

<b>Educational Setting</b>	<b>Heltwate School</b>
<b>Activity / Task</b>	COVID-19 Risk Management Assessment (Educational Settings)
<b>Completed by &amp; Date</b>	A.Brewster, M.Nelson,A Ashworth 04/01/2021
<b>Review Date</b>	<b>18/01/2021</b>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Lack of awareness of protocols in place and training	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>• Staff to read               <ul style="list-style-type: none"> <li>○ Update to Safeguarding policy</li> <li>○ Addendum to Health and Safety Policy circulated to staff</li> <li>○ Behaviour policy addendum</li> </ul> </li> <li>• Staff to be briefed when they return to school. (Use of google meets using class IWB)</li> <li>Briefing to include:               <ul style="list-style-type: none"> <li>○ School Operational guidance</li> <li>○ Risk Assessments and associated procedures/protocols</li> </ul> </li> <li>• Online training / videos for staff to complete               <ul style="list-style-type: none"> <li>▪ COSHH</li> <li>▪ <a href="#">Correct use of PPE</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Senior leaders to ensure protocols in place are being adhered too</li> <li>• Record attendance of staff at briefing</li> </ul>	SLT	05/01/21	
Symptoms of Covid-19	Pupils Staff Visitors	<p><b>Staff or pupils exhibiting any symptoms of COVID-19 should not be in school.</b></p> <ul style="list-style-type: none"> <li>• If anyone in school becomes unwell with a new and persistent cough or a high temperature or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent</li> </ul>	<ul style="list-style-type: none"> <li>• Keep upto date/follow latest government guidance</li> <li>• Internal communication channels and cascading of messages through SLT will be carried out regularly to reassure and support</li> </ul>	All staff	On going	

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		<p>home and advised to follow the stay at home and testing guidance.</p> <ul style="list-style-type: none"> <li>• Anyone presenting Covid symptoms to be isolated in               <ul style="list-style-type: none"> <li>◦ Heltwater Lifeskills room – toilets: middle school hygiene facility (near staff room)</li> <li>◦ St Georges – Hall near pupil kitchen – toilets: near reheat kitchen</li> </ul>               until they can be collected.             </li> <li>• Staff member to maintain 2 metre distance and where appropriate PPE</li> <li>• Collection point will be from the exterior door leading to the car park/playground</li> <li>• Staff member to Wear full PPE.(Gloves, facemask, apron etc) kit available from classroom.</li> <li>• 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</li> <li>• In an emergency, if they are seriously ill call 999.</li> <li>• After use ensure cleaning of the room and all areas person has been in, following government advice with first warm soapy water, usual disinfectant cleaner and a disposable cloth. Pay particular attention to frequently touched areas. If an area has been heavily contaminated use protection for the eyes, nose and mouth as well as wearing gloves and an apron.</li> <li>• Wash hands thoroughly for 20 seconds after removing PPE</li> </ul> <p><b>Test &amp; Trace</b></p> <ul style="list-style-type: none"> <li>• Staff to read Test and Trace guidance document</li> <li>• Test and Trace Flowchart displayed in classroom for quick reference.</li> <li>• If anyone becomes unwell with a new continuous cough, a high temperature or other symptoms in the school, they will be sent home</li> </ul>	<p>employees in a fast-changing situation.</p> <ul style="list-style-type: none"> <li>• Continue to follow current advice regarding self-isolation</li> <li>• Temperatures taken if there are concerns that someone may be unwell.</li> <li>• School transport to be informed in case of suspected case.</li> </ul> <p>• On positive result the school will work with the Health Protection Team of Public</p>			

