



The Legacy Learning Trust

Risk Assessment for September Full School  
Autumn 2020

Linthorpe Community Primary School

## **Overview**

The risk assessment template draws on the guidance published by the [Health and Safety Executive, Public Health England](#) and the [Department for Business, Energy & Industrial Strategy](#), and the DfE in accordance with the 'COVID-19 secure' guidelines.

## **Context**

Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Most people infected with the virus experience disease with mild or moderate symptoms, however a significant minority become severely unwell requiring hospitalisation and for some people the disease is fatal. The risk of serious disease and death are unevenly distributed, the population groups at increased risk are: - older people, people with pre-existing health conditions, men, people from BAME communities.

## **Basic Principles**

The control measures follow the basic principles outlined in the current advice provided by government around safe social distancing, hand and respiratory hygiene, self-awareness of risk groups (extremely vulnerable, vulnerable, general population) and of symptoms of high temperature and / or new continuous cough, and/or sudden loss of taste and smell, which require self-isolation for the case and household contacts.

Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, NHS Test and Trace system is up and running, and government is clear about the measures that need to be in place to create safer environments within schools.

## **The Risk Assessment**

This document is intended to be a living document applicable for the duration as required.

It will therefore be subject to regular review and revision as change occurs and assessed needs direct in order to ensure its continued adequacy, in so far as it is reasonable practicable to do so. If events change on the day, dynamic assessment based upon professional judgement will direct the necessary additional control measures.

As an employer, we must protect people from harm. This includes taking reasonable steps to protect our workers and others from coronavirus. We will:

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

TLLT is aware that the local context may be different to the national and so with public health information, schools may decide to operate a local lockdown, if required for which schools will implement an agreed contingency plan. <https://www.gov.uk/government/publications/local-lockdowns-guidance-for-education-and-childcare-settings>

## **Risk Assessment Team**

A Risk Assessment Team has been established in order to identify risk, follow guidelines, ensure implementation of control measures and monitor actions and implementation. The Risk Team includes at a Trust Level: the Executive Leadership Team: CEO, CFO and DCEO and at a school level, the Headteacher and the school's Health and Safety Representative.

## **Consultation**

Risk assessments are shared with staff, union representatives and reviewed at Trust Board. Consultation is with staff and with trade union representatives as part of putting measures in place.

Name of School	Linthorpe Community Primary School				
Risk Assessment	Wider Opening of School				

Activity to Manage What are the Hazards?	Who might be harmed and how?	Current Control Measures (1) What are you already doing?	Current Control Measures (2) Actioned Additional Control Measures	Action by whom?	Action by when?	Done
<b>Infectious disease control:</b>						
<b>Covid-19 global pandemic</b>  Coronavirus COVID-19 may be present in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	<ul style="list-style-type: none"> <li>Most people mild or moderate symptoms</li> <li>significant minority severely unwell</li> <li>can be fatal</li> <li>Unevenly distributed risk of serious disease and death</li> </ul> <p>Increased risk groups are: older, people with pre-existing health</p>	<p>Policies and procedures for:</p> <p><b>System of Controls: Prevention:</b></p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> <p>5) minimise contact between individuals and maintain social distancing wherever possible</p>	<ul style="list-style-type: none"> <li>Signage</li> <li>Comms to parents, learners and staff</li> <li>Increased number of cleaning kits, hand sanitisers, soap, designated washing facilities</li> <li>Enhanced Cleaning regimes, more lidded bins, tissues, face covering removal/retain, dispose protocol</li> <li>Monitoring standards</li> <li>Year bubbles</li> <li>New routines – staggered starts, finishes, breaks and lunches</li> <li>Arranging classrooms with forward facing desks</li> <li>Staff maintaining distance from pupils and other staff as much as possible</li> <li>Comms to Visitors, Contractors</li> <li>Remove circular tables from staffroom</li> <li>Signage on door</li> </ul>	SL/GM/GB	01.09.20	

