

GRA 90.3 COVID – 19 SCHOOL OPERATION – V6

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

Date: September 2020		School: Southwold Primary and Nursery 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> <ol style="list-style-type: none"> 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 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach 5) minimise contact between individuals and maintain 	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>All staff</p> <p>Led by Principal</p> <p>Monitored by RD</p>	

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		<p>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>			
Contracting COVID-19 through infected contact points or close personal contact with	Staff and pupils	<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</p>	M	<p>Please follow actions as detailed in the reopening plan.</p> <p>Communication to parents with clear guidance on what they should do if their child or a family member shows signs of the virus.</p>	All staff and families

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<p>infected persons</p>		<p>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, 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</p>		<p>Families and staff members to engage in test and trace if a positive result is gained at any time.</p> <p>All staff and children to wash their hands regularly especially before and after touching anything. The children must be trained to wash their hands with soap for at least 20 seconds. Hand sanitiser in every room.</p> <p>Isolation room (computing suite) to be used for anyone showing signs of any symptoms whilst waiting to be collected. Staff member with child should wear full PPE. Use of the first aid room and disabled toilet in this circumstance.</p> <p>After child has left school then thorough cleaning of the isolation room.</p> <p>l pads to be cleaned regularly and visitors informed to sanitize hands after signing in.</p> <p>Schools will be provided with</p>		
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		<p>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>		<p>10 Home test kits by the government. These should only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p>		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	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> <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>	M	HW to coordinate the communications with PHE, WHF and school community.	Principal to lead on contacting PHE and WHF	

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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>Maintain good hand and respiratory hygiene:</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> • frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • use hand sanitiser gel where hand washing is not available or impracticable. • clean their hands on arrival at the setting, when moving around the school, before and after eating, and after sneezing or coughing. • are encouraged not to touch their mouth, eyes and nose. • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • ensure that help is available for children and young people who have trouble cleaning their hands independently. • consider how to encourage young children to learn and practise these habits through games, songs and repetition. • ensure that bins for tissues are emptied throughout the day. • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. • prop doors open, where safe to do so (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 	<p>M</p>	<p>Children to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques.</p> <p>Reinforced regularly and timetabled slots through the day for hand washing.</p> <p>Children will wash hands on arrival to school and at the end of every activity, before starting the next one, including before break and at the end of break.</p> <p>Hand sanitiser, wipes and tissues in every room.</p> <p>Windows/doors to be opened at the start of the day</p> <p>Fire marshals to be briefed on their role in closing all doors as they sweep the building</p>	<p>All staff and children</p>	
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		normal personal hygiene and washing of clothes following a day in an educational or childcare setting				
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 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. 	M	<p>Follow reopening plan</p> <p>Children sitting in rows facing the front where possible</p> <p>EY to have more flexibility.</p> <p>Adults to be next to, or within close contact of a child for no longer than 15 minutes at a time.</p> <p>Seating plan to be finalised and stuck to for whole week.</p> <p>All areas have been created with the social distancing rules in mind – no moving furniture around unless permission sought and it remains within the guidance.</p>	All staff and children	Monitored by Principal

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		<ul style="list-style-type: none"> 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. 			
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	<p>Recovery curriculum will be taught</p> <p>Maximise use outside in line with the timetable set</p> <p>Parents are not permitted to enter the school site past the external gates.</p> <p>Outside corridor to be used. External doors to each classroom used at all times, access to toilets via outside.</p> <p>One class to access cloakrooms at a time. Cloakrooms to be completely cleared at the end of each day.</p> <p>Maximum 6 staff in the staffroom at one time. No moving of furniture in the staffroom.</p>	<p>All staff</p> <p>Monitored by Principal</p>
Contracting COVID-19	Staff and pupils	Review emergency procedures:	M	No unannounced fire drills will happen in term 1	All staff