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		<p>and asked to self isolate for 10 days. They will be asked to arrange a test to and share the results with the school asap</p> <ul style="list-style-type: none"> <li>• Only Parent/Carers of pupils in that bubble will be notified this has taken place (No names to be given, or any more details than is necessary)</li> <li>• SLT to email <a href="mailto:emergencyschool.closure@cambridgeshire.gov.uk">emergencyschool.closure@cambridgeshire.gov.uk</a> providing school name, number of pupils/staff and confirmation if a test has been booked (on possible cases)</li> <li>• Welfare Manager/Teacher will maintain regular contact with staff members, parents and local health authorities during this time.</li> <li>• On receipt of a confirmed positive test class and staff will be sent home to isolate for 10 days</li> <li>• <b>Once lateral testing is in place in school</b></li> <li>• <b>Staff will be tested on a weekly basis</b></li> <li>• <b>pupils and staff may continue to attend school after a positive contact but will be tested in school every day for a period of 7 days (from 11/01/21). (unless a test not able to be undertaken then they will isolate for 10 days as per national guidance)</b></li> <li>• If parents refuse to have their child tested, they are to remain at home for 10 days</li> <li>• If advised that a student, member of staff, other school visitor or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the SLT will contact the Local Authority and Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</li> </ul> <p><a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a></p>	<p>Health England to carry out a risk assessment and to determine who else, if anyone, also needs to isolate.</p> <ul style="list-style-type: none"> <li>• To Notify a case please call HPT on 0300 303 8537 (option 9) or non urgent email <a href="mailto:eoecrc@phe.gov.uk">eoecrc@phe.gov.uk</a></li> <li>• Parents/carers of pupils in bubble will be notified that this has taken place and advise on any steps that should be taken (wider school community will not receive notification unless it has an impact on them too)</li> <li>• To raise and general questions or concerns contact Jonathan Lewis (07920 160402) or Emma Dean (01223 703514)</li> </ul>			

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Contingency planning for a further outbreak		<ul style="list-style-type: none"> <li>In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</li> <li>The following protocols will be put in place in case of school closure               <ul style="list-style-type: none"> <li>Communication to parents via class dojo</li> <li>SLT / Governor meetings held through teams meeting</li> <li>Teachers to be responsible for providing home learning tasks</li> <li>ICT available for staff to be able to work from home, where possible</li> <li>Administrative systems accessible out of school</li> <li>Statutory checks to be maintained and site visits by designated staff.</li> <li>Further plans devised based on guidance from PHE team.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Revise contingency plan in event of school closure</li> </ul>	HT	As required	
Social Distancing in school	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Staff and pupils to remain in their class and should not be accessing corridors in the school, only to use essential communal facilities such as toilets/hygiene facilities.</li> <li>Access to classrooms and facilities should use outside routes where possible.</li> <li>Where possible a nominated member of staff should be used to access communal areas.</li> <li>Social distance of 2 metres should be maintained where possible. Especially outside the classroom/bubble.</li> <li>Staff should not be crossing any bubble at any time (including movements between St Georges and Main site), exceptions would be for essential work, such as premises work etc and should be kept to a minimum.</li> <li>Use social stories/clear posters to communicate</li> </ul>	<ul style="list-style-type: none"> <li>Designated staff able to enter group in an emergency (i.e SLT)</li> <li>Bubble teams to look at how they can best isolate in their areas.</li> <li>SLT to check social distancing of groups are being maintained</li> <li>Review manual processes in school, put in place electronic procedures where possible</li> <li>Meetings to be conducted virtually where possible, rather than face to face.</li> <li>Surplus furniture to be removed from rooms</li> </ul>	Teacher  SBM  DHT  Teacher	05/01/21	

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		<p>to pupils importance of social distancing and personal hygiene.</p> <ul style="list-style-type: none"> <li>• Rooms not in use to be locked where possible and put out of use. (clean periodically)</li> <li>• Bubbles to have consistent staff/pupils throughout</li> <li>• Staggered lunch times and breaks to reduce risk of contact with other groups</li> <li>• Rota for use of shared toilet facilities where possible, Bubbles only use these spaces</li> <li>• Class teacher to identify routes they will use on first day in school</li> <li>• Working patterns to reduce number of people on site at any one time. Staff to leave by 17:00 to allow cleaners to clean school</li> <li>• All visitor access to the school to be restricted. Where external agencies/services are essential, information of protocols in place to be provided</li> <li>• Mark work areas using tape/signage/screens to clearly identify areas to be kept apart / to maintain distance in close spaces (i.e offices)</li> <li>• Furniture to be arranged to allow pupils/staff to sit 2 metres apart and not facing each other, where possible</li> <li>• Internal phones should be used to communicate across the school, Antibac wipes to be available to wipe handsets.</li> <li>• Designate one person to use the phone to avoid cross contamination. Speaker phone to be used to talk to other people</li> <li>• avoid passing in the narrow corridors, if another group is coming up, step back allowing sufficient distance to pass at either end of corridors where possible (reduce need to travel through school)</li> <li>• Discreet procedure (verbal – shout outs for example) for access to areas with limited space to maintain social distancing such as toilet and kitchen areas</li> </ul>	<p>walkways marked where possible.</p> <ul style="list-style-type: none"> <li>• Consider removing Padlocks around school, if this will not cause a safety risk to our pupils (i.e absconders)</li> </ul>			