	conditions, men, BAME	<p>6) where necessary, wear appropriate personal protective equipment (PPE)            Numbers 1 to 4 must be in place in all schools, all the time.            Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.            Number 6 applies in specific circumstances.</p> <p><b>Response to any infection</b></p> <p>7) engage with the NHS Test and Trace process            8) manage confirmed cases of coronavirus (COVID-19) amongst the school community            9) contain any outbreak by following local health protection team advice            Numbers 7 to 9 must be followed in every case where they are relevant.</p>	<ul style="list-style-type: none"> <li>• 'X' to be placed on seats out of use</li> <li>• First aid protocol inc use of PPE</li> <li>• Use of Track and Trace when needed</li> <li>• Comms to staff, parents and learners re Track and Trace</li> <li>• Contingency Plan for local lockdown</li> </ul> <p><a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p><a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings</a></p>		
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Activity to Manage What are the Hazards?	Who might be harmed and how?	Current Control Measures (1) What are you already doing?	Current Control Measures (2) Actioned Additional Control Measures	Action by whom?	Action by when?	Done
			<p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p>			

Preparing the Site:						
<b>Premises management</b> <b>Water Hygiene</b>	Pupils/students = P/S Employees = E Visitors = V Contactors = C	As a result of closure or part closure, drinking water systems may have been subject to stagnation due to low turnover of mains water or water in storage.  This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals.  Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health.	Consult with water hygiene contractor to establish the extent of mitigation necessary in individual circumstances, in accordance with the written scheme.  This may vary from simply running all taps, to a thoroughly cleaning and disinfection of the system.  <a href="https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm">https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</a>  <a href="https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown">https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</a>	GB	01.09.20	
<b>Ventilation</b>		Ventilate spaces with outdoor air	Door wedges provided to keep classrooms ventilated and staff advised to open all windows	All staff	Daily	
		Ensure regular airing with windows (even in mechanically ventilated buildings)		All staff	Daily	
		Keep toilet ventilation in operation as much as possible while building is occupied		All staff	Daily	
		Switch air handling units with recirculation to 100% outdoor air	<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a>	n/a		
		Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation	Fire doors must not be propped open unless they have a self-closing hold open device fitted	All staff	Daily	
<b>Fire Management</b>		The premise fire risk assessment shall be reviewed and updated to include information on emergency	This would include: -	SL/GB	01.09.20	

	Pupils/students = P/S Employees = E Visitors = V Contractors = C	evacuation procedures in line with safe social distancing.	a full functional test of the fire detection and alarm system using multiple call points across the site and involving the call receiving centre if appropriate.			
			Fire drills to take place in first and second week of reopening and updated information to be shared with staff during PD day	GB/LD	01.09.20	
			Weekly grab registers updated weekly for each bubble	LM	01.09.20	
	All relevant fire safety equipment and systems shall be tested before the premises are fully re-occupied.	a full discharge test of the emergency lighting system across the site	GB	01.09.20		
		a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged	GB	01.09.20		
		checking that fire escape routes are clear of any obstructions	GB	01.09.20		
		checking that final fire escape doors are unlocked and operational	GB	01.09.20		
		checking the operation of internal fire doors to ensure that they close properly	GB	01.09.20		
		checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.	GB	01.09.20		

			Fire Warden duty rota to align with SLT remote working rota.	GM	01.09.20	
		All information relating to fire safety shall be communicated to all staff, students, visitors and contractors.	Fire safety procedures are displayed in every classroom and at every desk. These include details of new muster points and the need to stay in bubbles and continue to observe social distancing where possible.	GM	01.09.20	
<b>Control of Contractors</b>	<p>Pupils/students = P/S  Employees = E  Visitors = V  Contractors = C</p>	Where contactors are required to attend site for emergency, cyclical and routine maintenance then the School's safe social distancing, hygiene and other associated control measures must be communicated to the visiting contractor, and enforced.	Communicated to contractors in advance of visitor, reminded by reception staff and site staff and enforced.	GB	Ongoing	
		All non-essential works, ie decorating, should be delayed or outside school hours if possible.	Non-essential but important building works such as decorating has been organised for the holiday period/outside school hours if possible	GB	Ongoing	
		Control of contractors' documentation should be updated and made available in preparation of the contractor attending site.	For example, the asbestos surveys, asbestos summary sheets, updated comprehensible information, building plans (where available) could be left in an isolated and secure area.	GB	Ongoing	
		Deliveries on site are to be organised to ensure that no physical handover is undertaken,	Procedures for site staff and admin staff in place.	Admin Team	Ongoing	

