



**Marden High School**

## **COVID-19 Risk Assessment**

**NB This is a working document and will be reviewed and revised in the light of additional government guidance or changes in the population in the school building .**

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**EFFECTIVE INFECTION PROTECTION AND CONTROL**

Cleaning

Public Transport

PPE

**PREMISES**

Access and Egress including use of entrances

Classrooms

Lifts

Movement around the school, including use of corridors

Toilets

Meeting Rooms

Offices

Music/choir lessons

Staff rooms

Ventilation

Lunchtimes, breaks, including use of play spaces and equipment

Movement of essential resources throughout the school

Extra-curricular provision (Autumn term)
<a href="#">Transport to/from school</a>
Practical lessons ie Science/DT

## **1 - Introduction**

We are combining several measures and actions, training staff in the approaches and planning to communicate very fully with parents and students. Through these actions we are doing our best to reduce both the risk of a case of Covid-19 arising and the impact if a case does occur, including minimizing the risk that large parts of the school population could be affected. We expect that the cumulative impact of a number of mitigating actions across the school will be considerable in terms of achieving this.

We have thought particularly about specialist teaching and interventions, small group teaching and arrangements for planning, preparation and assessment (PPA) time. We have also thought very carefully about the organisation of the day, including how best to keep year groups separate at break and lunch times and at the start and end of the day. Key to our thinking has been to achieve the delivery of “an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content” balanced with minimising the risk of virus infection.

### **Covid-19 Risk Assessment Summary Statement**

In light of the ongoing Covid-19 pandemic, the Department for Education most recently published guidance in February 2021 to assist schools in their planning to safely re-open to all year groups from March 2021. This guidance instructs schools to conduct a Covid-19 risk assessment which has resulted in the implementation of control measures that will ensure we provide an environment that is as safe as is reasonably practicable and in line with current government guidance.

Marden High School is committed to the health, safety and wellbeing of our pupils, colleagues, visitors and contractors. Throughout the pandemic we have worked closely with our Local Authority partners to risk assess our premises and activities in order to develop and embed control measures and systems of work that minimise the risk of transmission of coronavirus (Covid-19). Our risk assessment was originally

developed in May 2020 to enable the re-opening of our school to limited years groups and key-worker pupils from the 1st June 2020. Since that time our risk assessment has been subject to continual review and update as further government guidance became available.

This document sets out a summary of the results of our COVID-19 risk assessment and demonstrates our commitment to provide a safe environment for the education of our pupils and a workplace for our colleagues who are working in, and will be returning to, their normal work setting. It highlights examples of the measures we have adopted to ensure pupils, staff, visitors and contractors attending Marden High School can do so safely.

Our risk assessment follows the Health and Safety Executive's Five Steps to Risk Assessment which includes:

- Identifying the hazards
- Deciding who can be harmed and how
- Evaluating the risks and deciding on precautions
- Recording the findings and implementing them
- Reviewing the risk assessment and updating it where required (i.e. where guidance has changed)

We have developed our risk assessment in consultation with key stakeholders within the school, including our Governing Body, our staff and our trade union representatives. The risk assessment is a 'live' document which continues to be reviewed on a regular basis following changes in guidance and taking on board feedback from staff, pupils, parents and visitors. We appreciate that some of our parents and carers may have concerns about their children returning to school, but we would like to reassure you that the school has acted on professional advice; we have consulted with relevant bodies; and we have taken all reasonable steps to ensure the environment is as safe as possible.

### **Summary of Results**

Control measures include, but are not limited to:

- Engagement with the NHS Test and Trace Program
- Implementation of an effective infection control program which includes:
  - 1 Regular handwashing
  - 2 Cleaning/sanitising stations at key areas within the school
  - 3 An increased cleaning regime for regular touch points and resources used during teaching activities

4 Immediate response to individuals showing COVID-19 related symptoms

5 The wearing of face coverings in all areas of the school as a default

6 Regular and frequent ventilation within all areas of the school to ensure there is a constant flow of outside air circulating

- Introduction of a class/year/corridor group bubble which minimises the amount of contact between individuals on site
- Social distancing for staff, and for pupils where possible.
- Introduction of one-way systems
- Adaptations to classrooms including removal of furniture and changing of desks to prevent face to face or side on contact
- Minimising the amount of staff who provide support to pupils
- Changes to the structure of the school day to ensure integrity of bubbles (e.g. staggering entrance/exit, toilet breaks, break times)
- Signage to remind all staff, pupils and visitors of key COVID-19 control measures that are operating on site
- Review of our emergency response procedures including evacuation and local outbreak
- Increased support from a wellbeing perspective for staff and pupils
- Revised visitor access arrangements to minimise the routes of access to the school site
- Individual risk assessments for staff and pupils with (or living with) particular characteristics, additional or complex needs including those with Educational Healthcare Plans
- Amendments to the curriculum activities to ensure safety (e.g. increased outdoor activities, changes in the way lessons are delivered)
- Sharing of measures with key stakeholders including site neighbours and contractors (including dedicated school transport) to ensure consistent adherence to the school's risk control measures

Marden High School continue to work closely with the Local Authority and it's partners to ensure we act on all advice and guidance as it becomes available in order to provide the safest possible environment for everyone within our school.

Signed

Headteacher Chair of Governors

**Links to important supplementary documents**

[North Tyneside Covid Outbreak Control Plan](#)

[FAQs](#)

[Government framework for reopening](#) (updated Feb 2021)

COVID [Checklist](#)

## 2 - PEOPLE MANAGEMENT AND COMMUNICATION

### 2.1 Reopening a building following closure (including partial)

Hazard	Risk	Control Measures	Site Comments
	<p>Employees, pupils, contractors, visitors.</p> <p>Fatality, serious illness or injury due to not using suitable equipment which could cause fire, explosions, Legionellosis, gas release, explosion, collapse, etc.</p>	<p>All outstanding inspections, testing or servicing of equipment relating to hot and cold-water systems; gas safety; fire safety; kitchen equipment; security including access control and intruder alarm systems; ventilation, lifts/hoists is in place and deemed suitable prior to opening</p> <p>Legionella monitoring has been maintained during national restrictions as has the onsite flushing requirements in line with guidance provided by specialist Legionella advice.</p> <p>All systems have been recommissioned before re-opening, as would normally be done after a long holiday period. This includes gas, heating, water supply, mechanical and electrical systems, and catering equipment.</p> <p>All areas and surfaces have been cleaned and disinfected prior to reopening</p> <p>Pest control for insect infestations have been contacted and remedied</p> <p>Thorough clean of kitchen prior to reopening before food preparation resumes.</p>	<p>PHe/KWa/MSa</p> <p>Records of all checks done</p> <p><a href="https://newsandviews.zurich.co.uk/wp-content/uploads/2020/05/School-Reopening-Risk-Management-Guidance.pdf">https://newsandviews.zurich.co.uk/wp-content/uploads/2020/05/School-Reopening-Risk-Management-Guidance.pdf</a></p>

