



**BUSH HILL PARK PRIMARY SCHOOL RISK ASSESSMENT –
DURING CORONAVIRUS PANDEMIC (COVID-19)
Summer Term 1 2021**

School: Bush Hill Park Primary School			
Headteacher:	Anna Theodosiou	Persons undertaking the assessment:	Headteacher – Anna Theodosiou SBM – Lorraine Shaw
Work Activity being assessed:	COVID-19 Risk Assessment for Schools – Summer 1 2021	Risk Assessment Number:	10
		LA VERSION NUMBER	6
Date of assessment:	20 April 2021	Date of next review:	27 May 2021 (or sooner if government advice changes)

SCOPE OF OPERATION, LOCATION AND PERIOD (SUMMER TERM 2021)	ASSOCIATED GUIDANCE
<p>SCOPE OF OPERATION (description of tasks being undertaken):</p> <ul style="list-style-type: none"> • Whole school return of early Years, KS1 and KS2 education • SEN LSA intervention guidance (p.28) • Wraparound Club/Extra-Curricular activities (p.54) • PPA cover guidance (p.59) • Fire Drills (p.60) • COVID-19 Primary School Based LFD Testing (p.60) <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Risk assessment review - what we do This Risk Assessment is updated and reviewed by the Headteacher and SBM, considering any practices and outcomes which have been developed. Consideration is given to the additional risks and control measures for safe operations during full capacity.</p> <p>Where points are not completed but need to be addressed, they will be placed in the Further Actions Required column with a time frame for completion.</p>	<p>NHS - 111 - COVID-19</p> <p>HSE - Making your workplace COVID secure</p> <p>https://www.hse.gov.uk/toolbox/workers/mothers.htm</p> <p>Government guidance:</p> <p>GOV.UK - Guidance NHS Test and Trace how it works</p> <p>GOV.UK - Stay at home guidance for households with possible coronavirus (COVID-19) infection</p> <p>GOV.UK - Guidance on coronavirus testing (who is eligible for a test and how to get tested)</p> <p>GOV.UK - Safe working in education, childcare and children's social care settings (including the use of personal protective equipment PPE)</p>
<p>Please note: The advice for CEV states, "Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home where possible, but if they cannot work from home should attend their workplace."</p>	<p>GOV.UK - Safe working in education, childcare and children's social care</p> <p>GOV.UK Guidance for Schools Coronavirus - COVID19</p>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforce>

Reference is made to various guidance documents available from GOV.UK throughout the risk assessment as on the right-hand side of this document.

The guidance from UK GOV is constantly updated and changes frequently, so best practice requires that we update this document when needed.

Due to the new virulent strains since present in the UK since November 2020, staff wear masks in shared spaces like corridors and when unable to maintain a social distance of 2m, as a precaution and additional control measure.

LOCATION

Bush Hill Park Primary School, Main Avenue, Enfield, EN1 1DS

WHEN ACTIVITIES TAKE PLACE

- Breakfast Club (7.50am start – 8.30am - 9am finish depending on the year group)
- Nursery (Summer Term operating hours 8.am – 3.30pm)
- Reception-Year 6 (Between 8.30am- 3.15pm)
- Afterschool Club (Until 6pm)
- Holiday Club (Restarted from the Easter holidays 6 April-16 April 21)
- Facility Hire (Weekday evenings and weekends)

[GOV.UK - Guidance - COVID-19: cleaning of non-healthcare settings outside the home](#)

[HSE - Handwashing-using hand sanitiser - Coronavirus](#)

[GOV.UK - Contacts: Public Health England \(PHE\) Teams](#)

[NHS Testing and Tracing for Coronavirus](#)

[GOV.UK - Coronavirus \(COVID-19\) Safer travel guidance for passengers](#)

[GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19](#)

[Royal College of Paediatrics and Child Health - Guidance on Clinically Extremely Vulnerable Children and Young People](#)

[GOV.UK - \(Press Release\) Extra mental health support for pupils and teachers](#)

[GOV.UK - Coronavirus \(COVID-19\): how to self-isolate when you travel to the UK](#)

[GOV.UK - Guidance for food businesses on Coronavirus \(COVID-19\)](#)

[HSE - Legionella risks during the Coronavirus pandemic](#)

NOTES

It is our duty as an employer and community hub, to protect people from harm. This includes taking **reasonable steps** to protect our staff and others (pupils, visitors, contractors, delivery staff) from coronavirus.

This risk assessment process requires that we:

- identify what work activity or situations might cause transmission of the virus
- think about who could be at risk
- decide how likely it is that someone could be exposed
- act to remove the activity or situation, or if this isn't possible, control the risk

This risk assessment is in line with the recommended process using the Health and Safety Executive's (HSE) approach as laid down in their 'Five Steps to Risk Assessment'. This is a step-by-step process for controlling health and safety risks caused by hazards in the workplace-to reduce risks from COVID 19.

Please use this document as a guide of what is expected from us as a school to keep teachers, workers, pupils and others safe. It will be monitored and updated and numbered according to the current version.

The Layout

This risk assessment is laid out in two sections; '**Part 1 – General Risk Assessment for School**' and '**Part 2 – School Settings**'.

This document model aims to look at and use guidance and advice from authoritative sources, in this case the HSE and UK GOV. (DofE).

Part 1 – General Risk Assessment for School, which takes into account most activities and visitors etc and can also be used for other premises or sites used such as children's centres etc, it is taken from the HSE's general guidance on risk management

[CIBSE \(Chartered Institution Building Services Engineers\) Emerging from Lockdown](#)

www.cibse.org/coronavirus-covid-19/emerging-from-lockdown

[CIBSE \(Chartered Institution Building Services Engineers\) Coronavirus, SARS-COV-2, COVID-19 and HVAC Systems](#)

[HSE - Air Conditioning and Ventilation during the Coronavirus Pandemic](#)

[GOV.UK - Health & Safety on Educational Visits](#)

[GOV.UK - Protective Measures for Holiday/After-School Clubs and Other Out of School Settings](#)

[GOV.UK - Coronavirus \(COVID-19\) Guidance on phased return of sport and recreation](#)

[GOV.UK - Coronavirus \(COVID-19\) Guidance](#)

[GOV.UK - Supporting Pupils at School with Medical Conditions-3](#)

[Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)

[GOV.UK - What parents/carers need to know about early years providers schools and colleges COVID-19](#)

and example risk assessment for COVID 19. The content in this section is taken directly from the HSE model and points raised are recommended areas to cover in all workplaces.

Part 2- School Settings, is as stated and is specifically centred on normal school operation. The information here is sourced from UK GOV documents and the links for these are listed in the main body and on the left of this document.

LEGAL REQUIREMENT

The legal requirement in a nutshell is to reduce risk 'as low as reasonably practicable' (ALARP). This document provides a model process for this and helps us to meet the strong moral obligations to reduce risk in our school environment.

[Nursing Times - Paper Towels \(much more effective\) at removing viruses than hand dryers](#)

[GOV.UK Coronavirus \(COVID-19\) Safer Travel Guidance for Passengers](#)

[HSE - Using PPE at work during the Coronavirus pandemic](#)

www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/index.htm

[HSE - PPE in non-healthcare work during the \(COVID-19\) pandemic](#)

[HSE - Respiratory Protective Equipment PPE - Fit Testing Basics](#)

www.hse.gov.uk/coronavirus/ppe-face-masks/non-healthcare/supply-issues-and-working-safely.htm

[HSE - Supply issues with PPE and working safely during the Coronavirus pandemic](#)

[HSE - Protect home workers - Coronavirus \(COVID-19\)](#)

Bush Hill Park Primary School - Coronavirus Risk Assessment

Activity:	BHP School Risk Assessment in response to Coronavirus	No. of pages:	62	Page number:	
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What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	CONTROLS What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
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PART 1 – GENERAL RISK ASSESSMENT FOR SCHOOL

<p><i>Increased risk of infection due to mutations of the Coronavirus</i></p> <p>Risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.</p>	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<p>The increased chance of infection highlights the importance of adherence to control measures.</p> <p>- Enhanced cleaning continues during the school day in classrooms, toilets, staff rooms, shared outdoor gym equipment, and high touch points across the school site.</p> <p>- All staff should now wear a mask or face covering in corridors, stairwells and other shared areas.</p> <p>- Continued respiratory hygiene, social distancing, hand washing and sanitising.</p>	<p>- Lateral Flow Device Tests available for staff twice a week, and pupils and their families/bubbles</p>	<p>SLT</p>
<p><i>Getting or spreading coronavirus by not washing hands or not</i></p>	<p>Workers</p> <p>Customers</p>	<p>HSE guidance on cleaning, hygiene and hand sanitiser</p>	<p>- SLT to monitor and supervise staff and pupils,</p>	<p>SLT</p>

<p>washing them adequately</p>	<p>Contractors</p> <p>Users/Customers</p> <p>Drivers coming to your school/centre</p> <p>Drivers going out for your school/centre</p> <p>Visitors</p>	<p><u>HSE - Handwashing-using hand sanitiser - Coronavirus</u></p> <ul style="list-style-type: none"> - Water, soap and drying facilities at wash stations provided - Information and posters displayed at entry, in classrooms, staff rooms and toilets on how to wash hands properly - Only 2 members of staff allowed in adult toilets at any time with some washbasins taped off for social distancing - Hand sanitiser provided in offices, classrooms, reception, staff rooms and in corridors for when individuals can't wash their hands - Visiting drivers can use a hand sanitiser by the Lodge 	<p>to make sure all are following controls</p> <ul style="list-style-type: none"> - Signs in classrooms, toilets, corridors to remind people to wash their hands - Information and reminders sent to staff about when and where they need to wash their hands - Hand washing facilities available in each classroom - Information and reminders sent to staff about when and where they can sanitise their hands - PPE, hand washing and sanitising stock checked by BE/PN to ensure they are replenished - Remind staff and pupils to moisturise their hands and check that they do not experience dryness and cracking but if they do they must report the problem to Welfare Officer 	<p>KW, BE, RH, PN</p> <p>LS</p> <p>PN, BE, RH</p> <p>LS</p> <p>LS, BE, RH, PN</p> <p>PN, LS</p>
<p>Getting or spreading coronavirus in</p>	<p>Workers</p>	<p>Areas of congregation, will display signage to remind people to social distance, stick to</p>	<p>- Visual reminders across the school site to social</p>	<p>BE, RH</p>