		larger deliveries can be allocated a drop off area for staff to collect.					
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Staff and staffing						
Vulnerable People	Pupils/students = P/S Employees = E Visitors = V Contactors = C	Staff who are:  Clinically Extremely vulnerable, clinically vulnerable, including pregnant staff, living with Clinically Extremely vulnerable, higher risk groups according to age, BAME  Application of full measures in guidance so that the risks to all staff mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable.  Most staff to return to the workplace, with those in the most at risk categories to take particular care while community transmission rates continue to fall.  Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield return to work from 1 August/1 September as long as they maintain social distancing.  Flexibility in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.	Individual risk assessments for all staff with pre-existing health conditions, higher age group and BAME reviewed including signpost to information reminding them to give consideration to the advice published to ensure their presence does not place them in a position of elevated risk of exposure:  Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a> , is available.  Advice for those who are extremely clinically vulnerable <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a> .  <a href="#">BAMED Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings</a>	LD	01.09.20	

		<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>			
		<p>Pupils/students (0 to 18 years of age) who have been classed as clinically extremely vulnerable and clinically vulnerable due to pre-existing medical conditions can attend school, but</p> <ul style="list-style-type: none"> <li>• a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>• shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and</li> </ul>	<p>Individual risk assessments to be completed using</p> <p><a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, immediately offer them access to remote education and monitor engagement with this activity</p> <p>Where children attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>	KMc	Ongoing

		<ul style="list-style-type: none"> <li>therefore they may be temporarily absent.</li> <li>some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).</li> </ul>				
		<p>Personal Risk assessments to be undertaken to support return to work for Clinically Extremely vulnerable, clinically vulnerable, including pregnant staff, living with Clinically Extremely vulnerable, higher risk groups according to age, BAME</p>	<p><a href="#">HSE managing risk and risk assessment at work guidance</a></p> <p><a href="#">COVID-19 guidance for NHS workforce leaders - risk assessments for staff</a></p> <p><a href="#">HSE vulnerable workers guidance</a></p> <p>Pregnant members of staff to inform HT/HR at earliest opportunity.</p>	LD	01.09.20	
		Access to PPE should be available where there is contact with diagnosed or suspected person with COVID-19 or where intimate care is required	See PPE section of Risk Assessment Visors available (to be named) for staff for close contact work	EYFS staff	01.09.20	
		Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after  Hand and respiratory hygiene  After coming into school	Share short term staff safety guidance for in school prep.  Strict hygiene guidance shared with staff.	GM	01.09.20	

		<p>After sneezing or coughing Before and after handling or eating food After going to the toilet</p> <p>Used tissues to be put in a lidded bin immediately</p>	<p>Strict hygiene guidance shared with pupils/parents Additional cleaning kits in school: hand sanitisers, tissues</p> <p>Lidded bins ordered for each bubble</p>			
		<p>Used tissues to be put in a lidded bin immediately</p>	<p>Lidded bins ordered for each bubble</p>	JH	01.09.20	
<b>First Aid</b>	<p>Pupils/students = P/S Employees = E Visitors = V Contactors = C</p>	The school's first aid assessment will be reviewed to ensure an adequate provision, including at least one paediatric First Aider present at all times in Primary.	<p>Consider pupil/student ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person.</p> <p>First aid trained staff should be encouraged to maintain this key role. Staff should be updated in the additional risks associated with treating persons during the COVID-19 situation and how to improve the way they handle injured, unwell or symptomatic people.</p>	KMc	01.09.20	
		Appropriate PPE to reduce the likelihood of cross contamination.	<p>Purchase of aprons, gloves and face masks EN14683</p> <p>Visor available to be used by first aid staff when they judge it necessary – dependent on nature of the incident/emergency.</p> <p>PPE available for each bubble should staff wish to use it – shared at training day</p>	JH	01.09.20	
		Consider an increased likelihood of skin irritations such as eczema and				

		dermatitis, due to frequent handwashing.				
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**Arrangements for minimising contact between individuals and maintaining distancing where possible, inc grouping children, measures in classroom & elsewhere, to & from school & PPE**