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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>There will be a fire drill in the first week to establish new routines and social distancing when lined up on the playground. Need to keep 2m away from each class bubble.</p>	<p>Monitored by Principal</p>	
<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: 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>	<p>M</p>	<p>One child from each bubble to the toilets at any one time.</p> <p>Each cubicle has a class name on it, children only to use the cubicle for their bubble.</p> <p>Hand sanitiser to be used before and after using the toilets.</p> <p>EY – own toilets KS 1 – own toilets Oak and Olive classes – KS2 toilets Maple and Willow classes – Sunshine toilets Rowan and Spruce classes – upstairs toilets</p>	<p>All staff and children</p> <p>Monitored by Principal</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>Childcare settings or early years groups in school should:</p> <p>Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p> <p>Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p>	<p>M</p>	<p>As reopening plan states.</p> <p>Children will have their own set of equipment to minimise sharing of any resources.</p>	<p>All EY staff</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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>	<p>M</p>	<p>All soft furnishings to be removed from classrooms</p> <p>Every child has their own pack of equipment and resources and must not share with others.</p>	<p>All staff and children</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected</p>	<p>Staff and pupils</p>	<p>Drop off and pick up procedures:</p> <p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.</p> <p>Pupils should access their class room from directly</p>	<p>M</p>	<p>As per the timetable in the reopening plan</p> <p>Children will access their learning through their external classroom doors</p>	<p>All staff</p>	

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persons		<p>outside where possible to reduce internal movements within the school</p> <p>Each school will have local procedures to be agreed and communicated with staff and parents for each class</p>				
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 	M	<p>Communicate the face covering process to staff via training re September opening.</p> <p>Communicate the face covering process to parents and children</p>	All staff and children	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>PPE – Government link</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=53671f11-6c05-454a-845e-8e2a4463752b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>Staff and pupils in Year 7 and above should wear face masks on entry and exiting the school and whilst in corridors and communal areas</p>	M	<p>PHE state that it is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society. Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school/office will keep an emergency stock.</p>	Site manager	

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		<p>Staff may choose to wear a facemask with in their bubble.</p> <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>		<p>PPE will be placed in each bubble / classroom</p> <p>Critical incidents PPE for intimate care and first aid will be available in key areas</p>		
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 aiders named on first aid room door.</p> <p>Critical incidents PPE available in first aid room</p>	Site Manager	
Contracting COVID-19 through infected contact points	Staff and pupils	<p>I:I 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</p>	M	<p>Children in need of support with transition have social stories to support their return to school</p>	Inclusion team	

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<p>or close personal contact with infected persons</p>		<p>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. 1:1 teaching to be done at 2m distance.</p>		<p>Parents fully informed of the expectations around behaviour and will be called if needed.</p> <p>Children made fully aware of the rules and expectations. Positive handling plans and individual risk assessments written for identified children.</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<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> <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</p>	<p>M</p>	<p>Timetable as per the reopening plan. Staggered lunch and break times.</p> <p>Outside corridors only to be used.</p> <p>Children access the toilets through the outside doors.</p> <p>Lunchtime arrangements in reopening plan</p> <p>Adventure playground not to be used by anyone at any time.</p>	<p>All staff and children</p>	

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		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)				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use outside space:</p> <p>For exercise and breaks whenever possible.</p> <p>For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</p> <p>Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	M	<p>Timetable to be used for outside use and timings strictly adhered to.</p> <p>Children access the toilets through the outside doors.</p> <p>No PE / outdoor equipment to be used unless it can be thoroughly cleaned before and after use.</p>	All staff and children	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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 is in place</p> <p>Stagger the use of staff rooms and offices to limit occupancy</p>		<p>Hall use is extremely limited.</p> <p>PE lessons all to be held outside.</p> <p>Sensory room out of use</p> <p>Wellbeing suite to be cleaned between each use</p> <p>Maximum 6 staff in the staffroom at any one time.</p>	All staff	
Contracting COVID-19	Staff and pupils	Reduce the use of shared resources:	M	Children will not bring in anything from home except	All staff and	

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<p>through infected contact points or close personal contact with infected persons</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 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>their lunch and a named water bottle. They may bring a book bag or small bag for letters and books to go home.</p> <p>Books taken home and then returned will go in to a quarantine box until they can be cleaned and shared with others again, after 48 hours. Rotate use of books.</p> <p>Each child will have their own named pack of resources to use.</p> <p>Any shared resources such as PE equipment will be cleaned thoroughly between bubble use, left for 48 hours between use.</p> <p>Spray and cleaning cloth will be in every room. Staff only to use photocopiers and corridor telephones and these should be wiped after every use.</p>	<p>children</p>	
<p>Contracting COVID-19 through infected contact points or close personal</p>	<p>Staff and pupils</p>	<p>Clinically vulnerable staff and pupils (GRA 90.6)</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>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>		