<p>common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, changing rooms, and other communal areas</p>	Customers	maximum occupancy and sanitise their hands, and includes:	distance, including floor markings and wall signs	
	Visitors	> staff rooms, dinner hall, School Office and corridors	- Monitor and supervise to make sure people are following controls put in place, eg one-way system, hand-washing, social distancing	SLT
	Contractors	Pinch point areas where people can't strictly meet the social distancing rules, will display signage to remind people to wait before entering, allow people to pass and sanitise their hands and includes: > corridors, doorways, gates, storage areas	- Encourage staff to report near-misses which may help identify where controls cannot be followed or people are not doing what they should	SLT
	Drivers coming to school premises	Areas and equipment where people will touch the same surfaces, will display signage to remind people to social distance and sanitise their hands for touching or using facilities and includes: > Kitchens, kettles, fridges, kettles, water coolers, hot water tap, taps in the toilets, handrails, tables, door handles, light switches, computers, pens, printers > Sofas and chairs in offices, School Office, Main Corridor, staff rooms	- All must follow one-way systems, and the number of people limited in areas as displayed (reminders will be sent regularly)	SLT
		Communal areas where air movement may be less than in others because there are no windows to open, will display signage to remind people to social distance, stick to maximum occupancy numbers, and sanitise their hands regularly, and includes: > Corridors, storage areas, stairwells, computer storage		BE, RH
				EH, PG, BE, RH

		<p>Staff Rooms and the dining hall will have some tables and chairs taped off so they are out of use to help with social distancing.</p> <p>Online Team meetings have increased externally and internally to reduce the number of people visiting school, moving around school and having to leave the premises to visit other schools and organisations.</p> <p>Non-fire doors can be left open to reduce the amount of contact with doors and also improve ventilation.</p> <p>Communal area surfaces, like kitchen surfaces, tables and chairs, must be kept clear for people to sit and eat at to make cleaning easier.</p> <p>Daily cleaning regime in place to make sure high traffic communal areas are kept clean and managed with signing sheets in different areas.</p>	<p>Fire doors should normally be closed; however, where areas are occupied, staff can keep them open whilst the area is in use. SLT will monitor all areas, the Fire Risk Assessment has been amended and staff have been briefed.</p>	<p>All staff</p> <p>BE, RH, SLT</p> <p>Cleaning Team</p> <p>Cleaning Team</p>
<i>Getting or spreading coronavirus through workers living together and/or travelling to work together</i>	Workers	<ul style="list-style-type: none"> – Groups of workers who live together identified and grouped into work cohorts – Groups of workers who travel to work together identified and grouped into work cohorts 	Year/Achievement Leads to discuss living and working arrangements with staff who live and/or travel to work together to agree how to prevent the risks of spreading coronavirus	SLT
<i>Getting or spreading coronavirus by not cleaning surfaces,</i>	Workers Customers	Guidance on cleaning and hygiene during the coronavirus outbreak	- Cleaning Team assigned designated areas and items to clean, location monitoring	LS, PG

<p>equipment, playgrounds and workstations</p>	<p>Visitors</p> <p>Contractors</p> <p>Drivers coming to the school site</p>	<p><u>HSE - Handwashing-using hand sanitiser - Coronavirus</u> https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>Guidance on cleaning and hygiene during the coronavirus outbreak https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm</p> <p>Enhanced cleaning of school by disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, handrails, light switches, etc. using appropriate cleaning products and methods.</p> <p>Staff trained to put on and remove personal protective equipment (PPE) that is used for normal work hazards and how to keep it clean</p> <p>Staff placed in bubble groups, apart from PPA staff, to reduce the need for people to move around the school site to help reduce the potential spread of any contamination through touched surfaces</p> <p>Equipment sharing avoided either by allocating personal issue, staff cleaning equipment before and after use (with signs to remind staff), and regular cleaning regimes in between different users</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-</p>	<p>sheets are signed by cleaning team at set times, checked by the Cleaning Supervisor before being filed by SBM to ensure cleaning regimes are properly implemented</p> <ul style="list-style-type: none"> - Cleaning Team trained and reminded about the following: <ul style="list-style-type: none"> ➤ the products they need to use ➤ precautions they need to follow ➤ the areas they need to clean - Cleaning stock monitored and replenished earlier than pre-COVID-19 - Cleaning Team trained how to put on and remove PPE 	<p>PG</p> <p>BE, RH, PG</p> <p>PN (Welfare Officer)</p>
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		<p><u>and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</u></p> <p>Outdoor gym – is shared between pupils but cleaned in between use by staff carrying out enhanced cleaning during the day.</p> <p>Playground equipment – in the KS1 Playground can only be used once on any day and be under direct staff supervision during lunch/break times, on a rota basis (so different pupils get to use the equipment at some point during a week) with pupils lined up before their turn to use it. All pupils entering and leaving the area must sanitise their hands. There must be a gap of 72 hours between each supervised use.</p> <p>Reduction of people touching surfaces by:</p> <ul style="list-style-type: none"> - using electronic devices - leaving doors open where possible - pens on lanyards to reduce the need to share pens - online payments encouraged instead of cash <p>Clear Desk Policy – to keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects</p> <p>More bins provided in rooms and emptied more often</p>	<p>Pupils sanitise their hands before going out into the playgrounds and sanitise or wash their hands when returning back in to the school building.</p> <p>Number of pupils are limited at any one time, each session is limited, an orderly queue is formed outside the play area</p>	<p>Pupils, all lunch and breaktime staff</p> <p>Pupils, all lunch and breaktime staff</p> <p>All staff</p> <p>LS</p> <p>BE, RH, Cleaning Team</p>
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		<p>Lockers provided for staff to store personal belongings and keep personal items out of work areas for staff in key areas, for:</p> <ul style="list-style-type: none"> - Playleaders, Breakfast Club, Teachers and Support Staff in Staff Rooms, Cleaning Team <p>Emergency cleaning procedures for deep cleaning to commence are in place if someone develops symptoms of coronavirus at work. <u>GOV.UK - Guidance - COVID-19: cleaning of non-healthcare settings outside the home</u></p>	<p>Area to be cordoned off, individuals in affected bubble instructed to self-isolate and deep cleaning to begin asap.</p>	<p>ATh, LS</p>
<p><i>Mental health and wellbeing affected through isolation or anxiety about coronavirus</i></p> <p>Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working.</p>	<p>All staff and Workers-anxiety stress or other mental health issues</p>	<p>Talk openly with staff about the possibility that they may be affected and if affected, they should:</p> <ul style="list-style-type: none"> - raise concerns with the Headteacher or SBM immediately - self-isolate according to current government guidelines <p>Reassure and remind staff of measures taken to protect their safety</p> <p>All staff to read through risk assessment to help identify potential problems and identify solutions</p>	<p>Regular contact between SLT/Managers and staff</p> <p>Information and advice shared with staff about mental health and wellbeing</p> <p>OH referrals will be considered if personal stress and anxiety issues are identified and beyond the scope of SBM or Headteacher</p>	<p>ATh, LS</p> <p>SLT</p> <p>ATh, LS</p>

<p>NOTE: NHS research shows that around 30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis</p>		<p>Keep staff updated on what is happening with Team messages, Staff Briefings, notices and posters, and discussions in Team Meetings</p> <p>Ensure staff are not fatigued and take regular breaks and do not work long hours</p> <p>The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/</p> <p>Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference – https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>	<p>Communicated to All Staff by Teams, posters, Staff Rooms and the backs of toilet doors.</p> <p>Members of SLT to be available on site, by email, phone or Teams and regularly reach out to staff.</p>	
<p><i>Contracting or spreading the virus by not social distancing</i></p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p> <p>Delivery drivers to/from the school site</p> <p>Visitors</p>	<p>Classrooms – staff are to keep a distance by staying at opposite ends of a room</p> <p>Corridors – staff and visitors to follow one-way systems, wear a face covering/mask, and adhere to social distancing markers on the floor and signs on the walls</p> <p>Offices – should be ventilated if more than 1 person is in occupancy and desks and chairs sanitised if used by others and taped to</p>	<p>Year Leads to monitor year groups daily to make sure social distancing rules are followed</p> <p>INSET training and regular reminders will provide information, instruction and training to people so they understand what they need to do</p>	<p>ATh</p>