<b>Minimise contact between individuals and maintain social distancing wherever possible</b>	Pupils/students = P/S  Employees = E  Visitors = V  Contactors = C	Keep groups separate (in Year Group 'bubbles') and maintain distance between individuals. With exceptions for nurture group.   COVID-secure guidance <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>	Conspicuous signage to illustrate safe distancing.  COVID-Secure floor stickers, (footprints, directional signage, catch it - bin it - kill it, hand and respiratory hygiene etc)  Use hygiene and social distancing to mitigate risk within nurture groups  Floor markings and posters to illustrate one systems introduced, avoiding pinch points.  Distancing markers present to maintain safe distancing.  Mobility impaired students may require additional arrangements.	All SLT  GB/DB  EYFS Team  GB/DB  SLT	01.09.20  01.09.20  01.09.20  01.09.20  01.09.20	
		For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply and are adhered to	<a href="#">Early Years Foundation Stage</a>  Specific guidance produced in accordance with government guidance for EYFS staff in preparing and running the EY setting. Guidance shared with all members of EY team including those who	SM	01.09.20	

		are teaching/supporting in EY and wouldn't usually.			
		As per the existing Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance, vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so	<a href="#"><u>Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</u></a>	KMc	01.09.20
		Establish bubbles by year group ensuring consistency	Included in letter and video to parents and staff manual. Virtual tour of school to communicate before students and staff enter the building.	SL	01.09.20
		The number of pupils/students who use the cloakroom facilities at any one time are limited to ensure they do not become crowded	Cloakrooms out of use. Coats to be kept with children in classrooms	All staff	Ongoing
		Classrooms arranged with face to face where possible	Seating plans in place.	All staff	Ongoing
		Plan group sizes	Revise timetables to accommodate groups and minimise movement between classrooms, where possible	GM	01.09.20
		Staff positioning – standing behind /to side of pupils/students, working from above pupils, staff walk with hands clasped to avoid contact	Comms to staff	SL	01.09.20
		Staff and pupils are reminded that they must not touch their faces, eyes, nose etc.	Staff Training Day	SL	01.09.20

		<p>Hand and respiratory hygiene reminders</p>	<p>Pupil Behaviour/reminder by teaching staff in classrooms</p> <p>Hand washing: After coming into school After sneezing or coughing Before and after handling or eating food</p> <p>After going to the toilet Catch it, bin it, kill it</p>	All staff	Ongoing	
		<p>Consideration given to lessons or classroom activities that take place outdoors, use specialist equipment, operate higher COVID transmission risk activities eg singing, face to face work</p>	<p>Must be in line with outdoor rota to avoid overcrowding</p> <p>Individual risk assessments undertaken by PE, Music, Drama, Art, Technology and Science plus Library,</p> <p>Children in singing groups to stand at a safe distance from each other (opposite side of the hall) not back to back as pupils cannot always see teacher to follow instruction</p>	All staff	Ongoing	
		<p>The timetable and selection of classroom or other learning environment has been used to reduce movement around the school or building</p>	<p>Guidance produced for staff on basic skills practise ams, followed by rich, active curriculum pms</p>	NW	01.09.20	
		<p>The number of pupils/students who use the toilet facilities at any one time are limited to ensure they do not become crowded</p>	<p>Posters present to limit entry to one person only. If occupied, do not enter.</p> <p>Cleaning regime in place</p>	Support staff	Daily	

		Assembly groups staggered	No assemblies to take place	n/a		
		Stagger start, break, lunch and finish times		Catering staff/additional	Daily	
		Protocol for removal of face coverings at school gate:  <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</a>	Remove, Bin or safely retain, Wash hands  Communicated to parents and pupils/students in letter, video and behaviour policy			
		Measures for lunchtimes, including:  Managing lunch queues Reconfiguring dining spaces	Pupils/students should clean their hands beforehand, enter the hall using a one way system and sit in their Year Group bubble.  Communicating new arrangements to catering suppliers and lunchtime supervisors <ul style="list-style-type: none"> <li>• staggered timetable</li> <li>• tables and seating spaced out</li> <li>• one way system for entry and exit</li> <li>• 1 Year Group eating in classroom</li> </ul>		Daily	
		Divide playground/yard to minimise mixing between groups	If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is in place  Outdoor space timetabled.	SLT	01.09.20	