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Personal Protective Equipment / clothing		<p><b>Face Masks</b></p> <ul style="list-style-type: none"> <li>• Staff and pupils to provide their own face coverings (emergency supply available from school if needed)</li> <li>• Staff and pupils to be aware of correct process for putting on and removing face covering – <a href="#">click on this link</a></li> <li>• For those aged 11 and over facemasks should be worn in communal areas (corridors, toilets etc).</li> <li>• Staff to wear facemasks in communal areas at all times, including corridors . Exceptions for those who have medical reasons not to wear a mask</li> <li>• Face visors do not negate the need for a face mask, if you choose to wear a visor this is in addition to a face mask. (Face visors are for those who have assessed pupils who are spitters)</li> <li>• Whilst in classrooms facemasks are not required, however, staff may choose to wear face masks if they choose to do so.</li> <li>• Facemasks to be placed in individual sealable plastic bags when not in use</li> <li>• Disposable face masks to be placed in general waste black bags.</li> <li>• Hands to be washed for 20 seconds before and after use of facemasks</li> <li>• Government guidance states that majority of staff will not require PPE beyond what they would normally need for their work even if they are not always able to maintain 2m from others</li> <li>• PPE used for personal/intimate care should be the same which is routinely used (glove/aprons)</li> <li>• Facemasks are available in hygiene areas for staff if required.</li> </ul>	<ul style="list-style-type: none"> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person 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</li> </ul>	SBM/PO	05/01/21	

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		<ul style="list-style-type: none"> <li>• Staff may bring a change of clothes if they choose to reduce risk of cross contamination at home</li> <li>• To wash clothing               <ul style="list-style-type: none"> <li>○ Do not shake clothing</li> <li>○ Use the warmest water setting</li> <li>○ Dry clothes completely</li> <li>○ Can be washed with other clothes</li> <li>○ Clean and disinfect and container used for transporting clothing</li> </ul> </li> </ul>				
Classroom Environment / Increased risk of transmission	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>• Teachers/staff to complete classroom checklist attached and display in room</li> <li>• Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement and appropriate spacing is possible. Consider changes to seating arrangements to avoid face to face contact</li> <li>• Signs/posters to be put on display in class reminding of class rules, i.e wash you hands, catch it, bin it, kill it etc.markers on the floor.</li> <li>• Excess furniture to be put to the side of the class or removed if storage available, ensure no pinch points and free movement is maintained</li> <li>• Where practicable tape to be used to mark on floor around teaching spaces and to maintain distance</li> <li>• Staff to consider resources available in class, remove soft toys/furniture and resources with intricate parts. Suggest these are placed into group rooms if available. <a href="#">(Consider where else items can be stored and locked away)</a></li> <li>• Use equipment that is easy to be clean and decontaminate</li> <li>• Shared resources to be cleaned regularly</li> <li>• Fire exit/routes to remain clear at all times</li> <li>• Group rooms attached to classrooms to be</li> </ul>	<ul style="list-style-type: none"> <li>• Where teacher shortages exist. Teaching Assistants or other staff may be required to monitor groups under a teacher's supervision.</li> </ul>	Class Teachers	05/01/21	



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		<p>locked and put out of use</p> <ul style="list-style-type: none"> <li>• Ipads/touch screens not to be used not outside the bubble, unless they can be adequately cleaned between uses.</li> <li>• Each pupil to be allocated their own stationery/resources pack (named)</li> <li>• Avoid taking items home and bringing back to school</li> <li>• Soap sanitiser and disposable hand towels in each room.</li> </ul>				
Air conditioning	Pupils Staff	<ul style="list-style-type: none"> <li>• Where possible use windows for ventilation</li> <li>• HSE guidance states on centralised ventilation systems should not be used.</li> <li>• The schools systems are localised to the room, they maybe used if required</li> </ul>	<ul style="list-style-type: none"> <li>• HSE guidance on air conditioning</li> <li>• <a href="https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a">https://content.govdelivery.com/accounts/UKHSE/bulletins/28ce71a</a></li> </ul>	SBM	05/01/21	
Shared activity and equipment use.	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>• Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly.</li> <li>• Resources that are shared between classes or bubbles, such as sport, art and science equipment should be cleaned meticulously between bubbles or rotated to allow them to be left unused for at least 48 hours (72 hours for plastics) - items should be retained in the classroom, out of reach for the specified period before being handed to another group or returned</li> <li>• Small PE equipment i.e balls and may be allocated to bubble groups and remain in the group at all times.</li> <li>• unless can be cleaned between groups.</li> </ul>	<ul style="list-style-type: none"> <li>• Outdoor play equipment only to be used by the bubble group allocated</li> <li>• Gym equipment in upper school not to be used.</li> </ul>	Teacher	05/01/21	