		School has reviewed Chartered Institute of Building Services Engineers' guidance on <u>emerging from lockdown</u> and ensured that all buildings have been checked and comply with this prior to reopening.	
<b>2.2 Prevent spread of COVID-19</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.	<p>Face coverings will be worn by adults and pupils when moving around the premises where social distancing cannot easily be maintained.</p> <ul style="list-style-type: none"> <li>Face coverings will be worn in classrooms or during activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons. Face visors or shields will not be worn as an alternative to face coverings.</li> <li>School will have a small contingency supply of face coverings available for people who are struggling to access a face covering; are unable to use their face covering as it has become damp, soiled or unsafe; or have forgotten their face covering</li> <li>Ongoing communications (posters, emails, inductions, briefing, toolbox talks (delete as appropriate)) has been provided to all staff, pupils and visitors</li> </ul>	Govt and HR current documentation available to all staff in Key Docs  <a href="#">COVID Individual Risk Assessment</a>



		<p>regarding face coverings which includes:</p> <ul style="list-style-type: none"> <li>○ When they should be worn</li> <li>○ How they should be removed</li> <li>○ Safe storage requirements</li> <li>○ When they require changing</li> </ul> <p>School will engage with the NHS Test and Trace process</p> <p>The school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups Adherence to shared seating plans is essential in supporting the Track and Trace process</p> <p>Schools follows <a href="#">current government</a> and <a href="#">HR advice</a> on who can return to work and who should remain at home.</p>	
	Contracting Coronavirus	<p>Specific <a href="#">risk assessment should be carried out for BAME staff</a>, so that a personalised risk mitigation plan can be put in place for each member of staff. This requires an open and collaborative one to one conversation between the staff member and line manager, aided by the HR or occupational health team as required.</p>	
		<p>Senior staff visibly present around school to support and reinforce safety measures</p>	

		<p>This risk assessment will be reviewed on a daily basis in consultation with all staff to ensure any issues can be addressed</p>	
		<p><a href="#">Task-based risk assessments</a> which may be applicable have been reviewed and updated to include any specific COVID-19 control measures. This is cascaded through to relevant staff <b>prior</b> to undertaking such activities</p> <p>Use separate entrance/exit points combined with staggered start/finish times as far as possible, while maintaining separation between the year group bubbles</p> <p>Hand sanitiser 'stations' have been made available around the premises so that all pupils and staff can clean their hands on a regular basis</p> <p>School will keep groups separate (in consistent 'bubbles') to minimise contact between individuals and will maintain social distancing wherever possible</p> <p>Zoning' social areas, so that where students from different year group bubbles are on break or lunch at the same time, they are kept separate from one another. We will differentiate five separate dining zones/social spaces, each with sufficient space for a full year group, so that multiple year groups can arrive in school and can be on lunch/break at the same time to reduce the risk of mixing between year group bubbles at start of day, breaks and lunch time</p>	<p>Risk assessments for each curriculum area and each office area - SLT with CLs</p>

		<p>(specific service areas will be designated for specific year groups, close to their allocated social space)</p> <p>The timetable allows the school to continue its planned curriculum, teaching five 60 minute periods each day across all year groups and protecting tutor time and reading time. Break and lunch are more equal in length and phased so allowing sufficient time for staff and students to eat and relax in the breaks provided. P2 and P4 can be see as 1hr 25m and 1hr 30m respectively, with Y10 and 11 having break/lunch in the first 25m/30m of each of these, and Y7, 8, 9 in the last 25m/30m of each - reduces numbers of students in circulation therefore reducing potential for interaction between the year group bubbles.</p> <p>Movement of students will be necessary, to timetabled and specialist teaching rooms in order to maintain the full breadth of the curriculum. Movement will be carefully managed, with use of the one-way system and passive supervision. Where possible, specialist teaching rooms will be cleaned between use by different year groups.</p> <p>A special cleaning team will constantly tour the site and clean desks and door handles in rotation, including mid-lesson.</p> <p>Large indoor spaces (hall, sports hall, drama studio) being made available as appropriate for rooming of some lessons.</p>	
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		<p>Students to wear PE kit rather than uniform in school and travelling to and from school on days when they have PE in order to reduce use of changing rooms.</p> <p>Staff and students have been instructed to maintain respectful distance from other students and adults and where possible this should be 2 metres.</p> <p>Adherence to shared seating plans is essential in supporting the Track and Trace process</p> <p>One way system imposed on corridors to assist in keeping year group bubbles separate.</p> <p>'No waiting' zones around gates will help to avoid congestion and encourage students to move home promptly at the end of the day.</p> <p>We are planning to continue to use digital technology within school in order to maintain a sense of community when large gatherings are not possible. For example, use of video meeting facilities over whiteboards to deliver assemblies to children in multiple different classrooms.</p>	
		Posters displayed to follow social distancing	
		Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all staff which	

		<p>includes:</p> <p>Protocol to ensure that distancing is observed by adults in office spaces, staff rooms and other areas where staff gather.</p> <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms until a test has been carried out to confirm diagnosis</li> <li>○ Social distancing measures - distance tape/posters</li> <li>○ Emergency procedures (i.e. first aid, fire)</li> <li>○ Effective infection control including hygiene measures</li> <li>○ Specific or individual risk assessment findings</li> <li>○ Wellbeing points and any issues</li> </ul> <p>Drinking fountains taken out of use</p>	
		<p>Ongoing communications (posters, emails, inductions, briefing, toolbox talks) has been provided to all parents which includes:</p> <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms</li> </ul>	<p>Instructional videos made – Dan/JRa</p>

		<ul style="list-style-type: none"> <li>○ Social distancing measures</li> <li>○ Modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>○ Not to enter the school if they are displaying any symptoms of coronavirus</li> <li>○ If their child needs to be accompanied to school, only one parent should attend</li> <li>○ drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use)</li> <li>○ They cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)</li> <li>○ Recommendations on transport to and from education or childcare setting (including avoiding peak times).</li> <li>○ Education resources such as e-bug and PHE schools resources</li> </ul> <p><a href="#">B4L Policy addendum</a></p>	
		<p>Ongoing communications - Protocol for student expectations with regard to respectful distancing and hygiene clearly and regularly communicated to them and</p>	

		<p>their parents/carers.(posters, emails, inductions, briefing, toolbox talks):</p> <ul style="list-style-type: none"> <li>○ Risks and symptoms of COVID19</li> <li>○ Advice regarding self-isolation of those showing signs or symptoms</li> <li>○ Social distancing measures</li> <li>○ Emergency procedures (i.e. first aid, fire)</li> <li>○ Effective infection control including hygiene measures including modelling of appropriate hand washing and hygiene techniques (including catch it, bin it, kill it)</li> <li>○ Recommendations on transport to and from education or childcare setting</li> <li>○ Education resources such as e-bug and PHE schools resources</li> </ul>	
		<p>Risk assessments should be carried out on teachers who have to use public transport to attend the workplace, to identify any risks to themselves or to others in the workplace.</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#public-transport</a></p>	
<p><b>2.3 Staff or pupil shows signs of COVID-19 while on school premises</b></p>			