			Outdoor resources to be added to 'wash pile' once used by a pupil (see cleaning resources section)			
		Where possible, plan ways to minimise contact around school estate between groups, e.g. separate entrance/exit gates or one-way systems	One way signage in place All pupils to keep to the left Timetable to ensure no groups pass where possible One way staircase	SLT	01.09.20	
		Consideration given to pupils/students that may need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)	Individual risk assessments	KMcD	01.09.20	
		Revise extra-curricular offer to minimise mixing between groups				
		Drop-off and collection times staggered	Drop off and collection times staggered by 30 mins and following one way system (see SLT minutes 20.5.20) A range of entrances/gates used Parents will not enter school building but will enter the site to avoid congestion on neighbouring streets. 2m markings on KS1 astroturf to enforce social distancing. Nursery pupils met at the gate due to narrow entranceway Y6 pupils entering via Family centre gate (Year 6 parents not allowed on site) and may continue to walk home if they have consent to do so.	SLT  Parents/ All staff  SLT/DB Nursery staff/pare nts/pupils  Y6 staff/pare nts/pupils	01.09.20  01.09.20  01.09.20  01.09.20  01.09.20	

		Parents told that if their child needs to be accompanied to the education or childcare setting, only one parent should attend	Siblings should not accompany the parent when dropping off or picking up wherever possible. If they have to accompany the parent, they must follow distancing guidelines Monitored	SLT	Ongoing	
		Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	Detailed in letter	SL	01.09.20	
		Parents and pupils/students are told 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)	Detailed in letter	SL	01.09.20	
		It is made clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)	Detailed in letter Enforced	SL SLT	01.09.20 Daily	
		Carpark gates are kept open to allow egress of parents and children in KS2 during drop-off and pick-up.	Manned by Site Team and Safeguarding Team. All staff informed via email.	SL	17.09.20	
		External entrances to classrooms are used where practical	All external entrances used. Parents not to access classrooms	Staff/pupils	Daily	
		Multiple groups do not use play equipment or learning resources simultaneously	All pupils to have their own working equipment including EY where possible EY play equipment to be cleaned using Milton sterilising solution Rota for outdoor play Each pupil to add play equipment to a wash pile once used. Checklist produced to ensure all equipment is cleaned and put in	Staff/pupils EY Staff Phase Leaders	Daily Daily Each breaktime	

			quarantine for the required length of time. Bubble staff/additional capacity staff to clean using anti-viral products after use and before next group's play session Learning resources in individual pencil cases, supplied by the school and left in school each day.	Pupils Staff	After each bubble's breaktime	
		Early years groups in school have considered how to keep small groups of children together throughout the day and to avoid larger groups of children mixing	Small bubbles of no more than 10 pupils allocated which do not mix with other bubbles	SM	01.09.20	
		Staff working in Offices are adequately distanced with advice about safe working – not face to face, good ventilation, good hand and respiratory hygiene	Signage on office doors re max capacity and good working practices  Handwashing: After coming into school After sneezing or coughing Before and after handling or eating food After going to the toilet Catch it, bin it, kill it	SL	01.09.20	
		Staffrooms used to a minimum	Signage on staffroom door	SL	01.09.20	
<b>Home to school transport.</b>	Pupils/students = P/S  Employees = E  Visitors = V  Contactors = C	Consider availability and capacity of school transport, including transport for pupils with special needs to meet safe distancing guidelines.	n/a			
<b>Travel to and from school</b>		Parents and pupils/students encouraged to walk or cycle to their education setting where possible	Public transport is rarely used			

		<p>Schools, parents and pupils/students following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p>	<p>Public transport is rarely used Guidance sent out to parents</p>	SL/GM/J Ho	01.09.20	
		Transport arrangements cater for any changes to start and finish times	n/a			
		It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers	n/a			
		Appropriate actions taken to reduce risk if hygiene rules and social distancing is not possible, for example when transporting pupils/students with complex needs who need support to access the vehicle or fasten seatbelts	n/a			
		Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)	<p>Staggered pick ups and drops off for each year group with separate entrances.</p> <p>Communicated to parents by video and letter</p>	SL/GM/J Ho	01.09.20	
		<p>Actions taken to guide staff regarding appropriate travel arrangements to and from school.</p> <p>Staff guided not to car share with anyone outside their household.</p>	<p>Included in communication to staff:</p> <p>Avoid car sharing wherever possible Where this is unavoidable, or where this is required in the future sit the furthest distance away from the other passenger,</p>	SL/LD/GB	01.09.20	

