ALL CLASSROOMS, ADULT TOILET, DRAGONFLIES (INTERVENTION AND ISOLATION ROOM). WIPES AT PHOTOCOPIER & STAFFROOM BOILER ALSO IN OUTSIDE ROOM (WITH BIKES / EQUIPMENT) MILTON IN ALL CLASSROOMS FOR EQUIPMENT SOAK</p> <p>PPE AVAILABLE IN OFFICE, EYFS OFFICE, ISOLATION ROOM (DRAGONFLIES) AND SENSORY ROOM</p> <p>WINDOWS AND DOORS OPEN THROUGH SCHOOL AND IN HALL (FIRE MONITORS TO SHUT ON ALERT)</p> <p>STAFFROOM SPACED AND VENTILATED – NO MORE THAN 6 PEOPLE IN ROOM</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>Response to infection:</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>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,</p>		<p>AT ONCE</p> <p>ROOM FOR CHILD WITH SYMPTOMS (ISOLATION ROOM) – DRAGONFLIES WITH OPEN WINDOWS BUT CLOSED DOOR. ADULT NEEDED WITH CHILD AT ALL TIMES (PPA AVAILABLE IN ROOM)</p> <p>TOILET TO BE USED IF NECESSARY IS OPPOSITE ROOM AND WILL NOT BE USED BY OTHERS / CLEANED DOWN THOROUGHLY IF USED</p>	<p>ALL STAFF</p>	<p>1ST SEPT</p>
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		<p>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 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>				
Contracting COVID-19 through infected contact points or close personal contact with infected	Staff and pupils	<p>Managing a confirmed case:</p> <p>In the event of a confirmed case within the school, contact the local health protection team immediately. Also inform the Director of Estates, Phase Director and CEO.</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p>		INFORMATION SENT TO PARENTS SETTING OUT PROTOCOL AND EXPECTATIONS OF TESTING AND COMMUNICATION	PRINCIPAL	27 TH AUG

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persons		<p>The local health protection team will guide schools through the actions needed.</p> <p>Persons who have come into close contact with a confirmed case will be sent home and advised to self isolate for 14 days. Follow the advice given by the local health protection team.</p>				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Maintain good hand and respiratory hygiene:</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • use hand sanitiser gel where hand washing is not available or impracticable. • clean their hands on arrival at the setting, when moving around the school, before and after eating, and after sneezing or coughing. • are encouraged not to touch their mouth, eyes and nose. • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • ensure that help is available for children and young people who have trouble cleaning their hands independently. • consider how to encourage young children to learn and practise these habits through games, songs and repetition. • ensure that bins for tissues are emptied throughout the day. • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. 	M	<p>Pupils to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques.</p> <p>POSTERS IN ROOMS AND THROUGHOUT SCHOOL AS REMINDERS</p> <p>HANDWASHING TAUGHT IN WEEK ONE AND ONGOING (INCLUDING ASSEMBLIES)</p> <p>STAFF TO FOLLOW SAME PROTOCOL AS CHILDREN FOR HAND AND RESPIRATORY HYGIEVE (AND CLEANING PRODUCTS PROVIDED IN STAFFROOM AND PHOTOCOPIER ROOM</p>	ALL STAFF	1 ST SEPT

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		<ul style="list-style-type: none"> 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 		<p>Windows/doors to be opened at the start of the day</p> <p>Fire marshals to be briefed on their role in closing all doors as they sweep the building AND WINDOWS TO BE CLOSED AS MUCH AS PRACTICABLE TAKING INTO CONSIDERATION TIME (NOT HALL ELECTRIC WINDOWS)</p>		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Class sizes:</p> <ul style="list-style-type: none"> Primary – Pupils to remain in their class bubbles and encouraged to distance from other pupils as much as possible Secondary – Limit pupil movement around the school and maintain class or year group bubbles as far as is reasonably practicable. 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 	M	<p>EYFS – BUBBLE 1 Y1 – BUBBLE 2 Y2 – BUBBLE 3 WHITELANDS – BUBBLE 3</p> <p>BREAK TIMES AND LUNCH TIME SPLIT AS PER BELOW</p> <p>MR PRICE AND ADMIN TO WORK ACROSS BOTH BUBBLES 1 & 2 AS NECESSARY FOR LUNCHTIME SUPPORT BUT OTHER STAFF REMAIN WITHIN BUBBLES</p> <p>EYFS / Y1 CLASSROOM AS CONTINUOUS PROVISION / Y2 AT DESKS</p> <p>Y2 TEACHER TO HAVE AREA</p>	ALL STAFF	1 ST SEPT

