



Location or Upton, Wirral, Merseyside, CH49 6LJ address	Date assessment undertaken 28.08.20	Assessment undertaken by: Jeanne Fairbrother , AND Upton Hall School FCJ Kerrie Spiby
Activity or situation Reopening school after lockdown	Review date : 14.09.20	Signature: K L Spiby

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)	Risk Score Consequence X Likelihood	4) Any further action;
<p>Overview</p> <ul style="list-style-type: none"> This risk assessment is to assist our school think about the main hazards on our site(s) when reopening their schools to all students to ensure it is Covid safe. We have made this a reflection of what we are doing in school. As events unfold and change it will require modification and review. We will rename and date each subsequent version. Our health & safety consultants will keep us updated with changes by sending out supplementary sections which <u>if relevant</u> will be added to our existing risk assessment. We realise the impact of Coronavirus (COVID 19) on certain groups remains significant but limited information is known. As more information becomes available, we will reflect this in our risk assessment <p>COVID-19 has made changes we could not expect, and we did not plan for. When lockdown restrictions are eased normal life as we knew it will not resume, we must think about operating in the 'new normal'. But we must assess the risks to our staff, pupils and everyone who comes onto our site and make plans to manage these risks.</p> <p>The DfE & Government recognise there cannot be a 'one-size-fits-all' approach where the system of controls describes every scenario. Head teachers are best placed to understand the needs of their schools and communities and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.</p> <p>The system of controls provided by the DfE & the Government are a set of principles that school will follow to achieve this. By following this advice and maximising use of control measures, we aim to effectively minimise risks.</p> <p>The following is a list of topics we will need to consider as we start to think about reopening our school to all pupils, even if on a limited basis. We will need to recommission all systems before re-opening. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment</p> <p>Guidance</p> <ul style="list-style-type: none"> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools 				

- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings>
- <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>
- <https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>
- <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#how-should-i-care-for-young-children-or-children-with-special-educational-needs-who-do-not-understand-why-they-must-stay-apart-or-who-ignore-distancing-guidelinesfirst-aid>
- <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>
- <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>
- https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms?utm_source=92589537-ea94-48b9-9a6b-c5a0fea6d6d1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate
- <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>Communication -to staff, parents, pupils and all parties on site</p>	<p>Staff, pupils, parents, visitors everyone.</p>	<ul style="list-style-type: none"> • Follow PHE guidance for schools 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 • Clear communication has been sent to parents and pupils with a link on the school website. • Revised Risk Assessment shared with staff • All staff have been sent an Induction presentation for returning to work with Covid. • Hold staff re- induction to all staff. • Tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend 	<p>2X3=6 Adequate</p>	<p>Parents sent a letter regarding the plans to return to school prior to the summer holidays.</p> <p>Staff informed of the plans for a return to school and how the logistics would work</p>
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				<p>location of all classes. Students and staff will be shown the new one way system.</p> <p>The school minibus has been made available to any staff who do not drive.</p>
<p>Failure of measures to prevent spread of Coronavirus (COVID 19) in school</p>	<p>Staff, pupils, parents, visitors – failure of measures in place to reduce spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • All control measures are adequately resourced, circulated to employees • All training needs have been checked to ensure compliance. • Regular monitoring and review of risk assessment and measures in place are effective and working as planned • Risk assessments will be reviewed appropriately considering any issues identified and changes in public health advice • Risk assessment revised and shared with staff 	3X2=6	
<p>Unaware of steps to take in the event of suspected or confirmed case in school –</p> <p>a. Currently</p> <p>School informed pupil/staff member tested positive in last 7 days</p>	<p>Staff, pupils, parents, visitors – failure of measures to adequately contain spread of Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • School will ensure understanding of the NHS Test and Trace process and how to contact our local Public Health Protection Team: 0344 225 0562 (option 1) • School will contact local Health Protection Team & follow their advice • The Health Protection team will provide definitive advice on who must be sent home • To support the Health Protection Team school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups • The Health Protection team will provide a template letter to school to send to parents and staff if needed • School ensures that staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> ○ <u>book a test</u> if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. 	3x2=6	

		<ul style="list-style-type: none"> ○ provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace ○ <u>self-isolate</u> if they have been in close contact with someone who tests positive for coronavirus (COVID-19) or, if anyone in their household develops symptoms of coronavirus (COVID-19) ● School asks parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> ○ if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better. ○ if someone tests positive, they should follow the '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste <p><i>N.B. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school or, staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</i></p>		
Infection control – Risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> ● 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 ● Pupils, staff and other adults advised clearly not to come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days ● 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 will be sent home and advised to follow '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>', which sets out that they must self-isolate for at least 10 days isolation period from the day they develop symptoms. 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. ● Hand driers reinstated. ● Sufficient handwashing facilities are available and hand sanitiser is available across school. 	2X3=6	All staff and students will be asked if they or any member of their family have Covid symptoms before entering any of the school buildings. The school has 25 automated hand sanitisers located at entry and exit points

		<ul style="list-style-type: none"> • School has built hand and respiratory hygiene into school culture and ensures that pupils clean their hands regularly: <ul style="list-style-type: none"> ○ Encourage to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Following the guidance on hand cleaning ○ clean their hands: <ul style="list-style-type: none"> ▪ on arrival at the setting ▪ return from breaks ▪ when they change rooms ▪ before and after eating, ▪ and after sneezing or coughing ○ are encouraged not to touch their mouth, eyes, and nose ○ promote the ‘catch it, bin it, kill it’ approach ○ use a tissue or elbow to cough or sneeze and use lidded pedal bins for tissue waste (‘catch it, bin it, kill it’) If not a pedal bin regularly sanitise all the frequently touched surfaces. ○ provide disposable tissues in each classroom ○ provide each class with disinfectant, disposable gloves and paper towels in case someone coughs or sneezes onto surfaces. • ensure that help is available for children and young people who have trouble cleaning their hands independently • encourage young children to learn and practise these habits through games, songs, and repetition • ensure that lidded bins for tissues are emptied throughout the day • where possible, all spaces are well ventilated using natural ventilation (opening windows) or ventilation units • Doors are propped open only if they are not fire doors, and where it is safe to do so (always bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Adequate sanitiser ‘stations’ located across the site so that all pupils and staff can clean their hands regularly • Young pupils & those with complex needs are supervised when using of hand sanitiser • Wipes are available • Hand cream e.g. E45 is available and pupils are encouraged to use it • Assemblies are only held in year groups • Water fountains – signs have been installed near any drinking fountains and pupils and staff advised water dispenser users must not touch the tap with their mouth or the mouth of their water bottle and to clean their bottles regularly. School will clean water fountains regularly with food-safe antibacterial sprays to minimise risks. 	<p>throughout the school and foam dispensing hand sanitising in all classrooms in use.</p>
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		<ul style="list-style-type: none"> • Staff advised there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting. • Parents advised uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. • Staff & pupils aware of contact points and frequently touched surfaces e.g. phones, taps, pens, backs of chairs, light switches, door handles, scissors, equipment, toys -highly used areas • All shared equipment e.g. photocopier, guillotine, telephone will be cleaned before and after use • Satisfactory cleaning regime in place to decontaminate such objects • Classroom cleaning & disinfecting kits in place. • Pupil engagement encouraged to wipe down own surfaces. equipment & toys. 		
<p>Social distancing across school – risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors – contracting Coronavirus (COVID 19)</p>	<p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.)</p> <p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> • Keeping year groups apart when possible i.e. at break and lunch times • Vary lunch times between groups • Do not use cloakrooms -use chair backs for coats/bags • Each pupil has individual pens and equipment where possible. Do not share equipment with other cohorts without cleaning • Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone • Avoid face to face contact with young pupils stand up, above and behind – The one way system will help with this • Minimise touching frequently touched surfaces and contact points • Older pupils maintain 2 m social distancing where possible • Accessing rooms directly from outside where possible • Considering one-way circulation through corridors • Signage reminding about 2m social distancing – New floors markings throughout the school highlighting one way systems and 2m distancing. • Staggering leaving lessons to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time Staff will monitor this. • 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. 	<p>2X3=6</p>	<ul style="list-style-type: none"> • Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks. • Students must not line up outside classrooms – students to enter