		<p>Where this is unavoidable, or where this may become a reality in the future, follow appropriate measures.</p> <p>Actions taken to guide staff regarding appropriate use of car parks.</p>	<p>keep vehicle well ventilated, form car share bubbles.</p> <p>Observe distancing in car park areas, avoid interfacing in a congested car park by showing appropriate consideration to others.</p>			
<b>Outdoor learning space</b>	<p>Pupils/students = P/S Employees = E Visitors = V Contactors = C</p>	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Make use of outdoor spaces in local area to support delivery of the curriculum.</p>	<p>Cleaning regime</p> <p>Visits risk assessment</p>	Phase Leaders	01.09.20	
<b>Educational Visits</b>	<p>Pupils/students = P/S Employees = E Visitors = V</p>	<p>Current advice: against domestic (UK) overnight and overseas educational visits at this stage see <a href="#"><u>coronavirus: travel guidance for educational settings</u></a>.</p> <p>Can resume non-overnight domestic educational visits in line with protective measures, such as keeping children within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination</p>	<p>Appropriate risk assessment to consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues. Schools should consult the <a href="#"><u>health and safety guidance on educational visits</u></a> when considering visits.</p>			
<b>Wrap around care</b>		<p>Keep groups separate</p> <p>Within Phase bubbles</p>	<p>Extend use of a range of spaces</p> <p>Cut off 8.15am for parent drop off so not coinciding with general drop off times. Family Centre and hall</p>			

			to both be split into 2, making 4 spaces.				
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<b>Personal Protective Equipment (PPE)</b>	Pupils/students = P/S Employees = E Visitors = V Contactors = C	PPE guidance	<a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a>				
		Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government	Share guidance for all PPE section during PD Day and gain individual staff consent/agreement to adhere to guidance	SL	01.09.20		
		In primary schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.					
		Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.	Hand washing to be encouraged at regular intervals – before and after entering the classroom and before lunch.	SL	01.09.20		

			Hot water and soap available in toilets.			
		<p>Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission.</p> <p>PPE should only be in circumstances of students receiving intimate personal care that already involves PPE, or if a student becomes unwell / symptomatic and needs direct personal care until they can return home.</p> <p>A fluid resistant surgical mask should be worn by the supervising adult of the pupil requiring care, if a distance of 2 meters cannot be maintained. If contact with the student is necessary, then disposable gloves, disposable apron and fluid resistant surgical face mask EN14683 should be worn by the supervising adult.</p>	<p>EYFS Isolation room is identified and labelled</p> <p>KS1 &amp; 2 Isolation room, identified with 2 transparent walls to allow first aider to wait outside the room with the door open if pupil is waiting to be collected from school, but ensure full visibility and hearing remains</p> <p>Isolation room prepared and available for first aid with appropriate PPE and medical/first aid equipment</p>	GM  JH/LD/ SLT	01.09.20  01.09.20	
		If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then eye protection should also be worn.	Visors available	JH	01.09.20	

Reducing the risk/Prevention							
<b>Hygiene</b>	Pupils/students = P/S Employees = E Visitors = V Contactors = C	Sufficient hand washing facilities are to be made readily available with liquid soap dispensers and ample supplies of paper towels.	Communicate expectations to staff during PD session and parents about cleaning and hygiene.  Detailed in parents letter  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>	SL	01.09.20		
		All persons are to wash their hands After coming into school After sneezing or coughing Before and after handling or eating food After going to the toilet	Frequent hand washing and drying  <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>  Alcohol gel is only recommended in circumstances where hand washing is not immediately practical.  Handwashing facilities available in communal areas. Encouraging use of hot water and soap.	JH/SL	01.09.20		
		Encourage pupils to improve their hygiene habits, use tissues to cough or sneeze into rather than using hands ("catch it, bin it, kill it")	Additional tissues available.  Catch it, bin it, kill it posters.  Lidded bins to be available in each bubble  Double bagging of waste such as tissues/disposable masks	JH  All staff  JH	01.09.20  01.09.20  01.09.20		
		Persons encouraged not to touch their mouth, eyes and nose.	Staff PD session	SL	01.09.20		