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		<p>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</p> <ul style="list-style-type: none"> • 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>MARKED AT FRONT FOR CHILDREN NOT TO ENTER (>1M RADIUS) AND ANY TIME SPENT AT DESKS BEHIND CHILD AND NOT FACE TO FACE</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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 	<p>M</p>	<p>DROP OFF GAGLE BROOK – 8.30-8.45 WHITELANDS – 9.00</p> <p>PICK UP WHITELANDS – LEAVE BY 3.00 GAGLE BROOK - 3.15-3.30</p> <p>BREAKS Y1 & 2 – 9.30-9.45 / 10.45-11.00 / 2.05-2.15 FOLLOW DEMARCATION Y1– R.H.S MON / TUES / THURS Y2 – R.H.S. WED / FRIDAY</p>	<p>ALL STAFF</p>	<p>1ST SEPT</p>

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		<p>all children are not moving around the school at the same time</p> <ul style="list-style-type: none"> • stagger drop-off and collection times • plan parents' drop-off and pick-up protocols that minimise adult to adult contact • consider pinch points such as corridors, exits, staff room and playgrounds 		<p>WHITELANDS (SEPARATE AREA)</p> <p><u>LUNCHTIME (HALL SPLIT IN 3)</u></p> <p>ADMIN / PRINCIPAL to support as appropriate</p> <p>EYFS – 12.00 IN HALL FINISH OUTSIDE BY 12.45 WITH MDSA DAY</p> <p>Y1 / 2</p> <p>12.15 – 12.30 PLAY WITH MDSA AND ADMIN</p> <p>12.30 IN HALL, SPLIT INTO TWO AREAS. NOT OUTSIDE UNTIL 12.45 WITH MDSA</p> <p>WHITELANDS IN CLASSROOM / OUTSIDE</p> <p>USE OF SEATING CALM AREA:</p> <p>EYFS – TUES</p> <p>Y1 – R.H.S MON / THURS</p> <p>Y2 – R.H.S. WED / FRIDAY</p>		
Contracting COVID-19 through infected contact points or close personal contact with	Staff and pupils	<p>Review emergency procedures:</p> <ul style="list-style-type: none"> • Review Fire Evacuation Plan to reflect adjusted operating model including evacuation routes. Ensure all staff are aware of the adjusted plan. • Review Fire Marshal Plan to ensure enough 	M	<p>TO BE DISCUSSED WITH STAFF ON 1ST SEPTEMBER</p> <p>LOCATION FOR COLLECTION UPON FIRE ALARM REMAINS TOP NETBALL COURT</p>	ALL STAFF	1 ST SEPT

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infected persons		<p>coverage for each bubble. Ensure Fire Marshalls are instructed to close doors that are propped open as they leave the building.</p> <ul style="list-style-type: none"> • 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. 		FIRE MARSHALLS / TPS TO CLOSE DOORS AS MUCH AS PRACTICABLE BUT WITHOUT EXCESSIVE RISK		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use of toilets: Control numbers allowed to go to the toilet at a time.</p> <p>One in one out system in place where possible.</p> <p>Close sinks to give 2m for handwashing – if only one child this isn't necessary.</p> <p>Allocate toilets around the school for different groups of children, or control access between bubbles and ensure increased cleaning.</p> <p>2m markings on floor in queuing area where needed.</p> <p>Sanitise hands before and after visiting the toilet where possible.</p>	M	<p>SET 1 FOR WHITELANDS (TOP CORRIDOR)</p> <p>SET 2 BUBBLE 2/3 (BOTTOM CORRIDOR – ONE FOR EACH CLASS). LIMIT BUNCHING AT TOILETS.</p> <p>SET 3 BUBBLE 1 (EYFS TOILETS – NOT NURSERY TOILETS)</p> <p>STAFF – MAIN TOILET IN ATRIUM AND STAFF TO WASH HANDS BEFORE AND AFTER USE AND WIPE DOWN</p>	ALL STAFF	1 ST SEPT
Contracting COVID-19 through infected contact points	Staff and pupils	<p>Childcare settings or early years groups in school should: Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p>	M	SEE LUNCHTIME AND BREAK TIME ROTA FOR EQUIPMENT USE AND CLEANING AT END OF EACH DAY – APPLIES TO EYFS AS WELL AS	TEACHERS / TPs MDSA	1 ST SEPT