		<p>clearly show the 2m distance to be maintained</p> <p>Online meetings – to be held via Teams as often as possible</p> <p>The School Office – no member of staff or pupil is to enter the working area of the School Office where the Administration Team sit</p> <p>Face-to-face meetings – are not encouraged, but if held, must be no longer than 15 minutes, each individual must wear a face covering, social distanced, held at an angle to each other, and held in a well-ventilated room</p> <p>Other measures where social distancing isn't always possible include:</p> <ul style="list-style-type: none"> ➤ using marker tape on the floor ➤ providing full face shields and discreet nose and mouth shields for all staff <p>https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm</p> <ul style="list-style-type: none"> ➤ one-way systems ➤ staggering start/end times ➤ encouraging staff to leave immediately after their classes leave for the day ➤ having allocated time slots for visitors and parents ➤ rearranging some work areas and tasks to allow people to social distance ➤ using empty spaces in the building for office space 	<p>Signage is displayed as reminders for employees to maintain social distancing</p> <p>Parents insisting on attending the School Office will need to be told at the gate that they must make an appointment. Plus, signs cable tied to the front gate.</p> <p>SLT must enforce social distancing daily. Sanctions will be used for staff not adhering to the rules.</p> <p>ALL STAFF including Playleaders, PPA staff, Cleaners and Wraparound staff must keep a 2m distance from other staff at all times and sanitise hands between buildings.</p>	<p>LS, BE, KW, PN</p> <p>LS, KW</p> <p>ATh, AN, LS</p>
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		<ul style="list-style-type: none"> ➤ implementing 'drop zones' for passing materials between people ➤ providing facilities to help people to cycle to work eg installing bike racks ➤ reducing meeting times ➤ enhanced cleaning regimes ➤ increasing hand washing ➤ improving ventilation <p>- Display signs are used to remind people to socially distance (Please note – personal protective equipment will sometimes be needed in some instances to protect from the risk of coronavirus)</p> <p>HSE - Using PPE at work during the Coronavirus pandemic</p>		
<p>Staff working from home and pupils using DSE equipment</p>	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at home for a long period of time.</p>	<p>Staff should access online training: - Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; "DSE Self-Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet".</p> <p>Follow guidance on display screen equipment in the HSE Protect homeworkers page HSE - Protect home workers - Coronavirus (COVID-19)</p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks will be assessed:</p>	<p>Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's HSE - Protect home workers - Coronavirus (COVID-19)</p> <p>A 'Working from Home – Staff Expectations' Policy has been developed and ratified by Governors on 21/10/2020. Staff expectations on working</p>	<p>All staff</p> <p>FS, KM, KW</p>

		<ul style="list-style-type: none"> - Staff working at home using display screen equipment (DSE) will complete online DSE training to know how to protect themselves with regular breaks, stretching exercises, setting up equipment and positioning etc - If any issues are flagged up following the online DSE training, the SBM will complete an assessment with staff to identify what equipment or help may be needed to allow them to work safely at home - Schedule in breaks of a minimum of 5 minutes every hour for pupils studying and staff should take regular breaks away from a screen or from sitting down. 	<p>from home is clearly outlined within this policy and staff have been asked to sign a declaration to say that they understand and will adhere to the expectations defined within the policy.</p>	All staff
<p>Poor workplace ventilation leading to risks of coronavirus spreading</p> <p>CIBSE (Chartered Institution Building Services Engineers) Emerging from Lockdown</p>	<p>Workers</p> <p>Customers</p> <p>Contractors</p>	<p>Follow guidance on heating ventilation and air conditioning (HVAC)</p> <p>CIBSE (Chartered Institution Building Services Engineers) Coronavirus, SARS-COV-2, COVID-19 and HVAC Systems</p> <p>The HSE also has guidance about legal requirements to ensure an adequate supply of fresh air is available</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm#balancing</p> <p>All staff are encouraged to wear extra layers during the winter months to accommodate colder weather conditions when windows need to be opened for well-ventilated rooms and spaces.</p>	<p>Maintain air circulation systems in line with manufacturers' recommendations</p> <p>Ventilation via open windows will become problematic during the colder winter months but doors will remain open.</p>	<p>BE, RH</p> <p>All staff</p> <p>All staff</p>

		<p>Classrooms - all classrooms to keep the door and at least 1 window open for ventilation to increase air flow.</p> <p>Fire doors should normally be closed; however, where areas are occupied, staff can keep them open whilst the area is in use. SLT will monitor all areas, the Fire Risk Assessment has been amended and staff have been briefed.</p> <p>Offices – a window should be open if more than 1 person is inside and if the conversation is not private the door should be kept open as well</p> <p>Staff Rooms – at least 1 window must be kept open for ventilation at all times for ventilation to increase air flow.</p> <p>The Nursery Staff Room - can only accommodate 1 person in at a time and must be ventilated just before each person leaves the room. The extractor fan must be open at all times.</p> <p>School Office – a window or door should be open at all times or the A/C unit should be turned on to increase ventilation and switch heating ventilation and air conditioning (HVAC) systems to draw in fresh air rather than recirculating it</p>	<p>In winter months, higher level windows can be partially opened for natural ventilation so as to not create too much of a draught. Airing rooms frequently in between use is also effective.</p>	<p>Teachers, Support Staff, BE, RH</p> <p>SLT</p> <p>All office-based staff</p> <p>All staff, BE, RH</p> <p>All Nursery Staff</p> <p>School Office Staff and BE and RH</p>
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<p>Increased risk of infection and complications for vulnerable workers</p> <p>Workers over 60 or those defined as clinically vulnerable, could be at higher risk of severe illness from coronavirus</p> <p>Those at higher risk or described as Clinically vulnerable people are defined in the list in the following link. https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>(See Section 9 Protecting people more at risk from coronavirus)</p>	<p>WHO Staff with protected characteristics</p> <p>HOW Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19. Such as: Older people, Men (from 40 and over), and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.</p> <p>The causes of these increased risk factors are not yet fully understood, and further research is taking place.</p> <p>Disability might impact on how staff can move around the</p>	<p>Via the Schools Health & Safety Team Service, we are keeping in contact with staff and reviewing Individual COVID-19 Risk Assessments for those at increased risk version 5a and for New and Expectant Mothers Briefing version 6a.</p> <p>Staff welfare is always considered and needs identified:</p> <ul style="list-style-type: none"> > Clinically extremely vulnerable 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 > People self-isolating > People with symptoms of coronavirus <p>Catch up conversations to be had with staff to see if personal circumstances have changed and identify what needs to be done in each case</p> <p>Staff needing to self-isolate must work in line with current government guidance</p> <p>Vulnerable or at-risk staff must have measures put in place to protect them, eg social distancing, PPE and hygiene procedures Managers/headteachers should consult with their employees to determine who can come into the workplace safely taking account of a person's journey, caring</p>	<p>Systems are in place Put systems in place so people know when to notify you that they fall into one of these categories, eg they start chemotherapy or are pregnant</p> <p>Staff briefings to remind staff to alert Headteacher if there are any significant changes to their personal circumstances</p>	<p>ATh, LS</p> <p>ATh, LS</p> <p>ATh</p> <p>ATh, LS</p>
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	building or use the adjusted workplace.	<p>responsibilities, protected characteristics, and other individual circumstances. Extra consideration should be given to those people at higher risk</p> <p>Consideration is taken regarding:</p> <ul style="list-style-type: none"> -Suitability for staff to carry out lower risk work or to work remotely in the interim and take HR advice of any other measures if needed. - Needs of staff with disabilities or pregnant and new mothers about how the adjustments in the office will impact on them or might pose a new or different risk to them. -Particular measures or reasonable adjustments which take account of duties under the equalities legislation. Eg facilities for pregnant and new mothers continue to carry out a 'New and Expectant Mothers Risk Assessment'. <p>-Evacuation procedures have been considered and staff should be especially careful to follow the rules and minimise their contacts with others.</p>		
<p><i>Clinically Extremely Vulnerable (CEV) Adults</i></p> <p>GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19</p>	People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. If they have been told by a clinician/GP that they are CEV or have one of the listed conditions	<p>The advice for CEV states:</p> <p>“Shielding advice is being paused nationally from 31 March. From 1 April, CEV individuals are no longer advised to shield but must continue to follow the rules in place for everyone under the current national restrictions. Staff in schools who are CEV will be advised to continue to work from home</p>		ATh, LS

	described in guidance.	<p>where possible, but if they cannot work from home should attend their workplace.”</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19-operational-guidance#school-workforce</p> <p>-they think there is a good clinical reason why they should be added to the Shielded patients list, they should discuss their concerns with their GP or hospital clinician.</p> <p>Staff in this category are strongly advised to work from home. If they cannot work from home, they should not attend work for this period of restrictions.</p> <p>If staff in this category choose to work on site, additional controls can be discussed as the school is COVID-19 secure in line with government guidelines, and staff can put this request in writing to the Headteacher/SBM.</p>		LS
<p><i>Clinically Extremely Vulnerable (CEV) Children</i></p> <p>GOV.UK - What parents/carers need to know about early years</p>	Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician	<p>More evidence emerged that shows there is a very low risk of children becoming very unwell from coronavirus (COVID-19), even for children with existing health conditions.</p> <p>If a doctor has confirmed that a child is still clinically extremely vulnerable, the advice is that they should not attend nursery, school or</p>	<p>This advice is prone to review and guidance on this will be monitored closely.</p> <p>Welfare Officer to stay in touch with families for</p>	<p>Ath, LS</p> <p>PN</p>

<p>providers schools and colleges COVID-19</p>		<p>college during the period of national restrictions. If this is the case for a child, the parent will receive a letter confirming this advice.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</p> <p>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#clinically-extremely-vulnerable-children</p>	<p>medical updates from families.</p>	
<p>Staff with COVID-19 symptoms and potentially spreading to staff and others GOV.UK - Stay at home guidance for households with possible coronavirus (COVID-19) infection</p>	<p>Virus could spread to all</p>	<p>Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.</p> <p>If they have a positive test result but do not have symptoms, they should stay at home and self-isolate as soon as they receive the result along with their household.</p> <p>The isolation period should include the day the symptoms started (or the day your test was taken if you do not have symptoms and the next 10 full days.</p> <p>Staff can return to their normal routine and stop self-isolating after 10 full days if their</p>	<p>Staff who become symptomatic should <u>self-isolate for 10 days</u>.</p> <p>If a staff member is a household contact of someone who becomes symptomatic (the case) the staff member should self-isolate. If the staff member starts symptoms, they need to self-isolate for 10 days from that date. The most important symptoms of COVID-19 are recent onset of any of the following:</p>	<p>LS, ATh, KW, PN</p>