		<ul style="list-style-type: none"> ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time. Toilets will be monitored at break and lunch time to ensure social distancing and good hygiene is being followed. noting that 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) Rooms or workshops will be adapted to support distancing where possible. This includes moving unnecessary furniture out of rooms to make more space Students will be seated side by side and facing forwards, rather than face to face or side on. <p>Use outside space:</p> <ul style="list-style-type: none"> for exercise and breaks for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff although 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. Read COVID-19: cleaning of non-healthcare settings <p>For shared rooms:</p> <ul style="list-style-type: none"> 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, following the COVID-19: cleaning of non-healthcare settings guidance stagger the use of staff rooms and offices to limit occupancy <p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohort. encouraging parents and children and young people to walk or cycle to their education setting where possible 		<p>classrooms adhering to social distancing calmly and orderly.</p> <ul style="list-style-type: none"> Arrange classrooms with forward facing desks where possible All year groups have a designated area. These are the areas that they will congregate at lunchtimes and
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		<ul style="list-style-type: none"> schools, parents and young people following the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required <p>Groups of pupils and ‘bubbles’</p> <p>Measures within the classroom</p> <ul style="list-style-type: none"> if class-sized groups are not compatible with managing the practical logistics within and around school, year group sized ‘bubbles’ will be implemented. We will implement year group bubbles consistent groups will be maintained where possible All groups or ‘bubbles’ will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups Where possible school will take steps to limit interaction, between groups as much as possible. Minimise time spent within 1 m of anyone Avoid face to face contact with pupils stand up, above and behind them Keep 2 m from colleagues where possible All children encouraged to socially distance if possible Children who are old enough will be supported to maintain distance and not touch staff and their peers. Pupils sit side by side facing forward Teachers stay at the front of the class where possible All furniture and equipment moved to ensure this seating Teachers to try and maintain social distancing keep out of pupils’ sneeze/breathe/cough zone <ul style="list-style-type: none"> Secondary schools Secondary pupils & older age groups at key stage 4 and key stage 5, the groups are likely to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, this is recommended. We will be keeping year group bubbles with all years. Pupils will only come into contact with other year groups when walking through corridors when lessons are changing. They will however not be in close contact due to the one way system. If using larger groups school will emphasise to pupils & staff the importance of adhering to the other measures from the system of controls to minimise transmission risks and to 		<p>breaktimes. Their form rooms are in these areas also.</p> <ul style="list-style-type: none"> All year groups have a designated toilet. Apart from first thing in the day, they will use these toilets. All year groups will have a designated time and place to collect food/drinks at lunchtime and breaktime and if they are in the dining rooms, they will be allocated places to sit where they
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		<p>minimise the numbers of pupils and staff who may need to self-isolate, ie. social distancing & hygiene</p> <ul style="list-style-type: none"> • Older children will be told to maintain as much distance within the group as possible • Groups will be kept apart from other groups where possible. • Siblings may also be in different groups. • Pupils will stay in their class groups for most of the classroom time but will mix into wider groups for specialist teaching, wraparound care and transport • School will endeavour to keep groups at least partially separate and by minimising contacts between pupils will reduce the network of possible direct transmission • Where possible the sharing of rooms and social spaces between groups will be kept to a minimum • Teachers are strongly advised by PHE to stay at the front of the class and maintain 2m social distancing from pupils and away from colleagues <p>Teachers</p> <ul style="list-style-type: none"> • Teachers and other staff will operate across different classes and year groups to facilitate the delivery of the school timetable. • Where staff need to move between classes and year groups, they will try to keep 2m from pupils and other staff and employ good hygiene. • Staff spaces are set up and used to help staff to distance from each other. Use of the staff room is minimised. We have removed the coffee machine and replaced all cups with disposable cups and spoons. Coffee and Tea is served in individual sachets and the kitchen area of the staff room has been split out. <p>Measures elsewhere</p> <ul style="list-style-type: none"> • Movement around school is kept to a minimum • Timetables adjusted to keep groups apart and movement around school kept to a minimum • Avoid creating busy corridors, entrances and exits. • No large assemblies or gatherings involving more than one group • Entry to dining room at breaks is staggered • Entry to dining room at lunch breaks is staggered, pupils will clean their hands beforehand and enter in the groups they are already in • Groups kept apart as much as possible and surfaces and tables cleaned between each group. • Cloakrooms not in use - chair backs for coats/bags • Minimise touching of frequently touched surfaces and contact points • Rooms accessed directly from outside where possible • Signage reminding about 2m social distancing in place 	<p>are not with other year groups.</p> <ul style="list-style-type: none"> • Each year group will be allocated one lunchtime and one after school session a week where they can use the library and the chapel. • Each year group will be allocated a different outdoor space where they can congregate at breaks and lunch to get fresh air. • Where it is not possible for one way flow on a corridor i.e the top of
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		<ul style="list-style-type: none"> • Numbers using toilets are limited and supervised to avoid large numbers of pupils using toilet facilities at one time. Different groups being allocated their own toilet blocks. • School will maximise the use of outdoor space for exercise, breaks outdoor education • School has purchased an outdoor catering Pod to ensure social distance at break and lunch by year group. • Any commercial training environments such as hairdressing, barbering and beauty salons, sports and fitness facilities or restaurants on site will comply with relevant sector guidance in working safely during coronavirus (COVID-19). • kitchens on site, will comply with the guidance for food businesses on coronavirus (COVID-19). 		<p>the Upton building, staff will release their classes a few minutes earlier so that they have gone from the stairs before the next class comes up the stairs.</p> <ul style="list-style-type: none"> • Teachers will teach in their own rooms where possible and they will maintain the hygiene levels they need in their own rooms and take responsibility for distancing themselves as much as the space will allow.
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				<ul style="list-style-type: none"> Assemblies will take place with single year groups spaced out more than usual.
Pupils & relevant staff not participating in the PH Wirral /Flu Immunisation programme (vaccine)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> School will engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures. School will maintain capacity for the delivery of the school aged flu vaccination programme. School will work with The Immunisation Team to look at the requirements and procedures that need to be put in place to ensure that the programme can be delivered efficiently and effectively, maximising the safety of staff and pupils. The Immunisation Team contact details are 0151 514 2509/0151 514 2510. See also: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902790/Flu_vaccination_programme_briefing_for_school_team_and_headteachers.pdf 	3x2=6	
b) Staff who wish to remain at home due to childcare responsibilities		Remind staff that as a key worker they can reasonably be expected to come into work as they have a protected school place in their children's school. Re-assure staff that the phased opening of the school will only happen when the steps outlined in the Council statement have been met		Inform staff if they do not come into work, the school may need to consider taking formal action in respect of not following a reasonable management instruction