Hazard	Risk	Control Measures	Site Comments
		<p>If anyone becomes unwell with a new, continuous cough, loss of taste or smell or a high temperature in school, they will be sent home and advised to take a test and self-isolate. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.</p> <p>If they test positive, they must isolate for 10 days following the result. The local Health Protection Team will advise/confirm as to when they should return.</p> <p>If notified of a pupil or member of staff having been confirmed as a COVID-19 case, contact will be made to the local health protection team at <u>PHE on 0300 303 8596</u> option 1 to get further support or advice <b>before</b> taking any action in the wider school.</p> <p>The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person.</p>	<p>This information provided to the whole community for clarity – button on website homepage containing information</p>
		<p>If a child or staff member is awaiting collection, they will be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at</p>	



		least 2 metres away from other people.	
		If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products i.e. a household detergent followed by disinfectant before being used by anyone else.	Cleaning team briefed
		PPE will 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). This includes disposable gloves, disposable plastic apron, fluid resistant surgical facemask (include eye protection if client is coughing or sneezing)  <a href="#">PPE guidance</a>	PPE procured and stored – sign out – instructions for staff  We have 50 visors and 500 masks - a limited supply of aprons  Replacement goggles expected early June
		In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.	
		If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they should wash their hands thoroughly for 20 seconds and clean the affected area with normal household detergent followed by a disinfectant	

		The unwell person should avoid using public transport and wherever possible, be collected by a member of their family or household. In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following the test result.	
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## 2.4 Mental health and wellbeing

Hazard	Risk	Control Measures	Site Comments
	All staff and pupils due to demands, control (or a lack of), support, relationships, role and change	The Governing board and senior leaders are working with staff to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders.	
		Identification of students needing support	
		Restarting of individual well being conversations	
		School wellbeing arrangements include staff wellbeing group	

## 2.5 Visitors to premises: Including Contractors, parents and deliveries

Hazard	Risk	Control Measures	Site Comments
	Contractors and visitors.	<p>School will implement a system for recording <a href="#">visitors onto premises</a> (including direct contact numbers and arrival/departure times) to assist with track and trace program</p> <p>Hand sanitiser adjacent to sign in console to prevent cross contamination on hardware, stationary, paper etc.</p> <p>Visitor access is restricted to essential visits only.</p>	
		<p>Where visits are essential school will look at alternative methods of working including:</p> <ul style="list-style-type: none"> <li>○ Elimination of the need for the visit (Use of technology to carry out appointments)</li> <li>○ Reduce the number of employees the visitor could potentially encounter (Out of hours working, school holidays, evenings weekends).</li> <li>○ Reduce the amount of time within our premises</li> <li>○ Limit the numbers of visitors (Appointment system, Access controls)</li> </ul>	<p>Essential maintenance planned out of hours</p> <p>Amend Contractors Code of Conduct and Visitor information to include social distancing etc</p>

		<p>Communication in the form of letters, email, signage, onsite questionnaire has been provided to parents, visitors or suppliers:</p> <ul style="list-style-type: none"> <li>○ Not to enter the education or childcare setting if they or any of their family are displaying any symptoms of coronavirus</li> <li>○ Visitors must wash/sanitise their hands upon entering our premises.</li> <li>○ Reminding them of social distancing measures in place</li> <li>○ Plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</li> <li>○ communicating revised travel plans where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul>	
		<p>Physical barriers at entrance to prevent access of visitors until measures above have been clarified</p> <p>Barriers 2 metres from receptions and floor markings that visitors should not cross when speaking to staff.</p> <p>Waiting room furniture has been rearranged to ensure social distancing.</p>	

		Location as a set drop-off point agreed in advance.	
<b>2.6 Adults or Children with (or living with) additional or complex needs including those with EHCPs</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>The school will keep up to date and follow government guidelines relating to individual risk factors (including those who are clinically vulnerable and clinically extremely vulnerable) and local measures if higher rates are in place - this includes ensuring individuals shield where local or national restrictions identify this as a requirement. Clinically extremely vulnerable colleagues should work from home in their own role or another role if their own role is not practicable, wherever possible. If this cannot be facilitated the safest available on-site roles should be considered to enable them to stay 2m away from others. If they have to spend time within 2m of others, it must be carefully assessed whether this involves an acceptable level of risk. An individual risk assessment will be completed when an individual is either returning to the workplace in either their existing role, an amended version of their existing role or an alternative role and the potential level of risks to that individual are different or where there are additional hazards not covered in the existing risk assessments. Employees</p>	<p>Comms to parents – MSn containing govt criteria and advice</p>

		<p>who may require a COVID-19 individual risk assessment include the following:</p> <ul style="list-style-type: none"><li>● Clinically Vulnerable employees</li><li>● Clinically Extremely Vulnerable Individuals</li><li>● Employees with other risk factors (see below) Black, Asian, Minority Ethnic (BAME) individuals</li><li>● Age</li><li>● Male</li><li>● Mental Health condition or disability</li><li>● Other underlying health condition or disability</li></ul> <p>Staff performing Aerosol Generating Procedure's (AGP's) will follow PHE's personal protective equipment (PPE) guidance on aerosol generating procedures, and wear the correct PPE, which is:</p> <ul style="list-style-type: none"><li>● a FFP2/3 respirator which has been appropriately fit tested for each individual who is required to wear</li><li>● one pair of gloves or a long-sleeved fluid repellent gown</li><li>● eye protection</li></ul> <p>Children and young people will be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows</p>	
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		<p>open. If this is not possible an individual risk assessment will be carried out. In all instances, efforts will be made to:</p> <ul style="list-style-type: none"><li>• Ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room</li><li>• Minimise clutter to make the process of cleaning the room as straightforward as possible</li><li>• Clean all surfaces and ventilate the room following a procedure and before anyone not wearing PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour</li></ul> <p><a href="#">Guidance for shielding and protecting people who are clinically extremely vulnerable</a> from COVID-19 has been updated. People who are CEV should shield and work from home.</p> <p>If staff, parents or pupils are concerned, including <a href="#">those who may be clinically vulnerable</a>, or at increased comparative risk from coronavirus, school leaders to discuss any concerns individuals may have around their particular circumstances and reassure staff about the protective measures in place.</p>	
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		<p>We are committed to ensuring that our support for BAME families is strong and therefore we have ensured that we work with families and relevant organisations to support BAME families at home and in school. The link between mortality rates due to COVID and the proportion of families who are BAME has been recently recorded, nationally, and we continue to ensure through our COVID Risk Assessment that the disadvantages created by COVID and the disproportionate impact upon certain sectors of our community are mitigated by the work we do in school. Through acknowledging the very different outcomes for BAME people in particular with regards COVID-19, we will work with families to ensure the best fit access to education for their children.</p> <p>Pregnant women are in the 'clinically vulnerable' category and will have an individual risk assessment completed which will also follow the relevant guidance available for clinically-vulnerable people.</p> <ul style="list-style-type: none"><li>· School will follow the specific guidance in this <a href="#">link</a> to assess risk for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply. Expectant mothers who are from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19).</li></ul>	
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		<p>Activities which could increase the likelihood of coming into contact with another person's bodily fluids are individually risk assessed to see if the contact can be eliminated, reduced, isolated.</p>	
		<p>The needs of children will be considered to ensure they get the right level of support to follow measures associated with COVID-19 transmission (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>	
		<p>Suitable PPE should be worn where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home. A face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn</p>	<p>PPE procured and stored – sign out – instructions for staff</p>