		Pupil Video			
		<p>Regularly touched surfaces should be cleaned regularly using bleach* or detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. See <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>*Following manufacturer's instructions.</p>	<p>Further guidance on cleaning approaches available from Implementing Protective Measures in Education and Childcare Settings,</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control">https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#effective-infection-protection-and-control</a></p> <p>Cleaning timetable to include additional cleaning of regularly touched surfaces at a mid-point during each day.</p> <p>Additional capacity staff timetabled per pod daily to clean classrooms/wipeable resources with bleach/anti-viral products</p>	SLT	Ongoing
		Where possible, all spaces should be well ventilated using natural ventilation.		All staff	Ongoing
<b>Cleaning arrangements</b>		The premises will be subject to an elevated cleansing regime focusing on contactable surfaces, door handles, handrails, tables and such like.	Further guidance on cleaning in non-healthcare settings <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a>		

	Pupils/students = P/S  Employees = E  Visitors = V  Contractors = C	Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.	Purchase additional alcohol gel Handwashing facilities, plus in communal areas and alcohol gel available	JH	01.09.20	
		Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Regular deep cleans – on a rota basis  Lunchtime clean of frequently used surfaces	LD	01.09.20	
		Surfaces that pupils/students are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters etc. are cleaned more regularly than normal	Additional, midday clean which works parallel to lunch break rota to ensure regularly touched surfaces are cleaned more than once a day.  Additional capacity staff to clean outdoor resources where necessary	LD  Additional staff	01.09.20  Daily	
		Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Communicated to admin staff  Visitors to use antibac wipes to wipe down electronic sign in device after use.	Admin Team	Daily	
		Bins for tissues and other rubbish are emptied throughout the day	Lidded bins for tissue and mask waste	Additional staff	Daily	
		Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Staff to contact JH directly when hygiene stocks run low  Regular purchasing of additional hygiene items where necessary	JH  JH	Ongoing  Ongoing	

<b>Shared Resources</b>		Disposable tissues are available in each room for both staff and pupils/students use	Ordered and distributed	JH	Ongoing	
		Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	As detailed above.  Climbing frame in use to increase play space but handwashing before and after	PL	Ongoing	
		Outdoor equipment can be used if able to ensure that it is appropriately cleaned between groups of pupils/students using it	As detailed above	PL	Ongoing	
		Equipment/classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces	Resources that are shared between classes or Year Group bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	PL	Ongoing	
		Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere	All removed during teacher preparation day/s	Teaching Staff	01.09.20	
		Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed		Teaching Staff	01.09.20	
		Pupils/students limit amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books,	Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.			

		<p>stationery and mobile phones. Bags are allowed.</p> <p>Pupils/students and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</p>	Included in letter to parents			
		Shared materials and surfaces are cleaned and disinfected more frequently	As detailed above.	Additional staff	Daily	
		Staff not taking resources from school home e.g. books	Books also out of pupil reach	Teaching staff	Ongoing	
		Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day		All staff	Daily	
		Other inbound and outbound goods are considered before entry onto site, appropriate safe place or cleaning process in place.	Any other items being brought in or out of school must be wipe cleanable, cleaning stations and materials available and all communicated to staff.	All staff	01.09.20	

Reducing the risk/Response to any infection						
Engage with NHS Test and Trace Process  Students / Staff display symptoms	Pupils/students = P/S  Employees = E  Visitors = V  Contactors = C	<b>Minimise contact</b> with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school  People (or those of their household) showing symptoms should remain at home and self-isolate AND arrange to have a test to see if they have coronavirus (COVID19) <b>Track &amp; Trace</b>  <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested"><u>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</u></a>  <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus"><u>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</u></a>	Included in Comms to staff and parents  Staff members/parents/carers to be ready and willing to: <ul style="list-style-type: none"> <li>• <u>book a test</u> if displaying symptoms. Staff/pupils/students not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.</li> <li>• provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li>• <u>self-isolate</u> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul> Parents and staff to inform them immediately of the results of a test: <ul style="list-style-type: none"> <li>• if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which</li> </ul>	Pupils/staff	immediately	