<p>c) Staff who wish to remain at home due to having another person in their household who is 'clinically vulnerable'</p>		<p>Remind staff that as a key worker they can reasonably be expected to come into work as they have a protected school place in their children's school.</p> <p><i>If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.</i></p>		<p>Inform staff if they do not come into work, the school may need to consider taking formal action in respect of not following a reasonable management instruction.</p>
<p>d) Staff who state that they are not attending school on the advice of their union</p>		<p>Remind staff that as a key worker they can reasonably be expected to come into work, as they have a protected school place in their children's school.</p> <p>Re-assure staff that the opening of the school will only happen when the steps outlined in the Council statement have been met.</p>		<p>Inform staff if they do not come into work, the school may need to consider taking formal action in respect of not following a reasonable management instruction. The school continue to work with their legal HR advisors on any concerns.</p>
<p>Shared resources - risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Staff & pupils have individual pens and equipment where possible and these are not shared • Equipment is not shared with other cohorts without cleaning • Shared classroom materials can be shared within the bubble and will be cleaned regularly • Frequently touched surfaces will be cleaned and disinfected more frequently. Each bubble has own cleaning kit Every room in the School has been supplied with an appropriate bin and also cleaning towels that dispose and cleaning spray. Any surface cleaned needs to be cleaning before the next pupil or staff member arrives. Housekeeping staff will be in school all day going forward. 	<p>2x2=4</p>	

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| | | <ul style="list-style-type: none">• Pupils and teachers can take books and other shared resources home, but unnecessary sharing is avoided where this does not contribute to pupil education and development.• Shared resources between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between use by different bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics)• Pupils will limit the amount of equipment they bring into school each day to lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.• No unnecessary sharing of resources between pupils. If this is required rules on hand cleaning, cleaning of the resources and rotation will apply to these resources | | |
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Measures for arriving at and leaving school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Staggered starts and adjusted start and finish times to keep groups apart as they arrive and leave school. We are opening the school and all class rooms from 8 am to stagger the arrival at school and allowing the Yr 7/8 children to leave 15 minutes earlier. • School has communicated specific start and finish times to parents and young people and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Parents advised that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • Parents advised that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • Face coverings - pupils who wear these to and from school have been instructed on safe use of face coverings i.e. not to touch the front of their face covering during use or when removing it. They must wash their hands on arrival, remove them, dispose of temporary face coverings in a covered bin or place reusable coverings in a plastic bag they can take home, and wash their hands before going to class. See safe working in education, childcare and children’s social care for more advice. • encouraging parents and children and young people to walk or cycle to their education setting where possible schools, parents, and young people following the government guidance on how to travel safely 	3x2=6	Information sent to parents prior to and during school holidays
Public transport to school – risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Schools has encouraged parents, staff and pupils to walk or cycle to school if at all possible. • Pupils over 11 years reminded that coverings are always required on public transport • Families using public transport advised to refer to the safer travel guidance for passengers. 	3x2=6	
Dedicated school transport, including statutory provision – risk of	Staff, pupils, parents, visitors - contracting	<ul style="list-style-type: none"> • From the autumn term, local authorities will not be required to uniformly apply the social distancing guidelines for public transport on dedicated school or college transport. However, social distancing should still be put in place within vehicles wherever possible. This will help both to minimise disease transmission risks and maintain consistent reinforcement of public 	3X2=6	As the Upton school bus does not board children on site,

transmission of Coronavirus (COVID 19)	Coronavirus (COVID 19)	<p>health messaging to students and staff, particularly at the point where they are leaving college and heading back into the community each day.</p> <ul style="list-style-type: none"> • School/College has consulted transport provider to confirm the approach they are adopting. To include the following controls: <ul style="list-style-type: none"> ○ social distancing maximised within vehicles ○ students are grouped together on transport ○ organised queuing and boarding is put in place ○ students advised to clean their hands before boarding transport and again on disembarking ○ the use of face coverings is promoted, where appropriate ○ additional cleaning of vehicles is put in place ○ ventilation of fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents 		<p>it is not possible to organise a queuing system for boarding. However, we will be reminding pupils of the correct way to line up to board buses and to be mindful of the public and one another when doing so.</p>
Face coverings for staff pupils & visitors - secondary schools & FE Colleges-risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<p>See: https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p><i>School/ college will have the discretion to require face coverings in communal areas where social distancing cannot be safely managed, if we believe that it is right in certain circumstances. E.g.</i></p> <ul style="list-style-type: none"> • <i>where the layout of the school or college estate makes it particularly difficult to maintain social distancing when staff and pupils are moving around the premises</i> • <i>to provide additional confidence to parents , staff & pupils to support a full return to school on top of hygiene measures and the system of controls detailed the school/college’s RA 029 Full reopening of school .School/College will permit the use of face coverings for staff, pupils or other visitors</i> <ul style="list-style-type: none"> • children aged 12 and over (Year 7 and above) will wear a face covering: <ul style="list-style-type: none"> ○ when they cannot guarantee at least a 1-metre distance from others ○ and if there is widespread transmission in the area. • face coverings must be worn correctly. Clear instructions are provided to staff, children and young people on how to put on, remove, store and dispose of face coverings , to avoid inadvertently increasing the risks of transmission. • all wearers of face coverings reminded to clean (sanitize) hands before and after touching to remove or put them on • face coverings must be stored safely in sealable plastic bags between use. If a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. 	3X2=6	