		<p>Risk assessments will be carried out for children who have an education health and care (EHC) plan to ensure that their needs can be as safely or more safely met in the educational environment.</p> <p>Parents and young people (if they are over the age of 16) will be contacted and involved within the planning or review of care plans/risk assessments</p>	
		<p>School will carry out a <a href="#">risk assessment</a>, if it is deemed that a child may not be able to follow instructions, to determine what mitigations need to be put in place and whether, in rare circumstances, they should stay at home.</p>	
		<p>For children who require it, staff will use simple language to explain safety measures, and reiterate and reinforce key messages. This will include safe routines for access to toilets, hand-cleaning and break and lunch times should be put in place.</p> <p>Additional support for pupils to clean their hands regularly, including when they arrive at the setting, when they return from breaks, when they change rooms and before and after eating</p> <p>School has made an assessment of the cleanability of equipment used in the delivery of therapies (for example. physiotherapy equipment, sensory equipment), to determine whether this equipment can withstand cleaning and disinfection between each use (and how easy or practical it</p>	

		would be to do so) before it is put back into general use. Where cleaning or disinfection is not possible or practical, resources are restricted to one user, or be left unused for a period of 48 hours (72 hours for plastics) between use by different individuals.	
<b>2.7 Emergency Procedures</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.	<p>School will ensure key posts are present within school at all times, this includes</p> <ul style="list-style-type: none"> <li>○ First Aiders</li> <li>○ Safeguarding Lead</li> <li>○ Fire Wardens</li> <li>○ SLT</li> <li>○ Facilities / premises management / caretakers</li> </ul>	First Aiders consulted to establish whether they are happy to continue in role
		<p>Emergency procedures have been reviewed to ensure that arrangements remain valid for Fire Safety including the numbers and locations of trained fire wardens and the validity of Personal Emergency Evacuation Plans considering social distancing measures where possible.</p> <p>Procedure in place to close the school at short notice if</p>	<p>Establish areas to be used and nominate fire wardens</p> <p>Assembly point in courts or on field, line up alphabetically rather than by form NB for</p>

		<p>staffing levels fall to levels where safety cannot be assured</p> <p>Practice drills will continue as normal to ensure pupils have awareness of actions to take including one within the first half term back</p> <p>If there is a reduced occupancy period the school will:</p> <ul style="list-style-type: none"> <li>○ carry out weekly checks of alarms systems, call points and emergency lighting</li> <li>○ carry out regular hazard spotting to identify escape route obstructions</li> <li>○ check that all fire doors are operational</li> <li>● Continue with Legionella Risk Assessment requirements</li> </ul> <p>Staff trained to use evac chairs to be provided with face masks.</p> <p>Social distancing enforced <i>where possible</i> at assembly points.</p>	<p>reintro of Y10)</p> <p>Distance tape on courts</p> <p>Drills for every new grp back in school</p> <p>Trained evac chair staff on rota, wont need in short term</p>
	Contracting Coronavirus	<p>Current first aid provision has been reviewed to ensure enough first aiders</p> <p>First aid kits have been reviewed to ensure surgical masks, face shield, disposable gloves and hand sanitiser (at least 60% alcohol) are available</p>	<p><b>New Rota for first aid:</b></p> <p>Pieces of PPE need to be kept in their own boxes (clearly labelled), located together and easily accessible to First</p>

		First Aiders for the school have been issued with the current advice and guidance produced by the <a href="#">resus council</a> and will follow identified disposal methods including double bagged, stored for 72 hours and then disposed of	Aiders to use in an emergency  PHe/ESc – plus comms with first aiders  Advice on specialist storage and disposal from LA  Will need to order foot operated pedal bins
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### **3 - EFFECTIVE INFECTION PROTECTION AND CONTROL**

#### **3.1 Cleaning**

<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors  Contracting Coronavirus	School will follow the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>	<b>PHe/Cleaners</b>
		School will ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser (at least 60% alcohol) near classrooms, access/egress points and other learning environments	Covid Risk Assessment from Bulloughs Link here <a href="#">Cleaning Risk Assessment</a>

		Surfaces that children are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, will be cleaned more regularly than normal	
		Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of.	
		Adequate supplies of disposable tissues, surface wipes, sanitiser (at least 60% alcohol) and suitable pedal bins in all teaching rooms	
		<p>All adults and children will:</p> <ul style="list-style-type: none"> <li>○ frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand cleaning</li> <li>○ clean their hands on arrival at the setting, before and after eating, <b>when they return from breaks, when they change rooms and after sneezing or coughing</b></li> <li>○ be encouraged not to touch their mouth, eyes and nose</li> <li>○ asked to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it')</li> </ul>	<p>Video/instructions to students – HoYs <a href="#">NHS Hand Washing Hand Washing</a></p> <p><a href="https://www.youtube.com/watch?v=1APwq1df6Mw">https://www.youtube.com/watch?v=1APwq1df6Mw</a></p>

		School will ensure that help is available for children who may not understand why; or have trouble cleaning their hands independently. Practise through observation, games, songs and repetition will be encouraged	
		Bins for tissues are emptied throughout the day	
		Where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units	
		If using alcohol-based hand sanitiser (at least 60% alcohol ensure your hands have fully dried off prior to contact with any potential sources of ignition, included static electricity created by touching metal objects.	
		Thorough cleans where someone has been diagnosed with Covid-19 and have been in the premises within 72 hours.  Alternatively, close off the area until 72 hours has elapsed. If member of staff diagnosed has not been in the building for 72 hours no action required.	
		When purchasing/using substances a hierarchy of control is implemented which considers; <ul style="list-style-type: none"> <li>○ Elimination</li> <li>○ Substitution</li> </ul>	

		<ul style="list-style-type: none"> <li>○ Engineering Controls</li> <li>○ Administrative Controls</li> <li>○ Personal Protective Equipment</li> </ul>	
		<p>Each substance will have an individual COSHH Assessment which identifies Hazards and control measures for employees to follow.</p> <p>Alongside the COSHH Assessment will be the Safety Data Sheet to provide additional information. These assessments to be shared with staff.</p>	Cleaning Contractors will have COSHH file for all products
		Good hygiene practices – do not eat or drink whilst using substances.	
		Staff to be instructed to refrain from bringing in their own cleaning products.	
		<p>Cleaning staff must change into uniform on arrival and remove uniform prior to egress from building. These should be suitably laundered</p> <p>Suitable storage of hand sanitiser taking into account the risks around ingestion and fire where substances are stored in bulk</p> <p>Any hand sanitiser dispensed from large bulk containers to smaller ones are labelled with similar labelling as the bulk</p>	Comms with Cleaning team - PHe