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or close personal contact with infected persons		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		KSI		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Reduce possible contamination:</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>Reduce the amount of equipment used each day as everything used will need to be cleaned daily</p>	M	<p>SOFT FURNISHINGS REMOVED FROM ALL CLASSROOMS (UNLESS FOR SPECIFIC CHILD - SEN NEED)</p> <p>EYFS TO CONSIDER ITEMS BEING USED AND LIMIT TO VITAL LEARNING EQUIPMENT</p> <p>ITEMS TO BE EITHER CLEANED OR ROTATED ON / 48 HOUR OFF TO AVOID CONTAMINATION (E.G. FANCY DRESS, PLAYDOUGH, BOOKS)</p>	TEACHERS	1 ST SEPT
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Drop off and pick up procedures:</p> <p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.</p> <p>Pupils should access their class room from directly outside where possible to reduce internal movements within the school</p>	M	SEE ABOVE	ALL STAFF	1 ST SEPT

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		Each school will have local procedures to be agreed and communicated with staff and parents for each class			
Contracting COVID-19 through infected Face mask removal	Staff/pupils	<p>Process for removing face coverings when pupils and staff who use them arrive at school</p> <ul style="list-style-type: none"> dispose of temporary face coverings in a waste bin on arrival or place reusable face coverings in a plastic bag they can take home with them, do not to touch the front of their face covering during use or when removing them. Wash/sanitize hands immediately on arrival 		<p>Communicate the face covering process to staff and pupils</p> <p>NONE EXPECTED OR ADVISED FOR CHILDREN</p> <p>STAFF TO PUT IN SEALED BAG WHEN NOT WEARING IN COMMUNAL AREAS</p>	<p>ALL STAFF</p> <p>1ST SEPT</p>
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Ensure PPE is available where needed:</p> <p>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>	M	<p>PPE IN SCHOOL OFFICE, EYFS OFFICE, YEAR 2 CLASS, SENSORY ROOM AND ISOLATION ROOM (MASK, GLOVES, VISOR, APRON)</p> <p>STAFF TO WEAR MASKS IN COMMUNAL AREAS AND ON FRONT GATE. A SMALL SUPPLY OF SHIELDS IS IN SCHOOL AS REQUIRED</p> <p>SEE INDIVIDUAL RISK ASSESSMENTS FOR STAFF FOR THOSE USING FACE COVERINGS</p>	<p>B DAWE</p> <p>1ST SEPT</p>

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Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>First Aid:</p> <p>Ensure all staff know First Aiders on site if less than normal</p> <p>If provision is less than usual, minimise hazardous activities which may result in injury</p> <p>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly</p>	M	<p>FIRST AIDER - KAREN (PPE AVAILABLE THROUGH ABOVE LOCATIONS).</p> <p>ADDITIONAL F AIDERS TO BE TRAINED ASAP</p>	K BUCKLEY / PRINCIPAL	1 ST SEPT
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation:</p> <p>Individual risk assessments of children with behavioural difficulties.</p> <p>Ensure a supply of PPE is available based on need.</p> <p>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk.</p> <p>1:1 teaching to be done at 2m distance.</p>	M	RA FOR YR 2 CHILD / TA	H EVANS V BOND PRINCIPAL	1 ST SEPT
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Staggering break times including lunch time:</p> <p>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</p> <p>Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</p>	M	<p>SEE ABOVE</p> <p>LUNCHTIME STAFF TO BE ALLOCATED PREDOMINANTLY TO EACH BUBBLES (MDSA KSI, MDSA EYFS) TO WORK INSIDE AND MOVE OUTSIDE BUT CAN WORK ACROSS BOTH BUBBLES IN EXTREME CIRCUMSTANCES</p>	PRINCIPAL	1 ST SEPT

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		<p>Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children may need to have a packed lunch in their classrooms</p> <p>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>		<p>ADMIN AND PRINCIPAL TO OFFER SUPPORT AT LUNCHTIMES AS NECESSARY</p> <p>CHILDREN ENCOURAGED TO WORK / EAT INDEPENDENTLY AT LUNCHTIME</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	Staff and pupils	<p>Use outside space:</p> <p>For exercise and breaks whenever possible.</p> <p>For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</p> <p>Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	M	<p>SEATING BENCHES AND OUTSIDE EQUIPMENT CLEANED END OF EACH DAY BY CLEANERS (AND ROTATED AS PER SCHEDULE)</p>	B DAWE	1 ST SEPT