		<ul style="list-style-type: none"> • Remind staff, pupils & visitors to dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home • face coverings will not generally be necessary in the classroom even where social distancing is not possible. The system of controls for minimising risk must be maintained: <ul style="list-style-type: none"> ○ hand & respiratory hygiene ○ keeping in small and consistent groups or bubbles, ○ greater scope for physical distancing by staff within classrooms. • the use of face coverings where it would provide additional confidence to students to support a full return to education in the autumn term. 		
<p>Secondary schools/ FE colleges - Failure to have contingency plans in place if Tier restrictions are imposed locally</p>	<p>Staff, pupils, parents, visitors - unable to respond to local lockdown or restrictions.</p>	<p>See below for Annex 3: tiers of national restriction for education and childcare - https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions</p> <p>See document below - a simplified version of the tiers of national restriction for education and childcare</p>  <p>Tiers%2029.08.20.docx</p> <ul style="list-style-type: none"> • if local restrictions are imposed by Director of Public Health (DPH), Public Health England (PHE) local health protection boards, & LA school will follow the guidance set for 4 Tier restrictions and respond accordingly. • School/college will communicate to staff & parents how protective measures in place will be reviewed as part of the ongoing review of RA 029 Full reopening of school risk assessment during this period to minimise the risks for everyone. • School/college will ensure if Tiers 1 -4 restrictions are imposed face coverings will be worn by adults and pupils (Y7 & above) when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. • 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, school will have a small contingency supply available to meet such needs. • School will support individuals who are exempt from wearing face coverings. E.g. People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or if providing assistance to someone who relies on lip reading, clear sound or facial expression to communicate. 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> The following pupils will attend for each Tier: <p>Tier 2 – Move to a rota model, combining on-site provision with remote education. The rota would likely be:</p> <p>Monday – Year 7, 11, 13 Tuesday – Year 8, 11, 13 Wednesday – Year 9, 10, 12 Thursday – Year 10, 11, 12 Friday – Year 10, 12, 13</p> <p>These different year groups would be in completely separate blocks and they would not mix at all during the school day. Staff would move around school to their classrooms.</p> <p>Full-time attendance on site to:</p> <ul style="list-style-type: none"> vulnerable children and young people the children of critical workers. All other pupils should not attend on site except for their rota time. 		
<p>Secondary school/FE College does not have appropriate systems in place to move to ‘Tier 2 ‘rota’ system if this level of restrictions are imposed by Director of Public Health (DPH), Public Health England (PHE) local health protection boards, & LA</p>	<p>Staff, pupils, parents, visitors, wider community – pupils in secondary /FE college age groups pose a greater transmission risk as generally more likely to have a higher number of contacts outside school</p>	<ul style="list-style-type: none"> When operating a rota system, pupils in both the priority groups (above) will be integrated into rota groups and attend in the same way as other pupils from their rota group during their scheduled time on-site. During the period, the rest of their rota group is at home, pupils in the above priority groups should avoid mixing with the other rota group on-site. They should maintain distance where possible between one another as they are likely to be from different ‘bubbles’ within their own rota group. These pupils must maintain thorough and frequent handwashing when in school/college School /College will ensure the increased frequency of cleaning of frequently touched surfaces pupils reminded they must adhere to public health advice while they are scheduled to be at home. pupils reminded they should not return to on-site provision if they are self-isolating, even if their rota group is scheduled to be at school/college that week. parents and carers must inform the school/college as soon as possible if a pupil tests positive for coronavirus (COVID-19). Local health protection teams will advise on implications for the school and if others need to self-isolate. 	<p>3X2=6</p>	

		<ul style="list-style-type: none"> ▪ School/college will support pupils to understand and adhere to wider local restrictions and guidance issued by the Director of Public Health or LA, in order to protect themselves and others from coronavirus (COVID-19). ▪ If school/College experience space and staffing implications or concerns about operationalising the rota system, they will discuss these with the LA and Department for Education’s regional teams to determine available solutions based on the needs of the children and young people concerned. ▪ School/college will take steps to ensure that all vulnerable children and young people are able to access full-time on-site provision, strongly encouraging their continued full-time attendance ▪ Previously shielding & BAME pupils – school /College will provide reassurance about the measures that are in place to reduce the risk to pupils & parents who may be reluctant or anxious about attendance during local restrictions ▪ Teachers and staff can operate across the different rota groups, as well as different ‘bubbles’ ▪ staff should be encouraged to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and where this is not possible, avoiding close face to face contact and minimising time spent within 1 metre of others, as set out in the school/college’s RA 029 Full reopening of school risk assessment ▪ face coverings should be worn by staff in corridors and communal areas where social distancing is difficult to maintain.(it will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and education.) ▪ existing guidance on the school workforce will apply in the event of most local restrictions. ▪ clinically extremely vulnerable staff can continue to attend the workplace, See the school/college’s RA 029 Full reopening of school risk assessment which shows the system of controls in place in school/college ▪ RA 029 Full reopening of school risk assessment will be updated as will staff individual workplace risk assessment RA 026 Returning to work, taking into account any new risks arising from local restrictions. ▪ School/College will also consider advice from the Director of Public Health and/or LA to local employers in relation to staff attending workplaces when updating their risk assessment. ▪ In the unlikely event that shielding is reintroduced in a local area school/college will support staff to follow relevant advice which will be provided, and clinically extremely vulnerable staff would not be expected to continue working on-site. 		
Safeguarding – risk of breach	Staff, pupils , parents, volunteers-	<ul style="list-style-type: none"> • Schools has revised the child protection policy to reflect the return of more pupils. • Schools follows statutory safeguarding guidance, keeping children safe in education and the coronavirus (COVID-19): safeguarding in schools, colleges and other providers guidance. 	3X2=6	

	experience harm or abuse, eg emotional harm			
Pupil with an EHCP – risk of not following specialist guidance	Pupils - injury or ill-health	<ul style="list-style-type: none"> Existing risk assessments have been reviewed for all pupils with an EHCP in association with parents/carers or Risk assessments will be carried out on pupils with an EHCP in association with parents/carers to identify what additional support is needed to make a successful return to full education. <p>Parents have been contacted and will be involved in planning for their child’s return to their setting from September</p>	3X2=6	
Challenging behaviour – risk of verbal or physical assault, risk of transmission of Coronavirus (Covid19)	Staff, pupils, parents, visitors – physical or verbal abuse, injury or stress	<ul style="list-style-type: none"> Behaviour policy updated and shared with staff, parents & pupils on the website Pupils advised of consequences for poor behaviour and deliberately breaking the rules and how these will be enforced <p>Staff expect that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour.</p>	3X2=6	An addendum to the behaviour policy has been written and is on the website. Pupils will be reminded about behaviour in school on their first day back in.
Clinically vulnerable pupils - classed as clinically extremely vulnerable due to pre-existing medical conditions	Pupils - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Shielding advice for all adults and children paused 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). Pupils who remain on the shielded patient list can return to school, as can those who have family members who are shielding. Read the current advice on shielding if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below). Some pupils no longer required to shield but who 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 (usually at their next planned clinical appointment). See advice from the Royal College of Paediatrics and Child Health COVID-19 - ‘shielding’ guidance for children and young people Pupils unable to attend because they are complying with clinical and/or public health advice will have access to remote education. 	3x2=6	