		<p>container, to ensure the user is aware of any hazards it may present. This should also include any instructions on how to use the hand sanitiser.</p> <p>School will carry out separate risk assessment where they identify the need to use a fogging machine and substances related to its use.</p>	
<b>3.2 Public transport</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
		<p>Risk assessments carried out on teachers who have to use <a href="#">public transport</a> to attend the workplace, to identify any risks to themselves or to others in the workplace.</p>	<p>Public transport to be only used when essential. If used avoid contact with surfaces, maintain distancing and handwash as per guidance. Try and select a form of travel where distancing can be maintained (walking, cycling, or traveling in own vehicle with no passengers or at a safe distance)</p>
<b>3.3 PPE</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>

	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>It is important to recognise that PPE is only one element of safe and effective infection prevention and control and you should always ensure the following practices:</p> <ul style="list-style-type: none"> <li>○ Robust hand hygiene.</li> <li>○ Do not touch your eyes, nose or mouth if your hands are not clean.</li> <li>○ Good respiratory hygiene.</li> <li>○ Environmental control (e.g., cleaning of frequently touched surfaces).</li> <li>○ Management of pupils</li> <li>○ Information, instruction and training</li> </ul>	<p>This information on posters around school</p>
		<p>Staff will receive sufficient information and instruction on the use of PPE <a href="#">including how to put on (Donning), remove (Doffing), store,</a> dispose of as well as any limitations of the PPE</p> <p>Single use PPE should be disposed of so that it cannot be used again</p>	
		<p>Pedal operated lidded bins available for the disposal of tissues and contaminated waste – double bagged, stored for 72 hours and then disposed of.</p>	

## 4 - PREMISES

### 4.1 Access and Egress including use of entrances

Hazard	Risk	Control Measures	Site Comments
	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>School has a process for removing face coverings when pupils and staff who use them arrive at school. Pupils are instructed not to 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.</p> <p>School SLT reviewed premises to ensure access/egress is as safe as possible, this includes</p> <ul style="list-style-type: none"><li>○ Sanitiser (at least 60% alcohol) available at all entrances and exits</li><li>○ Separate entry and exit doors i.e. one door for in, and another door for out,</li><li>○ Accessing rooms directly from outside</li><li>○ Automatic doors</li><li>○ School entrance locked and visitors are</li></ul>	<p><a href="#">Instructions to whole school community</a></p>

		<p>buzzed through doors</p> <ul style="list-style-type: none"> <li>○ Unnecessary items and equipment have been removed from entrance areas</li> <li>○ Pick up and drop off times changed to ensure staggered intake and discharge of pupils</li> </ul>	
<b>4.2 Classrooms</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<p>Adaptations have been made to the classroom to ensure pupils seat side by side and facing forwards, rather than face to face or side on</p> <p>Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area and to maintain as much space between individuals as possible</p> <p>Outdoor education, where possible, will be encouraged as this can limit transmission and more easily allow for distance between children and staff</p> <p>Removal of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts</p>	

		Desks spaced as far apart as possible Posters displayed to follow respectful distancing	
<b>4.3 Lifts</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.  Contracting Coronavirus	Lift to be operational only where necessary  Reduce maximum occupancy to one person.  Clear notice on each lift to identify maximum occupancy  Where lifts are operational the button should form part of additional cleaning regimes.	
<b>4.4 Movement around the school, including use of corridors</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.  Contracting	Staff and pupils advised to use elbow for opening door release where possible.	

	Coronavirus		
		Posters displayed to follow respectful distancing	
		SLT have reviewed school setup considering movement around school and have implemented the control measures of a one-way system.	
		Vision screens in door kept clear at all times	
		Floor markings/graphics on floor/wall/ceiling to indicate one-way system/ respectful distancing queuing, etc	
		Doors should only be wedged open only where rooms are occupied or doorgard or mag lock fitted and checked monthly	
		Unnecessary items and equipment have been removed, including soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	
		All staff briefed to ensure that they are aware of these controls.  Staff duties rota in place to monitor adherence of implemented system of movement	

#### 4.5 Toilets

Hazard	Risk	Control Measures	Site Comments
	Employees, pupils, contractors, visitors.  Contracting Coronavirus	Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing.	
		Hand dryers have been taken out of operation with paper towels used instead	
		Posters in toilets to follow social distancing and regular handwashing	
		Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.	

#### 4.6 Meeting Rooms

Hazard	Risk	Control Measures	Site Comments
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	Employees, pupils, contractors, visitors.  Contracting Coronavirus	Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing.	
		Display maximum occupancy on door and rearrange furniture/remove chairs to help ensure capacity is not exceeded.	
<b>4.7 Offices</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.  Contracting Coronavirus	Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing.	
		Posters displayed to follow respectful distancing	



		Staff should leave the desk as clear as possible to ensure that the desk can be easily cleaned.	
		Staff should work side by side or facing away from colleagues at 2m intervals, do not hot desk or share stationery - desks physically repositioned if necessary	
		Maximum occupancy communicated with staff and displayed on the door.	
		Natural ventilation encouraged where available	
		Waste bins to have lids on for any discarded tissues etc, should be lined with a bag for easy removal and should be operated by foot.	
		Use of photocopiers: Photocopiers limited to one person per time. Staff advised to limit use of the photocopier and wash hands after use. More frequent cleaning.	
<b>4.8 Music/Choir Lessons</b>	Employees, pupils, contractors, visitors.  Contracting Coronavirus	Music/choir lessons (which include singing, chanting, playing wind or brass instruments or shouting) to be held outside with social distancing measures strictly in place and maintained- class sizes for such music have been reduced to <b>(input limit here – should be no more than 15)</b>  Pupils will be positioned back-to-back or side-to-side and	

		will avoid sharing instruments	
<b>4.9 Staff rooms</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.  Contracting Coronavirus	Use of staff rooms to be minimised, although staff must still have a break of a reasonable length during the day.  Breaks staggered to reduce the number using the facilities.  Posters displayed to follow social distancing and regular handwashing, especially when using kitchen facilities - spacing seats and tables to ensure social distancing.	
		Wherever possible stagger breaks to reduce the number using the facilities.	
		Maximum occupancies identified on the door.	
		Vision panels in doors kept clear at all times to assist staff in identifying visually if the capacity has been exceeded without opening the door.	
		Disposable towels only – no multi use towels.	