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<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>For shared rooms:</p> <p>Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place</p> <p>Stagger the use of staff rooms and offices to limit occupancy</p>		<p>DIVIDE HALL INTO 3 SECTIONS AND ENTRANCE TO HALL USING SEPARATE DOORS WITH EYFS LEFT AND KSI RIGHT (DOORS AND WINDOWS KEPT OPEN)</p>	<p>B DAWE MDSA</p>	<p>1ST SEPT</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Reduce the use of shared resources:</p> <p>By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Limit the amount of equipment Pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be</p>	<p>M</p>	<p>CHILDREN TO HAVE OWN PENCIL, RUBBER, RULER, AND BOOKS IN Y2</p> <p>BOOKS CAN GO HOME BUT WHEN RETURNED INTO BOX AND KEPT ASIDE FOR 48 HOURS</p> <p>TEACHERS / TPs SPLIT FOR FIRST BREAK AND LUNCHTIME TO SUPERVISE AND CLEAN SURFACES / ITEMS USED IN PREVIOUS LESSON</p> <ul style="list-style-type: none"> - LEARNING EQUIPMENT USED - SURFACES - DOOR HANDLES - DRAWER FRONTS - TOILETS (ONLY) 	<p>ALL STAFF</p>	

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		<p>cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>Normal disinfectant spray should be used to clean resources after each use and before they are put away. Site Managers will ensure disinfectant spray and paper roll or cloths are available in all teaching spaces.</p>		<p>BREAK 1)</p> <p>BOOKS MARKED IN SCHOOL AS MUCH AS PRACTICABLE TO AVOID TAKING HOME / CONTAMINATION</p>		
<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> <p>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.</p> <p>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),</p> <p>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/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)</p>	<p>M</p>	<p>Principal to discuss with individual pupil/parents</p> <p>Read the current advice on shielding if rates of the disease rise in local areas,</p> <p>DISCUSSION WITH Y2 CHILD'S MOTHER ON 26TH AUGUST TO REVIEW RISK ASSESSMENT AND AGREED PLAN FOR RETURN</p> <p>STAFF RA FOR K CLARK AND B DAWE AND C DAY</p>	<p>PRINCIPAL</p>	<p>1ST SEPT</p>

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		<p>Staff may be deployed to work remotely where possible or in roles in school where it is possible to maintain social distancing.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>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)</p> <p>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.</p> <p>People who live with those who have comparatively increased risk from coronavirus can attend the workplace.</p> <p>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).</p> <p>This means that even the small number of pupils/staff who will remain on the shielded patient list can also return to school, as can those who have family</p>				
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		<p>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> <p>Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.</p>		<p>Pregnant staff to alert Principal to pregnancy at the earliest opportunity</p>		
<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> <p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p> <p>Schools, parents and young people following the government guidance on how to travel safely, particularly if public transport is required</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Ensuring that transport arrangements cater for any changes to start and finish times</p> <p>Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p>	<p>M</p>	<p>NO BUSES FOR GB PUPILS</p> <p>Pupils are to board and disembark the bus in their bubbles where possible</p> <p>Pupils will use hand sanitiser on boarding and disembarking the bus</p> <p>Pupils should sit in their bubbles when on the bus</p> <p>Pupils should adopt social distancing on board when</p>	<p>PRINCIPAL</p>	<p>1ST SEPT</p>

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		<p>Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with complex needs who need support to access the vehicle or fasten seatbelts</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>		<p>possible</p> <p>Pupils over the age of 11 may wear face coverings where needed</p>		
Contracting COVID-19 through infected	Staff and pupils	<p>Daily cleaning:</p> <p>https://www.gov.uk/government/publications/COVID-19-decontamination-in-non-healthcare-</p>	M	SURFACES / DOOR HANDLES / TOILETS / LOOSE PARTS USED IN LEARNING CLEANED	ALL STAFF	1 ST SEPT