		<p>symptoms have gone, or if the only symptoms they have are a cough or anosmia (loss of smell), which can last for several weeks. If they still have a high temperature after 10 days or are otherwise unwell, they should stay at home and seek medical advice.</p>	<ul style="list-style-type: none"> • a new continuous cough • a high temperature • a loss of, or change in, your normal sense of taste or smell (anosmia) 	
<p>Exposure to workplace hazards because it isn't possible to get normal PPE</p> <p>Note: PPE will still need to be used in settings not related to Coronavirus e.g. operating machinery</p> <p>HSE - PPE in non-healthcare work during the (COVID-19) pandemic</p> <p>HSE - Using PPE at work during the Coronavirus pandemic</p>	<p>Workers that may be in situations where social distancing and other general precautions are not adequate may require PPE or there may be a requirement for PPE as a control measure in certain settings not relating to Coronavirus.</p>	<p>Follow guidance from the HSE HSE - Using PPE at work during the Coronavirus pandemic</p> <p>Face coverings and masks help control the risk of Coronavirus. However, they are not designated as PPE which is equipment of a higher standard for specified settings. It may be that a PPE standard face mask is required, if so, it should meet the requirements of FFP3.</p> <p>Where we have situations where PPE is required, that is not related to Coronavirus, for example for Site Staff, where required, we will ensure that RPE are face-fit tested.</p> <p>HSE - Respiratory Protective Equipment PPE - Fit Testing Basics</p> <p>- Where supplies are difficult to obtain we will follow the HSE guidelines and put in place suitable controls HSE - Supply issues with PPE and working safely during the Coronavirus pandemic</p>	<p>PPE supplies are monitored and stocks refreshed in advance of need.</p>	<p>KW, PN, RH, BE, LS</p>

		<p>(Please note – face coverings are not PPE.</p> <p>PPE is predominately for specified tasks e.g., using machinery.</p> <p>Where it is used for risk reduction in the case of Coronavirus it would be for specific use – in general healthcare settings ordinary face masks are considered adequate.</p>		
<p>National and local Tier Restrictions and surges</p> <p>www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary</p>	<p>Staff</p> <p>Pupils</p> <p>Contractors</p> <p>Visitors</p>	<p>Individuals must follow government guidance and follow local and national restrictions and roadmaps as prescribed.</p> <p>Action to limit the spread of new and variant strains must also be taken wherever possible, including asking staff not to attend work, or to take a test when legally obliged to do so.</p> <p>People with symptoms should book a test in the usual way and people without symptoms should <u>visit their local authority website</u> for more information.</p> <p>Our school community must follow guidelines as set out in the Government’s Spring 2021 COVID-19 response: <u>Roadmap out of lockdown</u> <u>Step 1 - 8 and 29 March – as planned</u> <u>Step 2 - not before 12 April – as planned</u> <u>Step 3 - not before 17 May - TBC</u> <u>Step 4 - not before 21 June - TBC</u></p>	<p>Parents and staff will be advised about school plans as soon as possible when government guidance changes so all know what to expect and know what control measures the school has in place.</p> <p>Staff will be contacted to self-isolate as soon as possible and given guidance on testing locations and procedures.</p>	<p>ATh, KW, PN, LS</p>

PART 2 – SCHOOL SETTINGS				
What are the hazards?	Who is at risk and How would they be harmed? (e.g. staff, public, contractors – trip, slip, fall, assault)	CONTROLS What is currently done to reduce / control the risk?	What further action do you need to consider to control the risks? -What more can be done to reduce risk?	Action by whom, by when?
<p><i>Increased risk of infection due to mutations of the Coronavirus</i></p> <p>Risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.</p>	<p>Staff</p> <p>Pupils</p> <p>Others</p>	<p>The increased chance of infection highlights the importance of adherence to control measures.</p> <p>- Enhanced cleaning continues during the school day in classrooms, toilets, staff rooms, shared outdoor gym equipment, and high touch points across the school site.</p> <p>- All staff should now wear a mask or face covering in corridors, stairwells and other shared areas.</p> <p>- Continued respiratory hygiene, social distancing, hand washing and sanitising.</p>	<p>- Lateral Flow Device Tests available for staff, and pupils and their families/bubbles</p>	<p>SLT</p>
<p><i>Teachers working from home and pupils using DSE equipment</i></p>	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at home for a long period of time.</p>	<p>Staff should access online training:</p> <p>- Schools Health & Safety Team Service, refer to the Schools Hub advice sheets; “DSE Self-Assessment – COVID-19 – Sheet No. 4 and Working from Home for Schools – COVID-19 CBT Advice Sheet”.</p> <p>Follow guidance on display screen equipment in the HSE Protect homeworkers page</p>	<p>Find further information on how to set up a workstation for short duration home working and also what to do for long-term home working on HSE’s <u>HSE - Protect home workers - Coronavirus (COVID-19)</u></p>	<p>All staff</p>

		<p><u>HSE - Protect home workers - Coronavirus (COVID-19)</u></p> <p>There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed.</p> <p>- For all people working at home using display screen equipment (DSE), training is available on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly.</p> <p>- All staff have been encouraged to go online for training to complete a DSE assessment. The SBM will carry out a further assessment if any issues are flagged up, to identify what equipment is needed to allow them to work safely at home.</p>	<p>Staff should consider breaks from work. 5 minutes every hour is better than 15 minutes every 2 hours.</p>	<p>KW</p>
<p><i>Preparation of school and ongoing compliance checks</i></p>	<p>Pupils</p> <p>Staff</p>	<p>Premises and utilities are health and safety checked and the building is compliant (use usual compliance checklist)</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (eg legionella) • Fire alarm testing • Repairs • Grass cutting • Portable Appliance Testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections 	<p>Premises inspections and services continue with contractors once they confirm they are symptom free, temperature checks made and hand sanitising on entry.</p>	<p>LS, BE, RH</p>

		<ul style="list-style-type: none"> Insurance covers reopening arrangements <p>Desks have been moved to allow social distancing in each room.</p> <p>Posters erected about handwashing and persons with COVID-19 symptoms not to enter the school.</p> <p>Evacuation routes and signage reviewed and dates TBC for drills in the Autumn Term – usual Muster Points to be maintained and have been more clearly marked.</p> <p>Premises lettings are spaced out to allow cleaning post-let and no cross-over of groups.</p> <p>From 04/01/2021 in the Spring Term, the Government announced a second national lockdown, so all non-overnight domestic educational visits once possible where</p>	<p>PEEPs updated within the Incident Management Plan, in September and arrangements made to support individuals with reduced mobility for evacuation including cover arrangements in the case of reduced numbers of staff.</p> <p>Groups letting school facilities must submit a risk assessment and COVID-19 measures to protect individuals under their supervision. Lettings will be suspended if government guidance changes at any time</p> <p>Residentials suspended until further notice and until government guidance changes</p>	<p>All staff</p> <p>BE, RH, LS</p> <p>LS, SM, BE, RH</p> <p>BE, RH, LS</p> <p>ATh, AN</p>
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		<p>practicable with separate risk assessments, are now suspended.</p> <p>Minimum staffing needed at any one time considered and reviewed (and cover arrangements in case of staff absence/sickness)</p> <p>Signage around the school to remind staff, visitors and pupils to social distance, wash their hands, follow the one-way system, stay in the assigned areas, and 'Do not enter' certain parts of the building</p> <p>Wall mounted hand sanitisers installed in year group corridors and entrances to enable staff, pupils and visitors to keep their hands clean when moving around the school in their assigned areas</p> <p>INSET, Twilight and online training planned for staff to ensure full preparation before pupils return and during each term</p>	<p>Ongoing for self-isolation, illness or local lock-downs affecting staff.</p> <p>Clear, laminated and colourful where possible – additions ongoing in response to feedback from staff and parents</p>	<p>ATh, AN, LS, KW</p> <p>BE, RH, KW</p> <p>BE, RH</p> <p>ATh, AN, LS</p>
<p><i>Increased risk of infection and complications for vulnerable pupils, staff, parents and carers</i></p>	<p>Pupils/staff who are shielding</p> <p>Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician</p>	<p>Shielding advice for all adults and children was paused on 1 August but reinstated from Monday 4 January 2021-31 March 2021. This means that pupils and staff who were on the shielding list in Lockdown 1.0 will have been sent a letter confirming their shielding status once again GOV.UK - Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p>	<p>Individual staff risk assessments to be updated</p> <p>Staff must notify ATh or LS if they currently fall into one of these categories</p> <p>Additional measures put in place for vulnerable staff whilst at work, daily, and in</p>	<p>LS</p> <p>All staff</p> <p>ATh, LS</p>

		<p>If parents do not have a specialist caring for them or their child, they should discuss their concerns with their GP.</p> <p>Royal College of Paediatrics and Child Health - Guidance on Clinically Extremely Vulnerable Children and Young People</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school in all local restriction tiers.</p> <p>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#clinically-extremely-vulnerable-children</p>	<p>the case of a positive case in school</p> <p>Welfare Officer maintains plans for vulnerable pupils in and out of shielding status</p>	PN
<i>Increased risk of infection to and from vulnerable children, SEND or children with disabilities</i>	<p>Staff and Pupils</p> <p>HOW: Increased risk of infection due to either physical difficulties or behaviour issues related to children's needs</p>	<p>Whilst following all other mitigation and control measures in this risk assessment, any care/support plans will be reviewed and adjusted to take account of extra measures required relating to the Coronavirus and its spread.</p>	<p>SENCo to continue to work closely with Support Staff to ensure any changes needed to care plans are reviewed and established for individual children.</p>	AN
<i>Pregnant workers/new and expectant mothers contracting Corona virus, whilst at work or using public transport.</i>	<p>Pregnant workers</p> <p>Infection of COVID-19 and resultant illness with a wide range of</p>	<p>Discussion with new or expectant mothers take place before any physical return to the school/workplace or at the earliest opportunity once announced and SBM carries out a New</p>	<p>Staff must update Headteacher and SBM if they fall into one of these categories, e.g. they start</p>	LS, ATh, SLT