		Suitably stocked handwashing facilities with soap, disposable towels and hot running water. Stocks are replenished daily	
		Staff have been requested to clean down tables before and after use, removing all uneaten food and drink and dispose of in bin	
		Staff must not visit shops/cafes during lunch and breaks.  Frequently touched surfaces in shared spaces such as taps, kettles, water heaters, fridges, microwaves and cupboards cleaned frequently.	
<b>4.10 Ventilation</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.  Contracting Coronavirus	Switch ventilation to nominal speed at least 2 hours before the building usage and switch to lower speed 2 hours after the building usage time  At nights and weekends, do not switch ventilation off, but keep it running at lower speeds	Ventilation settings adjusted
		Ensure regular airing with windows where possible	

		<p>Switch air handling units with recirculation to 100% outdoor air.</p> <ul style="list-style-type: none"><li>· Inspect heat recovery equipment to be ensure that leakages are under control.</li><li>· The outside air supply and exhaust ventilation is increased as much as is reasonably possible.</li><li>· Windows will be open at all times</li><li>· In cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully for short periods to purge the air in the space</li><li>· Non fire doors will be kept open to assist with creating a throughput of air.</li><li>· School will follow advice on the following documents <a href="#">air conditioning and ventilation during the coronavirus outbreak</a> and <a href="#">CIBSE coronavirus (COVID-19) advice</a>.</li><li>· Where concerns remain regarding appropriate ventilation, school will use a CO2 monitor can assist with a visualisation of whether ventilation is appropriate – anything between 800ppm &amp; 1000pm highlights that more ventilation is required. Guidance is <a href="#">here</a> &amp; <a href="#">here</a></li><li>· To balance the need for increased ventilation while maintaining a comfortable temperature, the following</li></ul>	
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		<p>measures will be used as appropriate:</p> <ul style="list-style-type: none"> <li>○ Opening high level windows in preference to low level to reduce draughts</li> <li>○ increasing the ventilation while spaces are unoccupied (e.g. between meetings, during lunchtimes, when a room is unused)</li> <li>○ providing flexibility to allow additional, suitable indoor clothing.</li> <li>○ rearranging furniture where possible to avoid direct drafts</li> <li>○ checking to ensure windows are not obstructed or blocked by curtains or furniture</li> </ul> <p>increasing ventilation where more aerosols are released during activities such as singing or sport</p>	
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**4.11 Lunchtimes, breaks. including use of play spaces and equipment**

<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.	<p>Additional cleaning of surfaces in the dining/sports hall, and teaching areas between groups</p> <p>Outdoor sports are prioritised for Physical Education where</p>	Implementation from September

	Contracting Coronavirus	<p>possible, and large indoor spaces used where it is not.</p> <p>Pupils will be reminded about cleaning and hygiene prior to every lesson with signage displayed to reinforce the message</p> <p>Pupils will sanitise hands prior to and following every break/lunch and any sports/physical activity.</p> <p>School has reviewed and followed supporting guidance which includes</p> <ul style="list-style-type: none"><li>○ <a href="#">Sport England</a></li><li>○ <a href="#">Association for Physical Education</a></li><li>○ <a href="#">Youth Sport Trust</a></li></ul> <p>School will only work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. This will include a robust vetting process to ensure suitable risk assessments are in place prior to allowing activities to go ahead.</p> <p>Task based risk assessments will be reviewed before re-commencing physical education</p> <p>Resources that are shared between bubbles, such as sports, art and science equipment 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</p>	
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		<p>bubbles.</p> <p>Physical activity sessions should be strictly non-contact</p> <p>Sufficient tissues available for ensuring good respiratory hygiene – i.e. ‘catch it, bag it, bin it’ approach.</p> <p>Pupils attend school with PE kit on on days when they have PE to limit the need to use changing rooms.</p> <p>Areas marked out to identify restrictions and individual pupil zones to assist supervisors with managing the area effectively.</p> <p>Senior leadership team have carried out physical examination of spaces to allocate numbers that can be safely accommodated in an area to maintain social distancing.</p>	
		Staggered breaks to ensure social distancing	
<b>4.12 Movement of essential resources throughout the school</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>Site Comments</b>
	Employees, pupils, contractors, visitors.	<p>Staff and pupils have their own pencils and pens that are not shared.</p> <p>Classroom based resources, such as books and games are</p>	SWa and CLs to complete audit

	Contracting Coronavirus	<p>cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment are 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>Resource use checklist completed by all departments/work areas to establish how to manage safely. Protocols circulated to all appropriate staff.</p>	
		Resources that are not easily wipeable or washable have been removed, cordoned off or limited in contact	
		<p>The use of shared resources has been reduced:</p> <ul style="list-style-type: none"> <li>○ by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children and staff</li> <li>○ by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> </ul>	



		Thorough cleaning of equipment and the classroom at the end of each bubble use	
<b>4.13 Extra-curricular provision (To be suspended for the first half of Autumn Term)</b>			
	Employees, pupils, contractors, visitors.  Contracting Coronavirus	School will ensure children are kept within their year bubbles  Schools will limit the extra-curricular provision to ensure groups can be small and consistent to avoid mixing with other groups/bubbles  Suitably trained staff always available taking into account emergencies (first aid, fire, lockdown, etc), safeguarding and cleaning requirements for the setting?	
<b>4.14 Transport to/from school</b>			
<b>Hazard</b>	<b>Risk</b>	<b>Control Measures</b>	<b>NTC guidance on Site Comments</b>
	Employees, pupils, contractors, visitors.  Contracting	<p><b>Autumn only:</b> Dedicated school transport (minibus) aligns as far as possible with the control measures identified within this risk assessment, this includes:</p> <ul style="list-style-type: none"> <li>• Pupils are grouped together on transport</li> </ul>	

	<p>Coronavirus</p>	<p>within their bubbles where possible</p> <ul style="list-style-type: none"> <li>● Use of hand sanitiser upon boarding and/or disembarking</li> <li>● Additional cleaning of vehicle</li> <li>● Organised queuing and boarding</li> <li>● Distancing within vehicles wherever possible</li> <li>● 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</li> </ul> <p>· School has spoken to the local authority/transport provider, requested a copy of their risk assessment and reviewed it to ensure that:</p> <ul style="list-style-type: none"> <li>○ social distancing is maximised within vehicles</li> <li>○ pupils either sit with their 'bubble' on school transport, or with the same constant group of children each day</li> <li>○ pupils clean their hands before boarding transport and again on disembarking</li> <li>○ additional cleaning of vehicles is put in place</li> <li>○ organised queuing and boarding is put in place</li> <li>○ fresh air (from outside the vehicle) through ventilation, is maximised, particularly through</li> </ul>	<p>Do not use LA transport and unlikely to use coach companies in the near future</p>
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		<p style="text-align: center;">opening windows and ceiling vents</p> <ul style="list-style-type: none"> <li>· Pupils will not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19).</li> </ul> <p>Vehicle management plan drawn up for school site and briefed to staff, this includes:</p> <ul style="list-style-type: none"> <li>● Staff have agreed to parking plan to ensure all cars are facing the same way</li> <li>● Staff vigilance also important to assess environment prior to accessing/egressing car to ensure social distancing can be maintained</li> </ul>	
		<p>Transport arrangements have been amended where necessary including:</p> <ul style="list-style-type: none"> <li>○ Encouraging parents and children to walk or cycle to their education setting where possible</li> <li>○ Encouraging <a href="#">government best practice</a> for travelling on public transport</li> <li>○ Ensuring that transport arrangements cater for any changes to start and finish times</li> </ul>	