		<ul style="list-style-type: none"> • School has provided reassurance to parents of at-risk pupils of the measures that have been put in place to reduce the risk in school. • See 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 		
Shielded staff	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Shielding measures will therefore be paused from the 1 August 2020, except for areas where local lockdown means that shielding will continue. • 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. • Clinically extremely vulnerable now follow the same guidance as the clinically vulnerable population, taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • Risk assessments will be carried out on all staff who have been shielding See RA 026 Return to work – COVID 19 • Government policy advises those who can work from home to do so. School will review each case. • See guidance the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 	2x3=6	
Clinically vulnerable or extremely clinically staff who are at higher risk of severe illness (for example, people with some pre-existing conditions as set out in the Staying at home and away from others (social	Staff - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Clinically vulnerable staff return to school in September taking particular care to practice frequent, thorough hand washing, and cleaning of frequently touched areas in their home and/or workspace and the controls in this risk assessment • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Staff advised to take extra care in observing social distancing, strictly staying 2 metres away from others wherever possible, • Advice for those who are clinically-vulnerable, including pregnant women, is available. • School has reviewed how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. 	3x2=6	

distancing) guidance		<ul style="list-style-type: none"> • Staff who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace • Individual risk assessments will be carried out for this category of staff if they must spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk See RA 026 Return to work – COVID 19 		
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) including BAME staff & pupils</p> <p>Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.</p>	<p>Staff or pupils - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Assess the risks to staff in this category including BAME staff and pupils in your establishment. • Have comprehensive conversations with these members of staff • Identify existing underlying health conditions that may increase the risks for them in undertaking their role • Measures the school is putting in place to reduce risks have been shared with identified persons to address concerns. • Keep ongoing contact with staff particularly about their safety and their mental health. • School will try as far as practically possible to accommodate additional measures where appropriate. • Staff or pupils who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. • O.H. advice will be sought where appropriate. • EAP & counselling will be offered where appropriate • See https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes 	<p>2X2=4</p>	
<p>New and/or expectant mothers – deemed clinically vulnerable included in Staying at home and away from others (social distancing) guidance</p>	<p>Staff - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Pregnant women are in the ‘clinically vulnerable’ category, and are advised to follow advice above for the ‘clinically vulnerable’, and measures which apply to all staff in school • A pregnant member of staff who can work from home should do so, they will be offered the safest available on-site roles, staying 2 metres away from others wherever possible, although the individual may choose to take on a role that does not allow for this distance if they prefer to do so. • Individual risk assessments will be carried out for this category of staff if they have to spend time within 2 metres of other people and discuss with them whether this involves an acceptable level of risk. See RA 029 New & Expectant mother risk assessment • Follow guidance from GP and mid-wife. • Maintain high standards of hygiene • Inform line manager if circumstances change • Refer to this guidance- also for BAME expectant mothers 	<p>3X2=6</p>	

		https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/ <ul style="list-style-type: none"> • 		
Cleaning - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas • Follow PHE guidance on cleaning will mean increased cleaning of all hard surfaces - desks, tables, chairs and handrails more frequently throughout the day. • Advice is to use any product that dissolves lipids this includes general cleaning products - Fairy Liquid, Dettol • KEY point -Do not have to kill the virus in school but need to remove it into a wet cloth and rinse down sink. • Always WIPE/ MOP all surfaces including floors with detergent and warm water to remove virus off the surface and wash down the sink • Do not buff dry floors or dry wipe surfaces ALWAYS wet surfaces first then wipe down and wash cloths/dispose • Encourage pupils to clean – to teach them about safety. • Classrooms - cleaners can carry out regular, enhanced clean once daily as long as the above is adhered to . • If suspected case of Covid 19 follow the <u>COVID-19: cleaning of non-healthcare settings guidance</u> • If cohorts change, consider cleaning between class changes – Classrooms will be disinfected between classes • Toys, fabrics, soft furnishings will have to be washed or replaced more frequently • Sanitizer stations located across site – Answered above – all corridors and classrooms. • Regular cleaning of toilets and supply of hand soap – cleaning staff on duty all day, toilets checked hourly and cleaned. • Clean and disinfect regularly touched objects and hard surfaces more often than usual using your standard cleaning products – supplies provided in each room. • Clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal • Items used for lessons in all subjects will have to be subject to wiping down. Eg iPads, laptops, mice, workstations, tools, toys, learning objects. No sharing of workstation will be allowed. • Teach and encourage pupils to importance of cleaning such items. Consider monitors to wipe light switches and other hard surfaces in each class. 	2x3=6	

		<ul style="list-style-type: none"> Housekeeping will action this. 		
Contractors on site -risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone. contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Communication - explain to contractors your concerns and come up with workable solutions School's site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, this will be arranged A record is kept of all visitors. Request risk assessments from contractors which include their social distancing protocols. Zero tolerance with contractors found to be not following PHE social distancing guidelines. <p>Assess the risks associated with managing contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups</p>	2x3=6	
PPE requirements Staff teaching well pupil/children with no Covid19 symptoms working in cohorts	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> There is no requirement for face coverings/masks etc however for the initial few weeks we are asking the community to wear them on corridors. This will help many pupils and staff who are anxious return to school. There will be some exception to this and therefore wearing of masks will not be mandatory. Most staff in school will not require PPE beyond what they would normally need for their work. PPE is required where an individual, child or young person becomes ill with coronavirus (COVID-19) symptoms while at school, and only then if 2 metres cannot be maintained <ul style="list-style-type: none"> Within 2m PPE is available and staff will wear a mask, gloves and disposable apron Where a child or young person has routine intimate care needs that involves the use of PPE, in which case the customary PPE should continue to be used. Risk assessment for pupils in place. PPE is only needed in small number of cases where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be use. Hand washing with soap and hot water for 20 secs minimum 2m social distancing maintained as far as possible School has sourced adequate supplies of PPE Appropriate staff have completed 'PPE putting on & taking off' training School has/does not have pupils requiring medical procedures which increase the risk of transmission through aerosols (tiny droplets) being transferred from the patient to the care giver. These are known as aerosol generating procedures (AGPs). Staff 	2x3=6	<p>Pupils will be asked to either dispose of face masks in the appropriate way or store their face mask in a plastic bag. They will be encouraged to sanitize their hands after taking their masks off.</p> <p>Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the</i></p>