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Extra-curricular activities (coaches, tutors)		<ul style="list-style-type: none"> <li>There is to be no extra curricular activities outside of school till further notice.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
Coaches / Therapist / outside professional services		<ul style="list-style-type: none"> <li>Essential Coaches/tutors are able to attend school</li> <li>Information about systems in place should be communicated</li> <li>Room to be identified to carry out small group work or 1 to 1 sessions</li> <li>Staff are required to bring the pupils to the specified location to work with outside agencies/coaches</li> </ul>	<ul style="list-style-type: none"> <li>Headteacher to brief coaches on procedures in place around social distancing and maintain hygiene.</li> </ul>	HT	05/01/21 As required	
Physical activities		<ul style="list-style-type: none"> <li>Rota produced for bubble to access sport coaches</li> <li>Outdoor sports should be undertaken at all times, the only exception where adverse weather dictates this is not possible. Only on these occasions can the hall be used, as long as social distancing can be maintained.</li> <li>Access to the hall from outside will be through the boys changing rooms of the upper school playground.</li> <li>Pupils should be kept in bubble groups where possible</li> <li>Equipment to be thoroughly cleaned between use for different bubble groups, or left for 72 hours</li> <li>Contact sports to be avoided</li> <li>Singing and playing wind instruments not to be undertaken, unless outdoors. Follow latest DfE guidance</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>			
School trips/ minibuses	Staff Pupils	<ul style="list-style-type: none"> <li>Pupils/staff/driver kept within their consistent bubble group and COVID secure measures to be maintained at destination.</li> <li>School minibuses to be allocated to bubble</li> </ul>	For more information contact <a href="#">Stephen Brown (Outdoor Education Adviser.)</a>	Teacher	On going	

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		<ul style="list-style-type: none"> <li>group, staff to agree timetable for use.</li> <li>72 hours period should be left before another bubble group uses the bus</li> <li>School trips to local outdoor spaces are permitted, providing social distancing is maintained.</li> <li>Trips to enclosed spaces, i.e leisure facilities, supermarkets, cafés not to take place.</li> </ul>				
Alternative Offsite Education – e.g. work experience/apprenticeship etc.		<ul style="list-style-type: none"> <li>Before pupils attend offsite education venues, staff need to obtain the venues Covid Risk Assessment and policies and share with SLT.</li> <li>Consider whether an additional Risk assessment is required above and beyond the schools and venues risk assessments. i.e travel to venue.</li> <li>Staff to ensure Covid safe protocols and culture are being operated by the venue. Where this is not the case pupils/staff should not attend.</li> </ul>	<ul style="list-style-type: none"> <li>Authorisation from the Headteacher/Deputy before activity takes place.</li> </ul>	Teacher	On going	
Lunchtime Catering facilities	Pupils Staff Contractors	<ul style="list-style-type: none"> <li>Ensure handwashing takes place before and after meal times</li> <li>Pupils to dine in their classroom and not come to the hall</li> <li>The school kitchen will call bubble/class to inform them when the meals are ready to be collected to reduce gatherings at the service hatch</li> <li>School meals to be collected by a nominated staff member from the school kitchen for each class.</li> <li>Plastic trays being used by some pupils</li> <li>Disposable cutlery/food containers will be used</li> <li>Pupils/staff should not share food with others</li> <li>Any shared appliances used, should be cleaned after use.</li> </ul>	<ul style="list-style-type: none"> <li>If food coming from home, avoid using contrainers that can not be disposed to reduce items coming and going out of school.</li> </ul>	DHT	05/01/21	