		<ul style="list-style-type: none"> <li>○ Eliminate use of minibus to transport passengers</li> </ul>	
<b>4.15 Practical Lessons i.e. Science or D&amp;T</b>			
	<p>Employees, pupils, contractors, visitors. Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>● Prep rooms and other stores are only to be used by one person at a time</li> <li>● Pupils will wash hands with soap and water prior to and following any practical – this will be appropriately managed to ensure pupils are doing this in a socially distanced manner</li> <li>● If hand washing is not manageable, then hand gels should be used, and these must be non-alcohol based (due to the flammability of alcohol based gels). When purchasing nonalcohol-based hand gels ensure they claim to kill 99.99% of viruses and bacteria (this is a regulated term in the UK, meaning the product must have passed a BSI test).</li> <li>● Practical activity risk assessments will be reviewed prior to the lesson to take into account safety measures associated with COVID-19 and a decision will be made whether it can be safely managed as a class activity or a demo</li> <li>● Timetables have been reviewed to take into account that practical lessons will take longer than normal to complete</li> <li>● Long and complex multi-step practical's will be avoided apart from with very experienced pupils.</li> <li>● Practical tools and equipment will be setup at the pupil workstations. This will be done before the</li> </ul>	

		<p>lesson by staff who follow social distancing rules at all times.</p> <ul style="list-style-type: none"><li>• Where pupils need to move around the room, they should raise their hand to attract the teacher's attention and ask permission to move to use a particular piece of equipment.</li><li>• The teacher can then monitor movement and ensure that only one person is in any zone.</li><li>• In food rooms, pupils may need to access fridges during a practical activity - minifridges or cool boxes will be purchased and used at each workstation, rather than expecting pupils to move around the room to collect chilled items.</li><li>• Non-chilled ingredients will be at the pupil workstation prior to starting the activity.</li><li>• Once the practical has finished, pupils will tidy up their equipment, wash their hands using soap and water and then leave the room in an orderly fashion similar to their arrival into the room. Then the teachers / technician will clear away equipment used.</li><li>• At the end of any practical session, all equipment and spare material will be cleared away by the technician and wiped with a suitable cleanser prior to being stored away for future use.</li><li>• Machines or other fixed equipment that has been used will be wiped clean and readied for use in the next session.</li><li>• Waste material will be placed in a suitable bin and removed from the room prior to the next session.</li><li>• Demonstrations will not involve pupils crowding around a bench, but will still be done by making use</li></ul>	
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		<p>of data projectors and digital cameras / visualizers</p> <ul style="list-style-type: none"><li>• Teachers will keep their distance when observing the pupils as they work through the practical activity, it is therefore essential that competencies of pupils to carry out task without the intervention of the teacher will be considered within the risk assessment</li></ul>	