		<p>performing AGPs follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE.</p> <ul style="list-style-type: none"> • Separate risk assessments have been carried out following specific guidance in 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#what-specific-steps-should-be-taken-to-care-for-children-with-complex-medical-needs-such-as-tracheostomies • Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing are placed in a refuse bag and disposed of as normal domestic waste unless the wearer has symptoms of coronavirus 		<p><i>member of staff prior to the task being carried out and can be worn on a sessional basis</i></p>
<p>PPE requirements Staff carrying out activities within 2m of children with no possible/confirmed Covid19 where there is a risk of coming into contact with body fluids of the child /service user:</p> <ul style="list-style-type: none"> • Pupil with possible Covid 19 symptoms • one-to-one within the shielded group • washing • toileting /nappy changing • first aid provision (see below) 	<p>Staff, pupils, parents, visitors everyone.</p>	<ul style="list-style-type: none"> • Risk assessments carried determine that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn or if requiring staff to provide care closer than 2m • Temporary and supply staff are made aware of children where PPE will need to be worn. • Staff provided with: <ul style="list-style-type: none"> ○ disposable gloves ○ disposable plastic apron ○ sessional use of a fluid repellent (type II R) surgical mask with or without eye protection is also recommended if the individual pupil risk assessment identifies likelihood of an additional splash risk (e.g. a spitting child), • Masks should be well fitted • Ensure staff know how to safely don and remove PPE • Must be discarded in clinical waste • Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. • All training completed. 	<p>2x3=6</p>	<p>Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i></p> <p>Training in donning and removing PPE</p>

<ul style="list-style-type: none"> • pupils being sick • any restraint of challenging pupils 				
<p>First aid provision – risk of school unable to provide First aid in the event of an emergency.</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • Adequate numbers of first aiders on site in all categories: • First aid certificates which expired during lockdown have been renewed • First aid boxes located across site • All staff completed ‘PPE putting on & taking off’ training • <u>No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms.</u> • First aid provision with suspected symptoms of coronavirus : Where possible first aider will maintain 2m distance and assesses ability to assist a conscious casualty with minor ailments or illnesses at 2 m separation i.e. can casualty help themselves, run wound under water, apply plaster. • If not possible to keep 2m separation, the following PPE must be worn. Wash hands prior to donning: <ul style="list-style-type: none"> ○ Apron ○ Gloves ○ Fluid Resistant (IIR) surgical mask • Eye protection e.g. face shield should be worn if there is risk of exposure to blood and bodily fluids or if available • All appropriate staff completed ‘PPE putting on & taking off’ training • Waste which is possibly contaminated will be double-bagged, stored on site for 72 hours then disposed of in normal waste • Hand washing with soap and hot water for 20 secs minimum INCLUDE washing forearms if exposed. <p>CPR guidance:</p> <ul style="list-style-type: none"> • Do not listen or feel for breathing by placing your ear and cheek close to the patient’s mouth. • If in any doubt about confirming cardiac arrest start chest compressions until help arrives. • Call ambulance. If COVID 19 is suspected, tell them when you call 999. • If risk of infection place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance arrives 	<p>2x3=6</p>	<p>Eye Protection & Masks <i>The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis.</i></p>

		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		
Medical isolation room - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • Medical room, Ground floor, music block ideally hard floored to assist with cleaning • If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. • Ideally, a window should be opened for ventilation. • If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. • PPE stock is available to all staff should they need to escort pupils to this area. • PPE must be worn by staff caring for the child while they await collection if 2 metres cannot be maintained i.e. such as for a very young child or a child with ppe • needs • Remove all non-essential items in the medical room. • Include one desk and one table. • A toilet has been identified to be used if required whilst awaiting collection. • If used this will be cleaned and disinfected using standard cleaning products before being used by anyone else. • Staff who have helped someone with symptoms and any pupils who have been in close contact do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace. • After any contact with someone who is unwell everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser • The area around will be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. School will follow cleaning & waste disposal guidance from COVID-19: cleaning of non-healthcare settings guidance 	3x2=6	
Remote Learning – risk to staff and pupils by abuse of systems	Staff, pupils, parents – experience harm or abuse, eg emotional harm	<ul style="list-style-type: none"> • Risks to staff and pupils from video conferencing have been risk assessed and shared with staff and parents • School follows Safeguarding and remote education during coronavirus (COVID-19), as well as statutory guidance on online safety in Annex C of keeping children safe in education. <p>See National Crime Agency at the following websites: https://www.ncsc.gov.uk/guidance/video-conferencing-services-using-them-securely</p>	3X2=6 If all controls are in place in Column 3 this may be lowered	

Working at height - risk of falling from height	Staff, pupils, parents, visitors – injuries from minor to >7 day	<ul style="list-style-type: none"> Site manager/ caretakers should have checked all ladders on site. If replacing items that have been used whilst the school has been partially open, think about working at height safely. Use a set of steps NOT a chair or table. <p>Check all ladders and step ladders on site prior to use. Record in the site ladder register</p>	3X2=6	Safe use of ladders toolbox talk available on website
Display screen self-assessment – risk of injury due to adopting awkward postures for long periods	Staff, pupils, parents, visitors – risk of musculoskeletal injuries , RSI etc	<ul style="list-style-type: none"> Remind everyone to review their workstations after the long absence. Make sure set up correctly. Adjust chairs, monitor heights all to suit the individual. All staff should carry out the Display Screen Self-Assessment on return to school. <p>If some staff are still home-working check with them that there are no issues with their set-up at home.</p>	3X2=6	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> Carry out a risk assessment for staff who remain working from home following guidance <p>See RA 028 Working from home COVID 19</p>	3X2=6	
Emergency procedures & lockdown	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Review your site-specific fire evacuation plan with the whole team. Does it need any changes? If so make them and share with your team. Have a drill within the first few days. Check everything goes according to plan 	2x2=4	
Kitchens	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes Recommission all catering equipment. Check servicing and PAT testing 	2X2= 4	
Lone working- risk of accident, injury or emergency	Staff working from home – injury and ill-health	<ul style="list-style-type: none"> Carry out a risk assessment for staff who remain working from home following guidance See RA 028 Working from home COVID 19 	1x1=1	
Kitchens - risk of transmission of Coronavirus (COVID 19)	Staff, pupils, parents, visitors everyone - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> Clean and disinfect all areas and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas. Deep clean the kitchen prior to reopening before food preparation resumes Recommission all catering equipment. Check servicing and PAT testing Kitchen follows: guidance for food businesses on coronavirus (COVID-19) 	2X2= 4	
Fire – failure of systems and fire evacuation plans	Staff, pupils, parents, visitors – serious injuries, burns,	<ul style="list-style-type: none"> The site-specific fire evacuation plan has been reviewed and shared with staff and third parties. Practice drill held within first week to ensure everyone knows their roles and responsibilities. Social distancing is followed on evacuation and at assembly point. 	3x2=6	