<p>NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV).</p> <p>Pregnant workers with defined conditions or at 28 weeks / third trimester or more are considered Clinically Extremely Vulnerable (CEV).</p>	<p>symptoms. The effects of this disease are still being learned about and can vary.</p>	<p>and Expectant Mothers Risk Assessment (using Briefing Version 6).</p> <p>The following recommendations apply for pregnant women who are 28 weeks pregnant and beyond or with underlying health conditions that place them at a greater risk of severe illness from coronavirus:</p> <p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach.</p> <p>This is because although you are at no more risk of contracting the virus than any other non-pregnant person who is in similar health, you have an increased risk of becoming severely ill and of pre-term birth if you contract COVID-19.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>New and Expectant Mothers must have a Risk Assessment to discuss control measures in place for them in school.</p> <p>Consultation on the general COVID-19 risk assessments for the school and its</p>	<p>chemotherapy or are pregnant</p> <p>The New and Expectant Mothers Risk Assessment is reviewed regularly and action taken to do everything reasonably practicable to protect staff from harm.</p> <p>Regular reviews of the risk assessment, (MINMUM EACH TRIMESTER) will take place and do everything reasonably practicable to protect staff from harm.</p> <p>There will be changes (ongoing) in government advice and possible outbreaks of COVID; this will require a full review of measures and this assessment.</p>	
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		arrangements will take place between individual staff and the SBM and their line manager.		
<i>Moving around, evacuation and use of the building by staff or pupils that may be affected by COVID-19 arrangements e.g., one-way systems</i>	<p>Staff with protected characteristics</p> <p>HOW</p> <p>Disability might impact on how staff can move around the building or use the adjusted workplace</p>	<p>Staff identified with protected characteristics consulted with orally to discuss how adjustments in school will impact on them or might pose a new or different risk to them.</p> <p>SBM to discuss and consider staff needs and if particular measures or reasonable adjustments in the school need to be put in place to take account of duties under the equalities legislation by carrying out employee needs risk assessments when appropriate.</p> <p>Emergency evacuation procedures to be considered as part of their risk assessments.</p>	<p>Staff must update Headteacher and SBM if they fall into one of these categories, e.g. they fall ill, start chemotherapy or are pregnant</p> <p>Individual staff risk assessments updated and under regular review</p> <p>Staff to inform ATh or LS immediately.</p>	<p>All staff</p> <p>LS</p> <p>LS</p>
<p><i>Clinically Extremely Vulnerable (CEV)</i></p> <p>GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19</p>	<p>People who are defined as clinically extremely vulnerable are at very high risk of severe illness from COVID-19. If they have been told by a clinician/GP that they are CEV or have one of the listed conditions described in guidance.</p>	<p>If staff are defined as CEV and do not fall into the given categories and have not been informed that they are on the Shielded patients list, they should follow any updates on guidance if a lockdown is reinstated https://www.gov.uk/guidance/national-lockdown-stay-at-home</p> <p>If they think there is a good clinical reason why staff should be added to the Shielded patients list, they should discuss their concerns with their GP or hospital clinician.</p>	<p>Staff are strongly advised to work from home where possible when restrictions apply.</p> <p>If they cannot work from home, they should not attend work for this period of restrictions and their Individual Staff Risk Assessments are discussed and updated.</p>	<p>ATh, LS</p>

<p>Increased risk of infection and complications for vulnerable workers:</p> <p>Workers defined as Clinically Vulnerable, over 60, from Black and Asian and Minority Ethnic communities BAME etc. or others who could be at higher risk could be at higher risk of severe illness from coronavirus</p> <p>Those at higher risk or described as Clinically vulnerable people are defined in the list in the following link.</p> <p>https://www.gov.uk/guidance/national-lockdown-stay-at-home</p>	<p>WHO Staff with protected characteristics</p> <p>HOW Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19. Such as: Older people, and people from Black and Asian and Minority Ethnic communities (BAME) and a combination of these factors.</p> <p>The causes of these increased risk factors are not yet fully understood, and further research is taking place.</p> <p>Disability might impact on how staff can move around the</p>	<p>The COVID-19: review of disparities in risks and outcomes report https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes looked into comparative risk factors like age, sex, demography, ethnicity and occupation</p> <p>Individual Staff Risk Assessments help identify significant risk factors and scoring has been discussed are reviewed termly or more frequently as required. Eg Discuss any concerns, go over control measures put in place to reduce risks.</p> <p>As part of our ongoing discussions with staff we take into account their journey into work, caring responsibilities and other individual responsibilities if they are at greater risk.</p>	<p>Review Individual Staff Risk Assessments in February 2021 to check for changes.</p> <p>Risk factors and perception of the staff member discussed. Risk mitigated and existing control measures discussed and agreed to everyone's satisfaction.</p> <p>If risks increase despite existing control measures, further adjustments should be made. If risks are deemed too high, the staff member may need to work from home if no other control measures can be put in place.</p>	<p>SBM</p>
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	building or use the adjusted workplace.			
Potential transmission of Covid-19 Coronavirus from staff/pupils with symptoms	WHO Pupils	NHS Test and Trace processes to be followed.	Staff Guidance, regular internal Staff Briefings by Teams/Year Groups/All Staff, cascading messages through group bubbles and	ATh, LS, KW
	Staff	Public Health England health protection team will be notified if a member of staff or pupil tests positive.		
	Visitors to School			
	Premises	Records of staff and pupils in each bubble will be kept to assist Track and Trace.	SLT to reassure and support staff	SLT
	Cleaners			
	Contractors	Staff members and parents/carers to be forewarned that they will need to be ready and willing to undertake the actions below.	Quick responses, alerts and communication to parents by emails, posters, face-to-face teacher/staff updates for fast-changing situations	LS
	Drivers	Anyone with symptoms of COVID-19 must not attend school and must alert the school by calling 020 8355 0521 immediately.	SLT will offer support to staff who are affected by Coronavirus or has a family member affected	LS, PN
	Vulnerable groups			
HOW The virus is spread by droplets from coughs and sneezes and droplets picked up from surfaces	Staff should access NHS 111 online which is an online interactive and personal checklist: NHS - 111 - COVID-19 Staff who become symptomatic should self-isolate for 10 days immediately GOV.UK - Stay at home guidance for households with possible coronavirus (COVID-19) infection Staff who develop symptoms of COVID-19 should stay at home and self-isolate immediately.	Consistent monitoring of staff absence because of COVID-19 contact/symptoms to ensure prompt return to work Staff, pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the	PN PN	

		<p>If they have a positive test result but do not have symptoms stay at home and self-isolate as soon as you receive the result. Your household needs to isolate too.</p> <p>The isolation period should include the day the symptoms started (or the day your test was taken if you do not have symptoms and the next 10 full days.</p> <p>If staff/pupil develop symptoms whilst at work, inform the SBM, Welfare Officer and Headteacher at school and immediately go and get tested and then go home. The Welfare Officer will provide information of how to get tested <u>GOV.UK - Guidance on coronavirus testing (who is eligible for a test and how to get tested)</u> and provide information about returning to work/school when safe to do so.</p> <p>Staff must provide details of anyone they have been in close contact with if they were to test positive for COVID-19 or if asked by NHS Test and Trace.</p> <p>If a child is awaiting collection, they are moved to the Small Meeting Room or Music Room in the Main Building, and should be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required, with the windows open for ventilation. If it is not possible to isolate them, they will be moved to</p>	<p>importance of proper drying with disposable towels</p> <p>Staff and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands - tissues are available throughout the school in classrooms and offices</p> <p>To help reduce the spread of coronavirus (COVID-19) staff, pupils and visitors will be reminded of current public health advice</p> <p>Staff and pupils to be reminded that wearing of gloves is not a substitute for good hand washing</p> <p>Staff must immediately inform ATh or LS as soon as they know of a contact they have touched or been within 2m of prior to a recent positive test</p>	<p>PN</p> <p>LS</p>
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		<p>an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom - if possible, one will be sectioned off for their use only. The bathroom will then be cleaned and disinfected using usual cleaning products before being used by anyone else.</p> <p>See advice on cleaning if someone develops symptoms in school GOV.UK - Guidance - COVID-19: cleaning of non-healthcare settings outside the home</p> <p>PPE must be worn 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). More information on PPE use can be found in the GOV.UK - Safe working in education, childcare and children's social care settings (including the use of personal protective equipment PPE)</p> <p>Parents and staff must inform school immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative and they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating <p>If someone tests positive they should self-isolate for 7 days from onset of the symptoms and only return to school once symptoms have stopped (except for loss of smell/taste or a</p>		
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		cough whist can persist even when the infection has gone)		
Getting or spreading coronavirus by not washing hands or not washing them adequately	Staff	We follow HSE guidance on cleaning, hygiene and hand sanitiser	Guidance to be monitored by SLT to make sure pupils and staff are following controls	SLT
	Pupils	HSE - Handwashing-using hand sanitiser - Coronavirus		
	Contractors	Water, soap and drying facilities are available across the school site	Staff must and pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.	All staff
	Visitors	Hands should be washed for 20 secs with soap and running water, or use had sanitiser where this is not readily available	Washing and sanitising stock will be monitored and replenished in advance of need	BE, RH, SBM, PN, LW
	Drivers	Information on how to wash hands properly displayed on posters in toilets, staff rooms and classrooms Staff will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating Staff and pupils must avoid touching others, surfaces and objects where possible and wash their hands regularly Staff and pupils to cough and sneeze into a tissue and dispose of immediately into the bin and wash hands afterwards.	Staff must and pupils will be reminded to check their skin for dryness and cracking and to report the problem Staff must and pupils reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, kill it and to avoid touching face, eyes, nose or mouth with unclean hands - tissues are	All staff PN, LS

			available throughout the school in classrooms and offices	
<p>Potential transmission of virus from working within enclosed spaces, including</p> <p>Reception Office</p> <p>Classroom</p> <p>Staff Kitchen areas/Staff rooms</p> <p>Printers</p> <p>Meeting rooms</p> <p>Toilets</p>	Staff in enclosed areas could be exposed to Coronavirus	<p>Staff and Pupil Individual Risk Assessments should be reviewed in consultation with the member of staff, or parents in the case of the pupil, in light of the information and circumstances regarding COVID-19</p> <p>Enhanced cleaning of school – Cleaning Team briefed and instructed to frequently clean and disinfecting objects and surfaces, play equipment that are touched regularly particularly in areas of high use such as door handles, light switches, etc. using appropriate cleaning products and methods</p> <p>Minimising contact – bubbles will be kept separate as much as possible but, in some instances, a full year group might need to form a bigger bubble because of logistics and to provide the full range of subjects</p> <p>Wrap around care – makes it less possible to achieve separation of bubbles or specialist teaching but contact will be minimised to reduce possible transmission as much as possible</p> <p>Teachers and Support Staff - where possible teachers will try to maintain a distance from children, and 2 metres from adults, avoiding face-to-face contact and try to minimise the amount of time spent within 1 metre of</p>	<p>SLT to monitor and supervise to make sure people are following controls put in place, e.g. following hygiene procedures, washing hands, following one-way systems</p> <p>Cleaning regime timetabled to take place during the day</p> <p>Soap, sanitiser and paper towels are stocked and checked by Site and Cleaning Team</p> <p>Staff in offices to sanitise their own desk and keyboards with supplied resources</p> <p>Cleaning Team aware of:</p> <ul style="list-style-type: none"> > the products they need to use > precautions they need to follow > the areas they need to clean and how often 	<p>SLT</p> <p>PG</p> <p>BE, RH</p> <p>LS, PG</p> <p>PG</p>