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<p>contact with infected persons</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></p>	<p>Medical advice sought by the parents and seen by adults in school for any child with an underlying medical condition which puts them in to this category.</p> <p>All staff have been given the WHF guidance and expectations regarding returning to work. Individual circumstances to be discussed with the Principal.</p> <p>Principal read the current advice on shielding and fill out the appropriate GRA:</p> <p>GRA 90.6 CLINICALLY VULNERABLE STAFF</p> <p>GRA 90.9 COVID - CLINICALLY VULNERABLE PUPILS RETURNING TO SCHOOL – INDIVIDUAL RISK ASSESSMENT</p> <p>Pregnant staff to alert Principal to pregnancy at the earliest opportunity</p>		
<p>Contracting COVID-19 through infected contact points</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</p>	<p>M</p>	<p>Advice given to parents regarding travel to and from school</p>	<p>Whole school community</p>	

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<p>or close personal contact with infected persons</p>		<p>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>School minibus will not be used</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Daily cleaning:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Enhanced cleaning regime is in place in line with 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>M</p>	<p>All cleaners to follow cleaning guidance and advice given.</p> <p>Teaching and support staff to use the spray and disposable cloths throughout the day. Gloves must be worn.</p> <p>Any bodily fluids must be double bagged and disposed of immediately.</p> <p>Any cleaning equipment and bodily fluids where Covid 19 is suspected must be double bagged, labelled with date and left at back of hall to be disposed of safely.</p>	<p>All staff</p> <p>Led by RD</p> <p>Monitored by Principal</p>	

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		<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>				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Laundry:</p> <p>Wash clothing regularly in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items</p> <p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p>	M	Follow own personal hygiene and cleanliness.	All staff	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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>	M	Follow normal procedures but be vigilant with anything that could include bodily fluids and possible infection risk.	All staff	

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		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	<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-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>	M	<p>Any proposed educational visit to be discussed in detail with Principal first.</p> <p>Thorough risk assessments to be completed before any bookings made.</p> <p>Venue risk assessments to also be considered and looked at prior to any bookings made.</p>	Principal
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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 • contactless payment methods • regular cleaning between bubbles <p>The catering contractor shall follow the governments advice and produce their own site specific risk assessments:</p>	M	<p>Follow procedures provided by Caterlink and WHF.</p> <p>Staggered lunchtimes and places to eat.</p> <p>MDSAs allocated to one bubble each.</p> <p>Read and follow Caterlink risk assessments.</p>	Principal MDSA team

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		https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<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-out-of-school-settings-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>	M	<p>Wrap around care provision will remain closed initially. Once a plan has been formulated this will be shared with staff and families.</p> <p>Need to consider the risk of mixing of bubbles and enough staff available to manage the different bubbles.</p>	Principal	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff/Pupils/Contractors/Visitors	<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>	M	<p>Hygiene procedure and distancing briefed to all visitors on arrival</p> <p>Hand washing and sanitisers available at the main entrance.</p> <p>Use of ipad for signing in and out – to be wiped after every use.</p>	Office staff	

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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>	M	<p>Staff briefed in staff meeting on 15/7/20</p> <p>All documents shared with all staff.</p> <p>INSET day 1st September revisit of plans and measures in place.</p>	Principal	
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>Staff to inform the Principal of any concerns</p>	M	<p>Visit the Government Web site for support links</p> <p>Mental health first aiders in school</p>	Principal Inclusion team	
Date of original Assessment: March 2020	Date of this Assessment: September 2020	<p>Review:</p> <p>Review completed – 25/10/2020</p> <p>December 2020 or earlier if guidelines change</p>	Reference: GRA 90.3 V6	Name of Assessors: Principal Site Manager		

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<p>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.</p>	<p>Managers signature:</p>	
<p>Notes: <u><i>This risk assessment is to be read alongside the complex reopening plan including the appendices, code of conduct, safeguarding annex and behaviour policy annex.</i></u></p>		
RESIDUAL RISK RATING	ACTION REQUIRED	
<p>HIGH (H) Strong likelihood of fatality / serious injury occurring</p>	<p>The activity must not take place at all. You must identify further controls to reduce the risk rating.</p>	
<p>Medium (M) Possibility of fatality/serious injury occurring</p>	<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>	
<p>LOW(L) Minimal risk</p>	<p>No further action needs to be taken reviewed annually</p>	

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