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Break/Lunch times		<ul style="list-style-type: none"> <li>The school will stagger breaks/lunchtimes to achieve the social distancing.</li> <li>Bubbles to only use outdoor spaces and equipment allocated to them</li> </ul>		DHT	05/01/21	
Behaviour		<ul style="list-style-type: none"> <li>The behaviour policy is reviewed to take into account COVID-19, to include exclusion for pupils who deliberately put others at risk (e.g. coughing, or spitting at others) and pupils who will not (as opposed to cannot) comply with social distancing.</li> <li>Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls.</li> <li>School will carry out briefing to inform staff and pupils of the changes.</li> </ul> <p><b>Team teach</b></p> <ul style="list-style-type: none"> <li>De-escalation should be the primary form of behaviour management, physical intervention should be avoided and a dynamic risk assessment at the time of the incident should take place.</li> <li>Following any incident a Pupil Risk assessment should be taken to ascertain if the pupil can access school</li> <li>The use of contingent touch (affection, sympathetic etc) should be avoided.</li> </ul>		HT/ AHT	05/01/21 On going	
Safeguarding / Home Visits	Staff DSL	<ul style="list-style-type: none"> <li>Staff to read updated safeguarding policies</li> <li>Safeguarding concerns reported following normal school procedure</li> <li>Welfare Manager/Teacher to maintain contact with pupils not in school, report any concerns</li> <li>No routine Home visits. Should be replaced by phone or online video calls.</li> <li>Online safety information sent to parents</li> <li>Video meeting should not take place, unless</li> </ul>	<p>Home visits should only take place where</p> <ul style="list-style-type: none"> <li>An assessment deems a home visit necessary due to the risk of harm</li> </ul> <p>To fulfil a mandatory requirement that cannot be postponed or fulfilled another way</p>	Welfare Manager/ DSL	On going	

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		absolutely nessecary, and should be observed by another member of staff.				
Communication		<ul style="list-style-type: none"> <li>All staff should read emails at least daily for any updates (including those at home)</li> <li>Weekly briefings to be held for staff to update on changes</li> <li>Meetings/briefings to be conducted through google meet where possible, otherwise social distancing should be maintained</li> <li>Communication with parents via DoJo to keep them up to date with developments.</li> <li>Regular update with Chair of Governors, who will update the board at meetings</li> </ul>	<ul style="list-style-type: none"> <li>Keep upto date with latest information from the Government / LA</li> <li>Network with other schools</li> </ul>	All staff	On going	Y
Staff/Pupils within the shielded group	Staff/Pupils	<p>Where school applies the full measures in the DfE guidance the risks to staff are mitigated significantly. This will allow most staff to return to the workplace.</p> <ul style="list-style-type: none"> <li>Any member of staff that is within the <b>Clinically extremely vulnerable group</b> who have a shielding letter should work from home.</li> <li>Pregnant workers in their 1<sup>st</sup> or 2<sup>nd</sup> trimester should have a risk assessment undertaken, those in the 3<sup>rd</sup> trimester should not attend school and should work from home.</li> <li>Those who are in the vulnerable group, including over 60 must have a risk assessment undertaken that includes how social distancing will be maintained in a Covid-19 safe workplace.</li> <li>Pupils who are clinically extremely vulnerable may attend school unless advised not to by the GP. Those pupils who have a shielding letter should not attend, unless a medical practitioner has confirmed they may do so.</li> <li>Staff/pupils that meet the criteria as <b>clinically</b></li> </ul>		SLT	05/01/21	

# RISK ASSESSMENT

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		<p><a href="#">vulnerable people</a> e.g. BAME, diabetics, those who are <u>pregnant</u>, should have a risk assessment completed to identify any suitable control measures that must be in place before returning to work/school.</p> <ul style="list-style-type: none"> <li>• Complete -Protocol for returning pupils back to school from shielding and Multi Agency Risk Assessment.</li> </ul>				
Lack of staff	Pupils	<ul style="list-style-type: none"> <li>• School to ensure staff are aware of contractual arrangements if travelling aboard during the summer and being available for start of term.</li> <li>• School to consider reduced staff risk assessment to ascertain appropriate action to ensure health and safety of the pupils, this will need to be assessed on a class by class basis as situations arise.</li> <li>• Assessment of availability of staff for all activities during the school day has been completed.</li> <li>• Supply staff maybe used to cover absences if required and should be briefed on the social distancing measures in place.</li> </ul>	<ul style="list-style-type: none"> <li>• Bubble groups maybe asked not to come into school if staffing levels become to low to maintain health and safety of the group.</li> </ul>	HT / DHT	Ongoing	