		<p>children. This might not be possible with children who have complex needs or need close contact</p> <p>Pupils are encouraged to maintain social distancing within their bubble, although it is recognised this is quite impossible with younger children, so regular handwashing and good respiratory hygiene is regularly repeated</p> <p>Staff who live together will be grouped within bubbles as much as possible</p> <p>Classrooms – desks placed side to side and front facing</p> <p>Large gatherings, such as assemblies, will not be held – online meetings are preferred</p> <p>Site Supervisors are carrying out their usual health and safety checks (i.e, fire safety checks, regular flushing regime) to ensure the building remains safe</p> <p>One-way systems are in place for circulation around the school where possible.</p> <p>Bubbles are timetabled to stay apart as much as possible and movement around the school will be kept to a minimum</p> <p>Passing briefly in the corridor or playground is low risk and movement around the school is</p>	<p>Pupils reminded by staff regularly and using posters</p> <p>Staff to share useful information which will be kept confidential</p>	<p>All staff</p> <p>ATh, LS, SLT</p>
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		<p>staggered to keep corridors, entrances and exits low risk</p> <p>The number of people in a room will be kept to a minimum so that social distancing rules can be met, using staggered breaks, have maximum occupancy numbers for meeting rooms</p> <p>Facilities in communal areas have been spaced out so social distancing rules can be met</p> <p>One-way systems are in place in corridors and in stairwells</p> <p>The Council has placed planters on Main Avenue to help protect pedestrians, parents and pupils during morning drop-offs and afternoon pick-ups, and manage the flow of people moving outside school to allow social distancing rules to be met</p> <p>Staggered break times and lunch times allow classrooms, toilets, corridors, staff rooms, high-touch points, and offices to be cleaned between groups, up to lunchtime, with some areas cleaned just after lunchtime use, and the whole school site is cleaned from 3pm-6pm.</p> <p>Standalone sanitiser stations have been placed in key entry and exit points</p>	<p>Cleaning regime in place and monitored</p> <p>Risks will increase with the onset of winter and colder weather</p>	<p>LS</p>
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		<p>When possible, windows and doors will be opened to ventilate rooms/corridors</p> <p>Toilets – 2 pupils at a time in each toilet. Hand washing critical and hot water and soap available at wash hand basins</p> <p>Meeting rooms – have signage with maximum number of occupants to maintain 2 metre distance</p> <p>Shared staff spaces may need to be on a rota to help distance staff and ensure sufficient rest breaks for staff</p> <p>Printers - social distancing at all times and equipment must be wiped before and after use if touched. Staff encouraged to operate printers using their fob to touch instruction pad</p> <p>Staff must use back-to-back or side-to-side working (rather than face-to-face) where possible</p> <p>Staff must social distance when using lockers:</p> <ul style="list-style-type: none"> • to store personal items and clothing • must be cleaned regularly and included on cleaning monitoring sheets <p>Access classrooms using outside doors in Reception</p>	<p>Safety signage in place by printers reminding staff to sanitise before and after use</p> <p>Precautionary measures encouraged, no face-to-face within 2m and only up to 1 min</p> <p>Staff must wait for area to clear and social distance by 2m</p>	<p>FV</p> <p>Briefings ATh, LS, KW</p>
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		<p>Pupils and staff to sanitise hands on entering all classrooms - pupils reminded to clean/wash their hands frequently throughout the day</p> <p>No unnecessary equipment to be brought into school - pupils will be provided with their own pencil cases so equipment is not brought from home</p> <p>Pupils to be reminded regularly of the importance of social distancing, both in school and outside – and children with SEND and challenging behaviour to be given additional support to do this</p> <p>Outdoor activities to be planned, weather and topic permitting</p> <p>Regular cleaning regime of classrooms and outdoor play equipment established in rotas</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly</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>Pupils keep any bags and equipment in their own space</p>	
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		Staff to raise any concerns with SLT if they arise as soon as possible.		
Poor workplace ventilation leading to risks of coronavirus spreading	Workers Customers Contractors	<p>We follow HSE guidance on heating ventilation and air conditioning (HVAC) <u>HSE - Air Conditioning and Ventilation during the Coronavirus Pandemic</u></p> <p>Windows and doors in classrooms and offices to be kept open to provide ventilation</p> <p>Fans will be considered where windows cannot be opened</p> <p>Colder months will reduce window ventilation but doors must remain open with more than 1 person</p> <p>Switch heating ventilation and air conditioning (HVAC) systems to drawing in fresh air where they can be, rather than recirculating air <u>CIBSE (Chartered Institution Building Services Engineers) Coronavirus, SARS-COV-2, COVID-19 and HVAC Systems</u></p> <p>Fire doors should normally be closed; however, where areas are occupied, staff can keep them open whilst the area is in use.</p>	<p>Air circulation systems will be maintained in line with manufacturers' recommendations</p> <p>Colder months will reduce window ventilation but doors must remain open with more than 1 person</p> <p>Fire Risk Assessment amended and Health and Safety briefing updates sent to staff</p> <p>All Staff Rooms; KS2, Community Room, the Nursery, and the Training Room must be ventilated with at least 1 window open at all times</p> <p>SLT will monitor all areas, the Fire Risk Assessment has been amended and staff have been briefed.</p>	<p>BE, RH, LS</p> <p>All staff</p> <p>LS</p> <p>All staff</p> <p>SLT</p>
Potential transmission of virus from pupils presenting complex needs or challenging	Staff and other pupils	Pupils (Vulnerable and Keyworker children) risk assessed and measures put in place to manage behaviour	Pupil Risk Assessments carried out with ECHPs and challenging behaviours in consultation with parents.	ATh, AN, Class Teachers, SEN

<p>behaviours (e.g. spitting and biting)</p>		<p>Staff involved in any intervention with pupils requiring more hands-on care must follow the following guidance:</p> <ul style="list-style-type: none"> • Use a reasonable sized room with a window/ventilation to allow social distancing. • Hand sanitiser and wipes are available to sanitise the room before and after each child/session. • PPE is provided and must be sanitised before each use. • Sanitise hands before crossing areas to collect the children and take them to your intervention room ensuring they sanitise their hands prior to and after working with them as well any additional adult present adult. • 1-2 pupils can be seen in Julia & Sue's offices on separate desks, sanitised before and after use. • 6-8 pupils can be seen in Diamond Room, Rainbow Room, Community Room, facing in one direction and 2m away from the adult leading. • Please take the most direct route to and from sessions - stick to routes allocated to specific year groups being worked with. <p>New pupils will be risk assessed to put measures in place to manage behaviour or recommend PPE if needed</p>	<p>Confirm if PPE potentially required and make available to staff.</p>	
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<p>Potential transmission of virus from Welfare Room</p>	<p>Welfare Staff and pupils</p>	<p>Staff to adhere to Infection Control Policy</p> <p>Regular Medication Protocols to be followed</p> <p>Washing facility and sanitisers available in the Welfare Room for PN and Medical Room for First Aiders and ill pupils.</p> <p>Staff to frequently wash their hands.</p> <p>Avoid/reduce close contact with pupils where possible.</p> <p>Only use face mask/gloves where appropriate or close contact is unavoidable</p> <p>No staff allowed in the Medical Room apart from the Welfare Officer unless the Welfare Officer is not present and staff need to access first aid equipment or PPE – door must be open if more than 1 person.</p>	<p>Available in BHP Teams policy area</p> <p>Medication Protocols maintained by Welfare Officer</p> <p>Posters placed in both areas</p> <p>Soap, water and paper towels available in all classrooms and toilets. Staff Guidance and regular reminders and posters</p> <p>Reminders to social distance</p> <p>Sanctions will be enforced if social distancing is not adhered to.</p>	<p>PN</p> <p>PN, LS, KW</p> <p>ATh, LS</p>
<p>Potential transmission of virus from desks, monitors, keyboards and mouse</p>	<p>All</p>	<p>Desks checked for adequate spacing and staff seats adjusted to accommodate back-to-back or side-on-side safe working practices</p> <p>Staff to clean their equipment during the day with anti-bac wipes</p>	<p>Staff Guidance and regular reminders</p>	<p>ATh, LS</p>