## 5.0 Testing

<p><b>5.1 Onsite Mass-Testing Programme</b>  <b>Secondary school testing on-site through an Asymptomatic Testing Site (ATS)</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>· The Asymptomatic COVID-19 Testing Programme will be carried out in line with appropriate government guidance including the published Clinical Standard Operating Procedure</li> <li>· School to utilise '<i>Considerations for COVID-19 Testing Risk Assessment</i>' for hazards and control measures associated with onsite mass testing Program</li> <li>· The school will keep a record of staff in each group, and any close contact that takes places between children and staff in different groups</li> <li>· A positive test result from a Lateral Flow Device (LFD) on site will trigger the legal duty to self-isolate and contact tracing</li> <li>· Staff will continue to be offered twice weekly testing on-site (ATS) whilst school await delivery of test at home kits</li> <li>· When returning to school, pupils (11+) will be offered three Lateral Flow Device (LFD) tests spaced three to five days apart (minimum three days).</li> <li>· School have reviewed staffing ratios to ensure there is enough staff to carry out assisted swabbing on pupils who cannot self-swab</li> </ul>	<p>00</p>
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		<ul style="list-style-type: none"><li>· The school will retain a small on-site ATS on site to offer testing to pupils who are unable or unwilling to test themselves at home.</li><li>· Pupils will be supervised whilst swabbing to make sure they are doing it correctly.</li><li>· Prior to transition to home testing pupils will be provided with appropriate information, instruction and/or training relating to:<ul style="list-style-type: none"><li>○ Arrangements to be followed to comply with current COVID-19 risk assessment(s) including not to enter the school if they are displaying any symptoms of coronavirus</li><li>○ Mass testing is a risk reduction exercise and it is therefore essential that the existing COVID-19 risk assessment(s) is followed</li><li>○ What rapid testing is</li><li>○ Why written medical consent is not required</li><li>○ The provision of the privacy notice for testing at home.</li><li>○ Who is acting as the Covid Coordinator and Registration Assistant</li></ul></li></ul>	
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		<ul style="list-style-type: none"><li>○ How they will collect and sign for their test kits</li><li>○ The importance of following the correct instructions when testing.</li><li>○ Guidance on how to carry out their test and how to dispose of packs</li><li>○ The requirement for them to report their test result, whether positive, negative or void (including what they should do next and how this will be done for this school site)</li><li>○ Administration and supervision - anyone aged 11 must ensure the test is administered by an adult, and anyone aged 12-17 should be supervised by an adult but can swab themselves.</li><li>○ Onsite Process for highlighting any issues or concerns relating to the testing programs</li></ul> <ul style="list-style-type: none"><li>· School have utilised workforce planning tool that sets out the number of staff required to deliver on-site testing to ensure adequate coverage of individuals to assist with the process</li><li>· In circumstances where a pupil/student would not be able to be tested through on-site (ATS) testing but who could be tested at home by a suitably competent adult, settings can provide home testing kits to them from the outset</li></ul>	
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		<p>(without the pupil being tested at an ATS first), where this is appropriate for the pupil/student.</p> <ul style="list-style-type: none"><li>· Any individual unable to tolerate a swab will not be tested.</li></ul>	
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<p><b>5.2 Asymptomatic COVID-19 Home Testing Programme in Primary Schools including on-site Early Years and Maintained Nursery Settings: Staff Testing January 2021(Home Testing)</b></p>	<p>Employees, pupils, contractors, visitors.</p> <p>Contracting Coronavirus</p>	<ul style="list-style-type: none"> <li>· <b>Staff Individuals</b> will be recommended to do bi-weekly testing <b>3 to 4 days apart</b> on a fixed schedule e.g. every Monday morning or first day of school week if Monday is a holiday – for our school this will be <b>Sunday and Wednesday evenings</b>.</li> <li>· The test cartridge and extraction solution will be stored at ambient temperature (2-30 degrees Centigrade). The reagents and devices will be at room temperature (15-30 degrees centigrade) when used for testing</li> <li>· School have appointed staff in key roles to support the roll out and ongoing management of the testing programme – this involves the appointment of a Covid Coordinator and a Registration Assistant. There are also backups appointed to ensure business continuity where such staff may not be available</li> <li>· Covid Coordinator and a Registration Assistant provided with appropriate information, instruction and training to enable them to carry out their role competently. This will include: <ul style="list-style-type: none"> <li>○ communicating with stakeholders</li> <li>○ ensuring staff are using the right instructions and that they sign for the test kits using the ‘test kit log’</li> <li>○ reporting incidents and carry out risk management</li> </ul> </li> </ul>	<p>0</p>
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		<ul style="list-style-type: none"><li>○ storing and reporting any required data</li><li>○ reorder tests when required</li><li>○ distributing the correct number of test kits to staff and managing the schedule for the distribution of the next sets of kits</li><li>○ inputting test results from staff into the 'test results register/log'</li><li>○ sending reminders to participants to communicate their results online, or by phone, and to the school / nursery</li><li>○ responding to staff questions</li><li>· Ongoing communications (posters, emails, inductions, briefing, toolbox talks (delete as appropriate) has been provided to all staff, pupils and parents which includes:<ul style="list-style-type: none"><li>○ Arrangements to be followed to comply with current COVID-19 risk assessment(s) including not to enter the school if they are displaying any symptoms of coronavirus</li><li>○ Mass testing is a risk reduction exercise and it is therefore essential that the existing COVID-19 risk assessment(s) is followed</li></ul></li></ul>	
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		<ul style="list-style-type: none"><li>○ What rapid testing is</li><li>○ Why written medical consent is not required</li><li>○ The provision of the privacy notice for testing at home.</li><li>○ Who is acting as the Covid Coordinator and Registration Assistant</li><li>○ How they will collect and sign for their test kits</li><li>○ The importance of following the correct instructions when testing.</li><li>○ Guidance on how to carry out their test and how to dispose of packs</li><li>○ The requirement for them to report their test result, whether positive, negative or void (including what they should do next and how this will be done for this school site)</li><li>○ Administration and supervision - anyone aged 11 must ensure the test is administered by an adult, and anyone aged 12-17 should be supervised by an adult but can swab themselves.</li><li>○ Onsite Process for highlighting any issues or concerns relating to the testing programs</li></ul>	
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		<ul style="list-style-type: none"><li>· Testing has been provided as supplement to current control measures – all COVID-19 related risk assessments within school are still to be followed by all staff.</li><li>· People who decline to participate in twice weekly contact testing will follow the usual national guidelines and will self-isolate according to the advice given to them by the NHS Test and Trace service. They will also still be able to attend school providing they have not come into contact with a positive case, develop symptoms or receive a positive Covid-19 test result outside the programme.</li><li>· School will ensure test pick up point is secure to prevent unauthorised access and will be managed in line with current COVID-19 risk assessment, including suitable 2 metre social distancing and mandatory use of face coverings for all staff in the area.</li><li>· Allocated time slots have been provided to <b>staff individuals</b> for test-kit pick up to maintain social distancing and to avoid queues and crowding</li><li>· <b>Test kits will be distributed to pupils and students directly during the registration process in classrooms.</b></li><li>· <b>The member of staff coordinating the handing out of the test kits will wear an appropriate face covering at all times</b></li></ul>	
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		<p>and maintain 2m distance from staff and students coming to collect their test kits.</p> <ul style="list-style-type: none"><li>· If there is a clinical incident which led or has potential to harm, school have advised <b>staff individuals</b> to report it on <a href="https://coronavirusyellowcard.mhra.gov.uk">https://coronavirusyellowcard.mhra.gov.uk</a>. This is not for seeking immediate medical care. Medical care should be sought through the usual route of contacting 111 or 999. The individual should also communicate such issues with the school COVID-19 Coordinator</li><li>· Where there are repeated or similar issues (e.g. Multiple repeat void tests, unclear results, leaking/damaged tubes etc.), these will be recorded by the school and reported to the DfE Helpline, who will escalate to DHSC for investigation.</li><li>· <b>Pupils aged 18 and over have been advised to self-test and report the result, with assistance if needed.</b></li><li>· <b>Parents have been advised that adolescents aged 12 to 17 can self-test and report with adult supervision. The adult may conduct the test if necessary.</b></li><li>· <b>Parents have been advised that children aged 11 attending a secondary school should be tested by an adult.</b></li><li>· <b>Primary age pupils will not be tested with LFDs</b></li></ul>	
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**5.3 Staff Individual tests positive for COVID-19 following the use of a LFD at home**

Employees, pupils, contractors, visitors.

Contracting Coronavirus

- **Staff Individuals** who test positive with an LFD will isolate (along with their household) and will arrange a confirmatory PCR test for the staff member only.
- All LFD test results will be provided to the NHS and directly to the school via Brakes
- School Governing body reserves the right to discipline staff where test results haven't been appropriately communicated
- **Staff individuals** who test negative will continue to follow national and local rules and guidelines including regular handwashing, social distancing and wearing face coverings, where required
- **Staff Individuals** who get a void result will take another test using a new test kit but not reuse anything from the first kit.
- Once test is complete, all of the used test kit contents should be put in the waste bag provided before sealing and putting the bag in their general household waste.
- The School will assist the local health protection team by identifying who has been direct close contacts, proximity contacts or has been travelling in a small vehicle with the infected person



		<ul style="list-style-type: none"><li>· Where positive cases are identified in staff members <b>Headteacher</b> will carry out further investigations in line with local outbreak procedures to determine whether transmission may have taken place on the premises and reporting to the Health and Safety where this may be the case</li></ul>	
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#### 5.4 Onsite Testing individuals with SEND

Pupils not taking part in testing programme which may result in employees, pupils, contractors, visitors.

Contracting Coronavirus

- School will ask the child's parents or carers if they can anticipate any particular adverse response to the testing process from the child and take steps to manage these.
- School will work with pupils and families to agree the most appropriate way of them participating in twice-weekly testing. Guidance will be available via this [link](#)
- School will ensure parents or carers, and where possible the child or young person, have a good understanding of the testing process; and ensure the person making the consent decision has information about the risks and benefits.
- In exceptional circumstances, parents or carers may be present to support their child to self-administer or to administer the test
- School will take time to communicate with the child or young person to help prepare them (videos with signing, symbols, pictures, as appropriate)
- Testing staff will always use a calm, reassuring tone and will take time to administer the test to alleviate anxiety.
- School will consider whether offering the student a relaxing activity after testing and a refreshment might be helpful.

		<ul style="list-style-type: none"><li>· Where it isn't possible for a combined nose and throat swab (i.e. the student may find it difficult to take a throat swab due to having difficulty in understanding instructions, needing to keep their mouth open during the period of swabbing or their having a strong gag reflex), a nose swab from both nostrils can be taken instead. Similarly, if for some reason a nasal swab is not feasible, a throat swab alone will suffice.</li></ul>	
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