	smoke inhalation	<ul style="list-style-type: none"> The needs of staff/pupils who require assistance in an emergency and ensure has been considered and the resources are available to carry this out. The fire alarm and emergency lighting has been serviced in according to guidance Alarm checked weekly Enough staff know how to check the fire alarm and set and reset in an emergency Emergency lighting tested monthly All fire safety features across the building are checked monthly by carrying out the F 03 Fire Marshal Inspection Checklist. Actions are remedied. 		
Legionella	Staff, pupils, parents, visitors everyone. Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> If tank fed water supply before resuming normal operation, commission a water treatment specialist to chlorinate and flush the complete system for all hot and cold water systems (including drinking water) and certify the water system is safe before the buildings are reoccupied. Allow sufficient time for this activity, approx. 1 week before opening if possible. Check with your water hygiene company Prior to opening fully get every tap, shower and toilet running/flushed . Remember 2 mins. Record this has happened in water log book Monthly water checks should have taken place – if not then contact your provider and re-instate monthly temperature checks. 	2x3=6	Checks with HSS
HS Checks	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Enough staff know how to check the fire alarm and set and reset in an emergency Continue testing alarm All staff must carry out pre-use visual checks of their areas, playground, equipment as formal checks may not take place. Caretaker if available carries out daily visual whole site checks 	2x2=4	
Equipment	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Think about areas of the school that have not been used for some weeks and the tables, chairs and other equipment in these areas. Teachers should each check their own classrooms to ensure all is in good condition .. Other pieces of equipment such as dining sets which have not been used will need inspection, checking smooth operation of opening and wheeling. 	2x2=4	See Form F10 Checklist for classrooms
Manual handling	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Remind staff to take care when moving and handling equipment back to its normal areas/location 	2x3=6	Manual Handling ~Toolbox talk available on website

Security – Opening and locking up procedures	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Adequate numbers of key holders familiar with how to open/lock up. Set and re-set the alarm • Secure reception • Keys easily accessible to unlock school gates in the event of evacuation away from the premises. 	2x2=4	
Heating/Boilers	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Have boilers and heating systems been serviced through lock down as required? 	2x2=4	
Medication	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Ensure trained staff available to administer medicines and records maintained. • Secure medicines storage • Inhalers and epipens available pupils in classrooms and for outdoor activities 	2x2=4	
Emergency plan	Staff, pupils, parents, visitors – unable to respond to an emergency on site -possible injuries, panic, stress	<ul style="list-style-type: none"> • Review the school emergency plan to cover COVID 19 issues • Contingency plans for an outbreak are in place • Shared with staff and relevant parties e.g. Governors • Remote education plans are in place for individuals or groups of self-isolating pupils. See remote education support. • 	3x3=9	
Third party users	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • School to consider third parties onsite- clubs, sports activities- <ul style="list-style-type: none"> ○ Obtain new risk assessments from all parties detailing their actions for social distancing, hygiene and how they will carry out activities ○ Share school measures and/or risk assessments with them ○ Risk assess impact of third party on school. 	2x3=6	
School trips	Staff, pupils, parents, visitors everyone.	Cancelled at present until further advice from PHE & DfE.	1x1=1	
Anxiety and stress returning to work post lockdown Employee's & pupils returning to school with potential stress / anxiety caused by return to school	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> • Counselling service available including bereavement • Refer employee to EAP • Review individual staff /pupil risk assessments and monitor • Regular one-to ones with staff if necessary • Reasonable adjustments if required. 	2x3=6	

post COVID-19 lockdown and associated contact				
BAME staff & pupils Evidence from the Office for National Statistics shows a greater impact of Covid-19 on Black communities with a disproportionate number of deaths being recorded.	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> Assess the risks to BAME staff and pupils in your establishment. BAME staff and pupils have been considered in the same way as shielded staff and students. Have comprehensive conversations with BAME staff identify any existing underlying health conditions that may increase the risks for them in undertaking their role keep ongoing contact with staff particularly about their safety and their mental health. Seek and follow OH advice where appropriate. Offer EAP & counselling 	3X3=9	
Playground equipment and activities	Staff, pupils, parents, visitors everyone.	<ul style="list-style-type: none"> 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. Read COVID-19: cleaning of non-healthcare settings If play equipment has been put out of use or not been subject to the usual daily visual and weekly formal checks a full formal recorded inspection must be undertaken before any pupils are allowed onto it again. Review playground equipment Remind pupils of playground rules Remind staff must walk playground and look at fences, benches, equipment bins etc prior to every session. Revisit playground risk assessment with middays and staff who are supervising 	2x3=6	
Sports activities - risk of transmission of Coronavirus (COVID 19) whilst on visit.	Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> All measures from the system of controls will be adhered to Pupils kept in consistent groups Sports equipment thoroughly cleaned between each use by different individual groups Contact sports avoided. College will only provide team sports on this list and ensure they follow the national governing body guidance. Outdoor sports prioritised where possible, and e.g. hall, astro turf and spaces used where it is not, to maximise distancing between pupils 	3x2=6	

		<ul style="list-style-type: none"> • Fresh air ventilation will be maximised through either opening doors and windows or ventilation systems • The areas will be cleaned between groups – surfaces wiped down • Pupil reminded about hand and respiratory hygiene • If School/College uses any external facilities it will risk assess this and use in line with government guidance for the use of and travel to and from, those facilities • School/College refers to the following advice: <ul style="list-style-type: none"> ○ guidance on the phased return of sport and recreation ○ Sport England for grassroots sport ○ Association for Physical Education ○ Youth Sport Trust • School/College will work with external coaches, clubs and organisations for curricular and extra-curricular activities where satisfied that it is safe to do so. • Risk assessments will be requested from all sports providers to ensure all activities are in line with measures adopted by school to reduce the risk of transmission 		
Ventilation & air conditioning – lack of increases risk of transmission of Coronavirus (COVID 19)	Staff, pupils and visitors lack of ventilation to disperse Coronavirus (COVID 19) - contracting Coronavirus (COVID 19)	<ul style="list-style-type: none"> • School/college will ensure an adequate supply of fresh air into building(s) through improving general ventilation, preferably through fresh air or by using mechanical systems • Where possible windows & doors will be opened to increase the supply of fresh air (unless fire doors). • Staff have been reminded not to leave doors propped /wedged open when leaving the area unattended • Schools will ensure spaces with multiple occupants are well ventilated – to at least meet current guidance on the ventilation rate for the setting as set out in Chartered Institution of Building Services Engineers (CIBSE) guidance • Poorly ventilated spaces will be assessed to see if they can be adapted to improve ventilation or will be removed from use as a teaching location • School/college will identify spaces where there is no provision of ventilation and restrict these spaces to single occupancy or very short durations • School/college will prevent pockets of stagnant air in occupied spaces by use of ceiling fans, desk fans or opening windows • See Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak which states the risk of air conditioning or fans spreading coronavirus (COVID-19) in the workplace is extremely low 	2X2=4 If all controls are in place in Column 3 this may be lowered	Doorguards to be fitted on identified fire doors to increase ventilation