		<p>Clear desk policy will be robustly applied so as to enable effective cleaning by Cleaning Team</p> <p>Enhanced cleaning regime - including desks and furniture each day</p> <p>Cleaning wipes available in each room to clean desks and equipment as needed before and after use desk and throughout day as needed</p> <p>Regular handwashing by staff and pupils, or use of hand sanitiser if not near a wash hand basin</p> <p>Above applies to the ICT suite for pupil use as well.</p>		
<p><i>Kitchen Operations/food preparation</i></p> <p>See Appendix A from Enfield Council's Catering Risk Assessment</p>	<p>Kitchen Staff</p> <p>Staff</p> <p>Pupils</p>	<p>Kitchen operation: - Catering staff to wear their usual PPE and face masks/face shields at the school's request.</p> <p>School kitchens can continue to operate, but must comply with the <u>GOV.UK - Guidance for food businesses on Coronavirus (COVID-19)</u> guidance for food businesses on coronavirus (COVID-19)</p> <p>Only the local authority's catering/kitchen staff and SLT are to enter the kitchen during preparation or service.</p>	<p>Playleaders clean tables and chairs after each child.</p> <p>Online refresher training for all staff including food hygiene for kitchen staff</p> <p>Consistent monitoring of staff absence because of COVID-19 symptoms/contact to ensure prompt return to work.</p>	<p>LS</p> <p>Enfield LA</p>

		<p>All packaging to be wiped down using approved methods before storage</p> <p>All cooking items, plates, cutlery to be washed at 60 degrees</p> <p>Trolleys/other surfaces to be regularly cleaned</p> <p>Kitchen Staff to wash hands frequently and sanitise hands before entering the school kitchen</p> <p>Kitchen Staff need to take responsibility for following H&S guidance and for reporting any issues or concerns as they arise</p> <p>Pupils in receipt of FSM and not at school will be provided with 10-day food parcels for collection from the school site</p>		
<p>Potential transmission of virus during lunch/play breaks / food served in the dining hall</p>	<p>Staff</p> <p>Pupils</p>	<p>Staggered lunch breaks for all pupils and with cleaning between use</p> <p>Pupils to queue and collect lunch and eat it socially distanced in the dining hall seeking to maintain 2 metre separation in dining hall when possible</p> <p>Separate entry and exits to the dining hall where possible with one way in and out with queuing arrangements marked out</p> <p>Pupils will be directed to dispose of their left-over food in the bins towards the back of the hall</p>	<p>Timetables keep all bubbles apart and year groups in different areas</p> <p>Pupils access their different breaktime areas using different corridors, stairwells and doors</p>	<p>ATh</p> <p>Playleaders</p>

		<p>Pupils will be supervised as normal</p> <p>Outdoor equipment should not be used unless it can be guaranteed that the apparatus can be cleaned in between each bubble. It CANNOT be used simultaneously by multiple groups. Read COVID-19: cleaning of non-healthcare settings</p> <p>All breaktimes are staggered within year groups and different year groups are located and separated in different areas of the school with assigned playgrounds and space</p>		
<p>Handling Deliveries</p> <p>Staff required to deal with deliveries</p>	Staff	<p>Orders to be made in bulk and less often where possible</p> <p>Some deliveries made external to the building or to pre-allocated area as appropriate.</p> <p>Royal Mail post and letters and forms dropped off by parents will now be posted into an external post box installed to the left of the door to reception.</p> <p>Parent to post forms etc into the black post box to the left of the School Office and must not enter the building unnecessarily.</p>	<p>Wash hands thoroughly after handling any letters/deliveries/packaging</p> <p>Staff wiping the outer surfaces of delivery boxes before handling/relocating/sorting the delivery</p> <p>Signage on the school gate and reminders sent by email</p>	<p>LS, LW</p> <p>Admin Team, KW</p>
<p>Potential transmission of virus from visitors/parents</p>	All those that would come into contact with Visitors	Parents to observe social distancing when dropping off and picking up children from school	Where parents wish to discuss any concerns with the teacher, this is to be	LS, ATh, AN

		<p>Notices displayed in Reception/School Office reminding parents not to send their child to school if they or anyone in the household have symptoms and to remind the public to practice social distancing when on school site</p> <p>Only one parent to pick/drop the children</p> <p>Visitors to the School Office by appointment and must wear face coverings/masks. One-in-one-out ONLY in the school Reception/Office, maintaining a 2-metre social distance</p> <p>Social distancing arrangements put in place with good signage, floor markings etc</p> <p>Fixed/standalone sanitisers stations will be set up at various locations including entry and exit points</p> <p>Staff are to regularly wash hands or use hand gel frequently i.e. on arriving at work, after handling parcels/post/books, moving from room to room</p> <p>Reduce intake of any paper documentation from parents. Advise parents to email any documentation or use external black post box</p> <p>Where it is unavoidable, staff to ensure they wash and sanitise hands regularly</p>	<p>done outdoors maintaining social distance and by agreement only. Phone feedback will be made available</p> <p>Home-School COVID-19 Agreement and reminders</p> <p>Communicated to parents and carers in a welcome, rules and expectations letter, posters and reminders</p> <p>Permission from LA to place social distancing marking on highway surfaces.</p> <p>All Staff to be reminded</p> <p>Communicated to parents and carers in a welcome, rules and expectations letter, posters and reminders</p>	<p>KW, ATh</p> <p>ATh</p> <p>LS</p> <p>LS</p> <p>ATh</p> <p>ATh</p>
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		<p>Parents are encouraged to email or call the school to seek help and advice and NOT go to the School Office in person. Late and drop-offs and pick-ups to take place at the School Office door</p> <p>Staff on gate duty/drop-offs and collections from the School Office to wear face shields/masks</p> <p>Parents and carers are asked not to smoke or vape whilst queuing outside the school site as it endangers others through passive smoking</p> <p>Update made to Visitors Policy 2021, with COVID-19 addendum.</p>	<p>Reminders sent to parents by text and email with posters at reception and at each drop-off point</p> <p>Must be cleaned before reused.</p> <p>Pre-recorded advisory message on the school phone line about the COVID-19 symptoms and isolation</p> <p>Messages sent to all parents and carers</p> <p>See Policies online.</p>	Admin Team
<i>Potential transmission of virus from contractors attending the school site</i>	All those that would come into contact with Contractors	<p>Contractors are notified in advance not to attend the premises if they have symptoms</p> <p>Attendance by contractors notified to BE & RH first in advance and met in car park to be taken directly to work location</p> <p>Contractors to declare they do not have symptoms</p> <p>Site manager to ensure area of the work is clear before-hand. Any pupils and staff to be notified in advance to leave that area</p>	<p>Staff to observe and use digital thermo checkers and ask any contractors to leave the building if they have symptoms</p> <p>Remote sign-in in advance and Site Supervisors to pre-plan badges for all on-site contractors</p> <p>COVID-19 visitor message sent to all contractors-see</p>	BE, RH

		<p>Site manager to liaise with and monitor the contractor maintaining social distancing where possible.</p> <p>Sanitisers stations will be set up at various locations including entry and exit points</p> <p>Supervised and limited access to other parts of the building</p> <p>Regular cleaning regime of public/communal areas</p>	addendum in Visitor Policy 2021	
Potential Spread of virus from bookcases	<p>Staff</p> <p>Pupils</p>	<p>Staff to make use of any digital resources for pupils</p> <p>Bookcases and books to be cleaned regularly</p> <p>Returned items to be quarantined for 72 hours if cleaning not possible</p>	<p>Kindle options being investigated</p> <p>Pupils to sanitise/wash their hands before and after use of school books</p>	<p>FS</p> <p>Class Teachers, Support Staff & Cleaning Team (where possible)</p>
<p>Potential enhanced infection risk from music (eg singing, playing wind/brass instruments)</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/schools-coronavirus-covid-19</p>	<p>Pupils</p> <p>Music teachers</p>	<p>Social distancing and playing outside wherever possible to be used, limiting group sizes, if possible, or positioning pupils back-to-back or distanced as much as possible, avoiding sharing of instruments, and ensuring good ventilation to disperse exhalation of droplets.</p> <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies</p>	<p>Each classroom should be assessed in its own right for available space and ventilation capacity by staff.</p>	All staff

<p>operational-guidance#curriculum</p> <p>https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</p>		<p>Plans for the Summer Term-Nursery:</p> <ul style="list-style-type: none"> • Staff to wear face shield • Pupils will sing in their classroom (in their bubble) with windows and door open at all times for additional ventilation. • Pupils will sing facing forwards for no longer than 30 minutes • Pupils can use instruments which will be wiped down with an antibacterial wipe before being used by another pupil <p>Reception:</p> <ul style="list-style-type: none"> • Staff to wear face shield • Pupils will sing in the Annexe <p>Years 2, 3 and 4:</p> <ul style="list-style-type: none"> • Staff to wear face shield • Pupils will sing in Ashton Hall • Pupils will be sat/stood in lines, facing forwards and distanced from each other. • Staff to be 3 or more metres away from the front row <ul style="list-style-type: none"> • There will be a gap between classes using the space • Pupils will sing for short periods of time (not more than 30 minutes in one session) and will be encouraged to sing quietly <p>See guidance within webinars run by the National Institute for Dance, Medicine and Science and One Dance UK</p>		
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		<p>https://www.onedanceuk.org/return-to-dance/#STAY-UP-TO-DATE</p> <p>See https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#music-dance-and-drama-in-school for more detailed DfE guidance and https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts for managing performances</p>		
<i>Physical education, sport and physical activity (enhanced risk via exhalation during exercise)</i>	Pupils PE Coaches PE Apprentice Staff	Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and enhanced cleaning and handwashing	Staff to use face shields between classes and maintain 2m between other staff	Sports Coaches
<i>Accidents, security and other incidents</i>	All	In an emergency, for example, an accident or fire, staff, visitors and pupils are advised to calmly leave the building, and if they can leave at speed socially distanced, to do so, but if not, just focus on leaving the building safely and as quickly as possible Staff involved in the provision of assistance to others (eg PEEPS) should pay particular attention to sanitation measures immediately afterwards, including washing hands	Incident and Management Plan and COVID-19 Addendum	LS