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Equality Impact Assesement		<ul style="list-style-type: none"> <li>An equality impact assessment has been completed (attached) and can be found on the school network under current policies folder.</li> </ul>		SLT	05/01/21	
Student places	Pupils Staff	<ul style="list-style-type: none"> <li>Pupils who are extremely clinically vulnerable can attend school, unless they have received a letter informing them to shield, in this case a medical practioner should confirm if they are safe to attend school.</li> <li>All pupils are expected to be back to school</li> <li>Pupil risk assessments to be updated with COVID-19</li> <li>Students with complex needs may be refused admittance based upon the risk assessment</li> <li>Pupils with medical needs to have appropriately trained staff in administering medication</li> </ul>	<ul style="list-style-type: none"> <li>Pupils with medical needs, ensure we have staff appropriately trained</li> </ul>	DHT	05/01/21	
Arrival and collection	Staff Pupils Parents/Esco rts	<ul style="list-style-type: none"> <li>Inform parents/transport off their allocated 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>Display clear signage at front of school for entering the building – e.g for visitors, deliveries etc</li> <li>Parents/Escort not to gather at entrance gates or doors, or enter the building.</li> <li>Inform parents that only one parent should drop off/collect their child off if safe to do so.</li> </ul> <p>Arrivals</p> <ul style="list-style-type: none"> <li>Pupils collected by bubble group staff from designatd entrance</li> <li>Access to class from the outside door, avoid corridors where possible</li> <li>Facemasks to be removed and placed in sealed plastic bag, or disposed of in</li> </ul>	<ul style="list-style-type: none"> <li>Contractors/deliveries to be scheduled where possible away from pick up and drop off times.</li> <li>Allocate staff member with walkie talkie on collection times</li> </ul>	Teachers /SLT  SBM/PO  Staff	05/01/21   Ongoing	

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		<ul style="list-style-type: none"> <li>○ general waste black bag</li> <li>○ Pupils to wash hands on arrival</li> </ul> <p>Collection</p> <ul style="list-style-type: none"> <li>○ Pupils to wash hands before leaving the premises</li> <li>○ Pupils to remain in their bubble classrooms</li> <li>○ Walkie talkies/phones to be used to inform which transport has arrived.</li> <li>○ Staff members allocated to collection points with walkie talkie/phone</li> <li>○ Pupils escorted via outside door to transport through their designated entrance</li> </ul>				
Transport	Pupils Staff Transport	<ul style="list-style-type: none"> <li>• Designated drop off points for different locations of building</li> <li>• Pupils to be transported in their extended bubble groups (where not possible social distance measures are to be in place)</li> <li>• Escorts to direct pupils to designated bubble group staff, maintaining social distances of 2m where possible</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain Risk assessments and procedures from Schools transport</li> <li>• Communicate with transport about their procedures and risk assessments for transportation of pupils</li> </ul>	Transport DHT  Transport/DHT  All staff	05/01/21   Ongoing	
Management and control of visitors	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>• Specialist, therapists, clinicians and supply teachers may attend school.</li> <li>• Where visits can happen outside of school hours, they should.</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency contractors to wait outside to be met by SBM/Premise team to escorted</li> </ul>	SBM/Office/PO	On going	