		<p>Ventilation https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#ventilation</p> <ul style="list-style-type: none"> • All systems to remain energised in normal operating mode. • Where mechanical ventilation is present, recirculatory systems should be adjusted to full fresh air. If this is not possible, systems should be operated as normal. • Where possible, occupied room windows should be open. <p>Ventilation to chemical stores should remain operational</p>		
<p>Visitors to school- working across multiple 'bubbles' and schools e.g. speech and language therapists, OT's social workers- risk of spread of infection between 'bubbles' and schools.</p>	<p>Staff, pupils, visitors, members of the public by increased risk of catching COVID 19 from visitor entering existing bubble and cross-contamination of 'bubbles'</p>	<ul style="list-style-type: none"> • Visitors are warned not to enter school if they are displaying any symptoms of coronavirus and to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection • Visitors made aware of all measures in place in school to reduce risk of spread of virus. • Visitors told wash hands on arriving or use hand sanitiser located at entrance. • Visitors will be required to use sanitiser before and after each different pupil session. • Supply teachers, peripatetic teachers and/or other temporary staff can move between schools following the above advice • Pupils leave bubbles and wash hands or use sanitiser before and after their appointment / meeting • Visitor has own PPE or PPE will be provided for each session • PPE to be worn if 2 m social distancing cannot be maintained then visitor must wear a face covering/mask • Room has ventilation – windows and door open whilst the room is occupied. • Sanitiser in room • Tissues in room and lidded bin emptied after each session. • Disinfecting kit in room – insert local details e.g. trigger bottle of disinfectant, cloths, wipes • All hard surfaces wiped down before and after each separate appointment /meeting with pupils. • Any equipment brought into school must be able to be wiped down pre and post each pupil session. • Any school equipment used must be wiped down pre and post session. • Designated visitor toilet Last cubicle in the ladies toilets • Visits arranged for outside of school hours, where possible • A record is kept of all visitors. 	<p>3x2=6</p>	

<p>Music – singing and playing instruments – risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, pupils, parents, visitors - contracting Coronavirus (COVID 19)</p>	<ul style="list-style-type: none"> • School/College understands that there may be an additional risk of infection in environments, even at a distance where pupils are: <ul style="list-style-type: none"> ▪ singing ▪ chanting ▪ playing wind or brass instruments ▪ shouting • Singing, wind and brass instrument playing can be undertaken in line with the guidance provided by the Department for Culture, Media and Sport (DCMS) on working safely during coronavirus (COVID-19) in the performing arts • Specialist, elite provision in music, dance and drama will also follow the latest DCMS guidance on the performing arts • School/College will employ the following measures: <ul style="list-style-type: none"> ▪ playing instruments and singing in groups will take place outdoors wherever possible - if indoors, the numbers will be limited in relation to space ▪ if indoors larger rooms; rooms with high ceilings are expected to enable dilution of aerosol transmission will be used. ▪ if playing indoors, numbers will be limited to account for ventilation of the space and the ability to social distance. ▪ Good ventilation will be ensured following advice from the Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak ▪ singing, wind and brass playing will not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing and mitigation as described below can be maintained ▪ in the smaller groups where these activities can take place, school/college will observe strict social distancing between each singer/player, and between singers/players and any other people such as conductors, other musicians, or accompanists - current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate ▪ students will be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible ▪ wind and brass players will be positioned so that the air from their instrument does not blow into another player ▪ The use microphones and quiet singing will be encouraged, where possible 	<p>3x2=6</p>	
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<p>Performing Arts- risk of transmission of Coronavirus (COVID 19)</p>	<p>Staff, learners, parents, visitors - contracting Coronavirus (Covid 19)</p>	<ul style="list-style-type: none"> • Performing arts will take place following guidance in working safely during coronavirus (COVID-19) in the performing arts, which is applicable to both professionals and non-professionals • School/College has considered new ways of delivering in-person teaching and assessment that adhere to guidelines on social distancing, so that all students can receive a high-quality academic experience in a way that protects both students and staff. • Where it is not possible to avoid face-to-face teaching or group sessions, particular effort will be made to maintain social distancing and the system of controls employed in school/college to mitigate the potential for transmission. • Teaching sessions <ul style="list-style-type: none"> ○ sessions and rehearsals are designed to avoid situations where students are unable to socially distance. If this is not possible, reduce any time that students are not able to maintain social distancing. ○ Smaller teaching group sizes should be used where it is not possible to maintain social distancing. E.g. by reducing numbers in: <ul style="list-style-type: none"> ▪ sizes of casts in drama ▪ size of orchestras ▪ number of students involved in movement sessions ▪ holding such sessions in a larger room. ○ Where social distancing cannot be adhered to, School/College will consider the use of technology solutions to reduce interactions, e.g.: <ul style="list-style-type: none"> ▪ one to one tutorials, rehearsals and practice and if possible, for assignments. ▪ using booths, barriers or screens between individuals who are not part of a teaching group, between teaching groups and others, and between performers and any staff or students not participating at that moment. • Equipment <ul style="list-style-type: none"> ○ The following measures will be taken when handling equipment: ○ sharing equipment to be avoided if possible ○ if equipment has to be shared, making sure there is increased handwashing before and after handling equipment ○ regularly cleaning all equipment including shared instruments, desks, sound and lighting equipment, mics or battery packs 		

		<ul style="list-style-type: none"> ○ limiting the handling of paperwork, including music scores, scripts and learning materials ● Audiences <ul style="list-style-type: none"> ○ School/College will refer to the advice for audiences in working safely during coronavirus (COVID-19) in the performing arts around audiences. ○ Where it is essential to have an audience, for assessment and teaching purposes, they should be seated in accordance with social distancing. ○ Staff and other students can watch rehearsals and performances, but they should avoid cheering or shouting. This is because of the potential for increased risk of transmission – particularly from aerosol and droplet transmission. ○ Example controls that could be used include: <ul style="list-style-type: none"> ▪ the use of screens to protect audience members where necessary and limiting the length of performances. ▪ Maximum ventilation should be applied in all enclosed performance areas and both the ventilation and social distancing measures should consider performers and audience cumulatively. <p>interactive performances may have to be performed without a live audience</p>		
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Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 – 16	Tolerable – but look to improve within specified timescale
5 – 9	Adequate – but look to improve at review
1 – 4	Acceptable – no further action but ensure controls are maintained

- (1) List hazards **something with the potential to cause harm** here
- (2) List groups of people who are especially at risk from the significant hazards which you have identified
- (3) List existing controls here or note where the information may be found. Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk the cost of any action and the benefit you expect to gain. Agree the action plan

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

(5) ACTION PLAN

Action required:	Responsible person	Completion date
A questionnaire has been issued to ensure all staff understand their new ways of working. If any staff fail to answer the questionnaire correctly they will be invited to a presentation to retrain.	Kerrie Spiby	June 2020
All housekeeping staff have sat through the presentation before returning to school. This will include the correct use of PPE and revised cleaning schedules. This will be represented on Inset day. – This will be updated in September Inset Day.	Kerrie Spiby	Ongoing
Eye Protection & Masks The need for a mask and eye protection should be assessed by the member of staff prior to the task being carried out and can be worn on a sessional basis	Kerrie Spiby	September 2020
Hand sanitiser stations refilled daily.	Fiona Smith	Ongoing
Doorguards to be fitted on identified fire doors to increase ventilation	Dale Rosewell	September 2020

Action plan agreed with (signature)	Date		
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