<p>Potential stress/anxiety caused by COVID-19</p>	<p>Staff can be affected by stressors more than is usual due to COVID-19 crisis.</p>	<p>Reassurance to staff of measures taken seriously to protect their safety</p> <p>Communication of message that for most people COVID-19 results in mild illness. Also, that transmission of the virus is more likely if in contact with someone with symptoms at less than 2 metres for 15 minutes or more.</p> <p>Regular communications from Headteacher and SBM</p> <p><u>Mental Health</u> Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference – https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Regular contact with managers and colleagues</p> <p>One to one supervision meetings to continue at a social distance or remotely with managers</p>	<p>Regular communication of mental health information, Education Employee Support should be communicated to all staff</p> <p>Internal channels, phone calls and Teams meetings</p> <p>Members of SLT to be available on site, by email, phone or Teams and regularly reach out to staff</p> <p>Communicated to All Staff by Teams, posters, Staff</p>	<p>LS, KW</p> <p>ATh, LS</p> <p>SLT</p> <p>ATh, LS</p>

		The Education Support Partnership provides mental health & wellbeing support to the Education sector: https://www.educationsupport.org.uk/	Rooms and the backs of toilet doors	
<i>Travel between schools or other travel whilst at work</i>	All travelling staff and pupils	Supply teachers, peripatetic teachers 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 Pupils or staff wearing face coverings when they arrive at school, must not touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and social services provides more advice Staff who live together will be placed within the same bubbles where possible Staff are discouraged from sharing vehicles unless they are part of the same bubble Dedicated school transport (services that are used only to carry pupils to school): The advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support	Staff to be reminded to social distance Welfare Officer to demonstrate or direct staff and pupils to the safe and proper use of face coverings Information to kept confidential Staff briefed during INSETs and reminded throughout the school year Parents and pupils reminded before school	LS, AN PN ATh, LS ATh LS
Travelling to and from school	All			

		<p>bubble, or a 'one metre plus' approach where this is not possible. We've considered:</p> <ul style="list-style-type: none"> • the bubbles adopted within the school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Public transport services (routes which are also used by the general public):</p> <ul style="list-style-type: none"> • we have established staggered start times to enable more journeys to take place outside of peak hours • Encouraged greater use of walking, cycling or own car rather than public transport where possible • Families using public transport should refer to the GOV.UK Coronavirus (COVID-19) Safer Travel Guidance for Passengers 	starts and throughout the school year	
Extra-curricular provision	<p>Breakfast Club pupils and staff</p> <p>After School Club pupils and staff</p> <p>Parents</p>	<p>Pupils are as far as possible kept in consistent groups within the clubs:</p> <ul style="list-style-type: none"> • Bubbles are Years 5 & 6, 3 & 4, Nursery, Reception, 1 & 2 (an Early Years KS1 bubble) 		BASC Staff

		<p>Government guidance produced for 2020 summer holiday childcare provides more information 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</p> <p>After School Club – measures in place</p>	<p>Children are dropped off to annexe Hall by member of staff from their bubble.</p> <p>All children sanitise hands on entry to the Annexe hall</p> <p>Pupils are registered on entry to the hall against list of registered users for the day</p> <p>Pupils sit at allocated tables with their year group bubbles, clearly labelled</p> <p>Toilets are allocated male and female with one child per gender using the toilet at a time</p> <p>Outdoor and indoor activities/equipment is allocated to bubbles with all equipment sanitised after use</p>	
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		<p>Breakfast Club – measures in place (currently year 5/6, 3/4 year 2, reception and nursery)</p> <p>Breakfast Club currently has low numbers so:</p> <ul style="list-style-type: none"> • Year 2 is separated from the other bubbles • Reception and Nursery pupils are kept separated • Once numbers increase, Nursery pupils will be located in the Nursery as a separate bubble and Year 1 and Reception will be a separate bubble in the annexe 	<p>All pupils sanitise hands after re-entry to annexe Hall following outdoor activities.</p> <p>Children are picked up from the rear of the Annexe Hall after parents ring a bell to alert staff, and wait outside.</p> <p>On exit from After School Club, pupils sanitise hands, and parents sign out their child.</p> <p>Children arrive at breakfast club through the side gate (closest to the main entrance) in the South playground.</p> <p>Parents drop off at the gate and children sanitise hands upon entry to the building via the Year 6 door.</p> <p>Pupils are registered on entry against list of pre-booked users.</p> <p>Children sit at their allocated bubble tables, which are clearly labelled.</p> <p>Children are served their</p>	
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			<p>choice of breakfast and any cutlery is handed to them by a member of staff who has sanitised their hands.</p> <p>All bags and coats remain with the child where they are seated.</p> <p>Year 5 are allowed to place their belongings in the lockers as they are easily accessible from the Ashton Hall.</p> <p>Once children have finished eating, they clear the table and make their way outside into the South playground and remain in their bubbles in allocated zones to take part in activities.</p> <p>Children not eating, sanitise their hands upon attending and remain outside, taking part in outdoor activities.</p> <p>In adverse weather, children are kept inside the Ashton Hall and take part in table top activities.</p> <p>Due to staggered starts, children are escorted to</p>	
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		<p>After School Sports Clubs:</p> <ul style="list-style-type: none"> • All clubs run within existing school bubbles • Pupils come already dressed for sport clubs as they fall on PE days • Activities are held outside weather permitting, otherwise held in Ashton Hall • 2m social distance between adults and adult to pupils • Hands sanitised before and after activities • Pupils bring their own food and water • All equipment cleaned before and after use <p>Pupils are dismissed outside the school building and parents are reminded to social distance on collection</p>	<p>their relevant year group gates at the prescribed times by staff.</p> <p>The remaining children continue with the activities on offer.</p> <p>All equipment is sanitised at the end of the session, including tables.</p>	
The potential spread of COVID-19 because of soft furnishings		<p>Soft toys removed, and toys which are hard to clean (for example, toys with intricate or hard to reach parts)</p> <p>All sofas, and other seated furniture in communal areas and offices, upholstered with</p>	<p>Toys in Reception will be cleaned regularly throughout the day at set times and away from pupils</p>	<p>Cleaning Team, Site Team and classroom-based staff</p>

		fabric or material which traps moisture, will be sprayed with antibacterial spray throughout the day		
Potential spread of COVID-19 and PPA, Playleaders, Site Team, Cleaning Team	Staff Pupils	<p>All PPA staff should wear masks, face shields or nose and mouth guards when moving between year groups and classes.</p> <ul style="list-style-type: none"> • Maintain a 2m distance from pupils and other staff • Support staff should provide any close interaction if needed, but with precautions including, brief interactions only, no skin-to-skin and no face-to-face exchanges <p>Hands must be washed or sanitised before and after each class/session or when moving from one area of the school to another.</p> <p>Face shields and mouth and nose guards must be sanitised before and after each use.</p> <p>A 2m distance should be maintained between pupils as much as possible:</p> <ul style="list-style-type: none"> • First aid must be delivered with clean gloves with no skin-to-skin contact • Keep all talking between yourself and a pupil to a minimum and definitely less than a minute if less than 2m • Fact finding must not be face-to-face but instead to the side with faces turned away from another person as much as possible • Make any necessary interaction brief and under minute if within 2m 		All PPA staff

		The Cleaning Team should clean classes and offices maintaining a 2m distance at all times and preferably when they are empty.		
Risk of virus spread during fire evacuation drills	Staff Pupils Contractors Visitors Parents	Fire drill COVID-19 addendum From November 2020, the local authority has instructed schools of the following flexibilities: <ul style="list-style-type: none"> • Drills can be held just two times per academic year • A section or Year group can be singled out for evacuation drills rather than the whole school at the same time • Staff can wear masks • One-way systems in schools should be abandoned during drills • If staff hear the fire alarm and have not been told there will be a drill, they must evacuate quickly and safely to their specific Muster Point 	Staff sent dire drill reminders and Muster Point locations Staff responsibilities sent as reminders and available on Teams COVID-19 addendum for fire drills sent to all staff on 11/12/2020 using Teams and adjustments made to the Health & Safety Policy and Incident Management Plan Procedures under regular review and checks made	LS, BE, RC
Staff Rapid COVID-19 LFD Testing BHP LFD Tests-Staff Information Booklet NHS Test & Trace COVID-19 Testing Letter for Staff How to do a Rapid COVID-19 Self-Test	Staff	The Department for Education (DfE) announced asymptomatic COVID-19 testing in primary schools for staff to opt in and we have a high number of staff taking part https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools - Along with the other protective measures we	Self-Testing began on Monday 25 January 2021 The scheme is not mandatory but all staff are encouraged to participate to keep the school site as safe as possible Each test is reported to NHS Test and Trace and the school	ATh, KW, PN, LS

		<p>are taking, testing allows us to take further measures to help staff and pupils work and learn in as safe an environment as possible. Up to one in three people who have COVID-19 have the virus without symptoms so could be transmitting the virus unknowingly. Tackling the pandemic requires identifying asymptomatic, infectious individuals.</p> <p>- The Lateral Flow Device (LFD) tests are validated by Public Health England (PHE) and have been widely and successfully used to detect COVID-19 in asymptomatic individuals. They are clinically approved and are crucial in the fight against the virus.</p> <p>- Public Health England recommend two LFD tests 3 to 4 days apart, to enhance detection by picking up any cases which were not detected during the first test and to catch any new infections.</p> <ul style="list-style-type: none"> • The home tests are kept safely locked • Instructions have been shared with staff via a Staff Briefing, Handbook, NHS instructional video available on Vimeo and YouTube with link sent to staff as a reminder and an Instructional leaflet provided by the DfE given to all staff taking part 	<p>Staff are required and reminded to continue to follow social distancing rules, wash and sanitise their hands frequently</p> <p>Each staff member opting in is given 3-4 weeks' worth of home testing equipment</p> <p>Staff can also ask for advice or help from KW, PN or LS</p> <p>Staff are asked to home test by 7pm on a Monday and Thursday evening and report all test results to the NHS and school reporting portal to aid staffing and give time for alerts to bubble groups</p>	
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