What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
	Contractors	<ul style="list-style-type: none"> <li>• Visitors should minimise contact and maintain as much distance from staff/pupils as possible</li> <li>• Where possible pupils should be collected from class by bubble team and taken to therapist in an allocated space.</li> <li>• conduct meetings on the phone, or online</li> <li>• Display clear signage on social distancing and directions (i.e only 1 person entrance area)</li> <li>• Hand sanitiser available at school entrance, all visitors in school should be asked to use these before entering the school.</li> <li>• Visitors/Staff to sign in using the digital visitor system, sanitise hands before and after using the screen.</li> <li>• Staff complete details for Track and Trace purposes.</li> <li>• Once staff have signed in they are to exit the building and enter the school through their allocated gate into school.</li> </ul>				
Administrative areas		<ul style="list-style-type: none"> <li>• Offices organised to maintain social distancing while working, markings on floors to identify safe distance for other staff</li> <li>• No staff to sit at other colleagues desks or to use equipment</li> <li>• Staff to avoid coming to the offices unless absolutely necessary, electronic communication should be explored first</li> </ul>	<ul style="list-style-type: none"> <li>• Systems communicated to staff to avoid need to visit offices i.e electronic orders</li> </ul>	SBM / SLT	05/01/21	
School Staffroom		<ul style="list-style-type: none"> <li>• Avoid use of staff room where possible, otherwise staff to maintain high levels of personal hygiene.</li> <li>• Maintain 2 metre social distance where possible</li> <li>• Avoid use of shared equipment such as microwaves, preferable for staff to bring packed lunch which does not need heating</li> <li>• Shared equipment to be cleaned after use</li> <li>• Staff to wash any pots up after use</li> <li>• Staff to consider going off site for lunch</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>Lunch and breaks to be managed by class teams</li> </ul>				
Mental Health		<ul style="list-style-type: none"> <li>Consider including a recovery curriculum including pastoral support to address and equip pupils to respond to issues linked to Covid-19</li> <li>SLT will promote mental health &amp; wellbeing awareness to staff, students and other stakeholders during the Covid-19 outbreak and will offer whatever support they can to help.</li> <li>Access to the Ed-Psych service available for both pupils and staff (bereavement/counselling support)</li> <li>Health Assured service telephone helpline available for staff, details in staff room.</li> <li>School has staff Mental First aider .</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	HT  Mental Health First Aider	Ongoing	
Governor Meetings	Governors Staff	<ul style="list-style-type: none"> <li>All governor meetings are to be conducted using video conferencing</li> </ul>				
General Hygiene / Infection control		<ul style="list-style-type: none"> <li>All Classrooms have hand washing facilities</li> <li>Gel hand sanitisers to be made available for staff, where washing facilities are not readily available.</li> <li>Staff, students and visitors 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.</li> <li>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.</li> <li>Promote hygienic practices at all levels and for all staff, with emphasis on handwashing and respiratory etiquette</li> <li>Posters displayed around school</li> </ul> <p>See hand washing guidance.</p>	<ul style="list-style-type: none"> <li>Posters, leaflets and other materials are available for display. Display prominently. <a href="https://www.peterborough.gov.uk/healthcare/public-health/coronavirus/coronavirus-campaign-for-communities#posters-0-0">https://www.peterborough.gov.uk/healthcare/public-health/coronavirus/coronavirus-campaign-for-communities#posters-0-0</a></li> </ul>	PO  Teachers/ PO	On going         05/01/21	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a>				
Hand Drying	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Hand driers are able to be used across the school site</li> <li>Alternatively Drying of hands with disposable towels.</li> <li>Lidded bins in place</li> </ul>	<ul style="list-style-type: none"> <li>Supervision by staff member to avoid hand towels being put down toilets</li> </ul>	PO  All staff	05/01/21  On going	
Use of toilets / hygiene facilities	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>Only facilities allocated to bubbles to be used (where possible this should be timetabled to reduce meeting other bubbles)</li> <li>Limit toilet use to one pupil at a time and mark social distance queuing outside. Staff to supervise pupils.</li> <li>Staff to ensure thorough handwashing is practiced</li> <li>Staff to wipe down hygiene facilities after use</li> </ul>	<ul style="list-style-type: none"> <li>Staff to wear normal PPE for undertaking personal care (Gloves &amp; aprons etc)</li> </ul>	DHT	05/01/21  On going	
Cleaning /  Cross contamination, control of infection (discreet), including toilets and wash rooms	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>School cleaning has been maintained throughout lockdown, areas not being used have been locked.</li> <li>Mid morning clean to shared facilities and at touch points including:                             <ul style="list-style-type: none"> <li>Taps and washing facilities,</li> <li>Toilet flush and seats,</li> <li>Door handles and push plates,</li> <li>Lift and hoist controls,</li> </ul> </li> <li>Staff to clean                             <ul style="list-style-type: none"> <li>All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles.</li> <li>Telephone equipment,</li> <li>Keyboards, photocopiers and other</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Person identified as positive with Covid-19 then any area/room they have accessed should be secured for 72 hours then undergo a thorough clean as outlined in government guidance</li> <li>Ensure the COSHH training has been provide and appropriate PPE is available (i.e gloves)</li> <li>Contingency for insufficient cleaners</li> </ul>	SBM/PO  All staff	05/01/21  Ongoing	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>office equipment, classroom desks and chairs.</p> <ul style="list-style-type: none"> <li>• COSHH data sheets made available to staff for products they have been allocated</li> <li>• Chemicals to be stored away out of reach of children at all times</li> <li>• Contract cleaners provide their own cleaning products and PPE.</li> <li>• Resources used to be cleaned at the end of the school day by bubble group staff.</li> </ul>	<p>Approach staff for volunteers to help Consider reducing areas of the school used Cancel groups if required</p>			
Waste	Staff Contractors	<ul style="list-style-type: none"> <li>• Bins should be emptied daily.</li> <li>• Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity.</li> </ul>	<p>Waste from possible cases, should be put in a double bag and tied, these should be stored in the garage for 72 hours before disposal (or until a negative result is known)</p>	PO	On going	
Fire Safety	Pupils Staff Visitors	<ul style="list-style-type: none"> <li>• <b>Class groups to keep register of people in their groups – Teacher to ensure everyone is present and raise hand at muster point when all are accounted for.</b></li> <li>• <b>All Staff/Visitors to sign in and out of school using the digital system in reception</b></li> <li>• Follow normal fire procedures for evacuation, keeping distance from other groups where possible</li> <li>• Those with individual evacuation plans, these should be followed</li> <li>• Staff and pupils to maintain 2m distance from other bubbles at muster points where possible (allotment fence).</li> <li>• Ensure all emergency escape routes / doors are fully operational and kept clear.</li> </ul>	<ul style="list-style-type: none"> <li>• If key roles in the fire procedure are not in school, allocate cover for these areas</li> </ul>	SBM/PO/H T	05/01/21	
First Aid		<ul style="list-style-type: none"> <li>• Staff to read the document <a href="#">CCC &amp; PCC First Aid Requirements</a></li> </ul>	<ul style="list-style-type: none"> <li>• The HSE have announced a three-month extension to the</li> </ul>	First Aiders	Ongoing	