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<p>contact points or close personal contact with infected persons</p>		<p><u>settings</u></p> <p>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</p> <p>Disinfectant spray and disposable cloths or paper roll will be available for use throughout each day as needed by teaching or support staff</p> <p>Site Managers will ensure appropriate supplies of cleaning materials are available throughout each day, specifically ensuring that antibacterial hand soap, disinfectant spray, paper roll and antibacterial hand sanitiser are available throughout each day.</p> <p>Additional cleaning of shared spaces, shared equipment or high traffic contact points shall be programmed throughout the school day.</p> <p>Any bodily fluid spillages must be cleaned immediately using a disinfectant solution.</p> <p>Disposable gloves and aprons shall be used when cleaning.</p>		<p>FIRST MORNING BREAK TIME BY TPs / TEACHERS (WHOEVER IS NOT ON BREAK DUTY)</p> <p>LUNCHTIME: CLASSROOM ITEMS / SURFACES / HANDLES TEACHER / TPs MDSA - TOILETS</p> <p>15.15 CLEANERS</p> <p>BENCHES AND EQUIPMENT OUTSIDE CLEANED EACH END OF DAY BY CLEANERS</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with</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</p>	<p>M</p>	<p>ADVISED TO STAFF THAT WASTE TO BE IN BINS NOT ON SIDE AND SITE MANAGER / CLEANERS TO ENSURE DISPOSED OF CORRECTLY</p>	<p>ALL STAFF</p>	<p>1ST SEPT</p>

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infected persons		collected weekly by a licenced waste removal contractor. Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Pupils/Staff/ Public	Educational visits: Government Guidance shall be followed https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits Complete specific risk assessment for each educational visit following the system of controls principles and specific Government guidance	M	NONE CURRENTLY FORECAST	PRINCIPAL	1 ST SEPT
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	Catering: Consider reasonable adjustments to the catering provision including: <ul style="list-style-type: none"> • timing of break and lunches • queuing with social distancing • hand sanitisation • contactless payment methods • regular cleaning between bubbles The catering contractor shall follow the governments advice and produce their own site specific risk	M	SEE ABOVE RE LUNCH TIMES	PRINCIPAL MDSA	1 ST SEPT

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		<p>assessments:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Wrap around care provision:</p> <p>Where this is provided by the school, the same measures as detailed in this risk assessment shall apply.</p> <p>Follow the governments advice:</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</p> <p>Where care is provided by an external provider, they shall provide their own specific risk assessments which complies with the Governments advice.</p>		<p>NO DRAGONFLIES UNTIL AT LEAST WEEK 3</p> <p>TO BE ASSESSED THEREAFTER</p>	<p>PRINCIPAL CLARKE</p>	<p>1ST SEPT</p>
<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>Hygiene procedure and distancing briefed to all visitors on arrival</p> <p>AGREED WITH OFFICE STAFF AND NO VISITORS ON SITE WITHOUT PRINCIPAL APPROVAL</p> <p>CHECKLIST PROVIDED FOR OFFICE TO AGREE WITH</p>	<p>OFFICE PRINCIPAL</p>	<p>1ST SEPT</p>

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		Records are kept of all visitors to site		VISITORS RE HEALTH & SAFETY		
Communication of controls	Staff/Pupils	<p>Communication of controls:</p> <p>Staff to receive a copy of the risk assessment and briefed on local controls before or on the September TD day</p> <p>Pupil control measures to be briefed to pupils regarding good hygiene and distancing</p> <p>Risk assessment to be adjusted as new Government guidance is published</p>		<p>STAFF RECEIVE IN ADVANCE AND A WIDER SCHOOL OPERATION DOCUMENT IN LINE WITH RISK ASSESSMENT.</p> <p>WHOLE STAFF WALK THROUGH ON INSET DAY TO AGREE PROTOCOLS</p>	PRINCIPAL	1 ST SEPT
Wellbeing	Staff/Pupils	<p>Supporting staff and pupils wellbeing</p> <p>The Department for Education provides support for both pupil and staff wellbeing in the current situation.</p> <p>Staff also have access to Care First</p>		<p>Visit the Government Web site for support links</p> <p>STAFF DIRECTED TO MENTAL WELLBEING AND SUPPORT GROUPS AS REQUIRED. WILL RAISE WITH ALL STAFF ON INSET</p>	PRINCIPAL	1 ST SEPT
Date of original Assessment: March 2020	Date of this Assessment: SEPT 2020	Review		Reference: GRA 90.3 V4	Name of Assessors:	
Overall Risk Rating (H, M L):		Managers signature: DPRICE				
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.			

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Medium (M) Possibility of fatality/serious injury occurring	<p>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</p>
LOW(L) Minimal risk	<p>No further action needs to be taken reviewed annually</p>

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