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> <li>• First Aider to be allocated within the bubble cluster where possible.</li> <li>• Each classroom has access to a first aid kit</li> <li>• Staff or pupils with medical needs have been assessed and relevant consents are in place. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</li> <li>• IRIS report to be maintained on all First Aid provided as normal, given as much detail as possible as this may be required for Covid-19 tracking</li> </ul>	validity of the following qualifications if the first aider to requalify because of the coronavirus: <ul style="list-style-type: none"> <li>○ First Aid at Work</li> <li>○ Emergency First Aid at Work</li> <li>○ Paediatric First Aid</li> <li>○ Emergency Paediatric First Aid</li> </ul>			
Contractors		<ul style="list-style-type: none"> <li>• All <a href="#">contractors</a> must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19.</li> <li>• All planned/reactive maintenance to be carried out during out of hours unless seen as an emergency.</li> </ul>		SBM / PO	05/01/21	
Property Compliance / Insurance		<ul style="list-style-type: none"> <li>• School is covered by the Local Authority Employers Liability insurance, providing government guidance is put in place.</li> <li>• Statutory compliance checks have been maintained throughout the lockdown period.</li> <li>• Daily and weekly checks have been maintained through the lockdown period, increasing flushing regimes for little used outlets.</li> <li>• Contractors are arranged outside of school hours and are asked to sanitise their hands before entering the building</li> </ul>		SBM / PO	05/01/21	
Accident reporting Covid-19 incidents		<ul style="list-style-type: none"> <li>• Reporting of accidents will be through normal school procedures – using IRIS or Primesafety.net</li> <li>• Confirmed cases of Covid should be updated on the the reporting system and reported as possible RIDDOR to the LA.</li> </ul>	<ul style="list-style-type: none"> <li>• The Health &amp; Safety Executive have recently updated <a href="#">the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</a> to include the requirement to</li> </ul>	All staff  SBM	On going  On going	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
			report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity.			

### Useful Guidance

The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)

The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).

CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)

CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)

Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)

COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)

### General staff and pupil advice on limiting the spread of coronavirus in the Educational Setting

Government advice is clear PPE, including facemasks should be taken into account where employees could be put at risk. The use of such PPE does not replace or reduce the need to follow the government guidance in relation to hygiene practices

Frequently clean and disinfect objects and surfaces that are touched regularly, using your recommended cleaning products.

- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Staff and Pupils should wash their hands as soon as they get to school and when they arrive home, after they blow their nose, cough or sneeze, before they eat or handle food.
- Cover mouth and nose with a tissue or a sleeve (not hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.

Handwashing techniques advice can be found [here](#)