		<ul style="list-style-type: none"> <li>• case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</li> </ul>				
		If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice <a href="https://www.gov.uk/government/pu">https://www.gov.uk/government/pu</a>	Included in communications to staff and parents	SL	01.09.20	

	<p><a href="#"><u>blications/covid-19-stay-at-home-guidance</u></a> AND arrange to have a test to see if they have coronavirus (COVID19)</p>	<p>Re cleaning broadly and after a potential suspected COVID19 case consider ensuring the following:</p> <p>Those carrying out routine environmental cleaning are equipped with and trained to use appropriate PPE (disposable gloves and apron).</p> <p>During the event a cleaner will need to be available (not necessarily on site) to respond to cleaning requirements should someone become ill with suspected COVID19. PPE requirements are disposable gloves and apron and if necessary eye, nose and mouth protection (depending upon the cleaning requirement).</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings"><u>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</u></a></p>		
	<p>If a child is awaiting collection they should be moved, if possible, to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>If it not possible to isolate them, move the student to an area which</p>	<p>Isolation room used for unwell pupils waiting to be collected from school</p>	Bubble staff	Ongoing

		<p>is at least 2 meters away from other people.</p> <p>PPE should be worn by staff caring for the child whilst they await collected, if a distance of 2m cannot be maintained.</p> <p>If they require the use of toilet facilities whilst waiting to be collected, they should use a separate toilet, if possible, to all other students.</p>				
		<p>The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p>	<p>Additional cleaning to be organised</p> <p>Additional signage for isolation rooms following use from a child with symptoms of covid-19</p>	<p>LD</p> <p>LM</p>	<p>Ongoing</p> <p>01.09.20</p>	
		<p>If a staff member has assisted someone who was displaying symptoms, they do not need to go home and self -isolate, unless they become unwell themselves or if the student subsequently tests positive for COVID-19. Hygiene standards apply (see hygiene section of this document).</p>	<p>Communicated to staff (PD Day)</p>	<p>LD</p>	<p>Ongoing</p>	

<p><b>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</b></p>	<p>Pupils/students = P/S Employees = E Visitors = V Contactors = C</p>	<p>Take swift action when aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>Contact local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>Health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>Health protection team will work with school in this situation to guide them through the actions they need to take. Based on the advice from Health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p>	<p>Health protection team will provide definitive advice on who must be sent home. To support school keeps a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. (This should be a proportionate recording process. Do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.)</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p>		
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		<ul style="list-style-type: none"> <li>• direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>• proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '<a href="#"><u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></a>'. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period.</li> </ul>			
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		<p>This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <ul style="list-style-type: none"> <li>if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> </ul> <p>School should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>			
		<p>Parents, carers and settings do not need to take children's temperatures every morning. Routine testing of an individual's temperature is not a reliable method for identifying coronavirus.</p>			

<b>Contain any outbreak by following local health protection team advice</b>	Pupils/students = P/S Employees = E Visitors = V Contactors = C	<p>Two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, may mean an outbreak, so continue to work with local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If implementing controls, addressing risks identified and reducing transmission risks, whole school closure based on cases within the school not generally be necessary, and should not be considered except on the advice of health protection teams.</p>	In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.		
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SEND and Behaviour/Safeguarding							
Individual pupil/student risk assessments	Pupils/students = P/S Employees = E Visitors = V Contactors = C	<p>Consider pupils/students who have not previously required a risk assessed but who may now present with a risk:</p> <ul style="list-style-type: none"> <li>• pupils who need specific care, which cannot be delivered whilst following control measures</li> <li>• potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint.</li> </ul>	<p>Risk assessments on vulnerable pupils Risk assess any individual pupils with additional needs who apply for a place.</p>	KMc	01.09.20		
Review behaviour & safeguarding policies	Pupils/students = P/S Employees = E Visitors = V Contactors = C	<p>The school shall review its pupil/student behaviour and safeguarding policies to ensure it accommodates COVID-19 incidents. Including wearing school uniform</p>	<p>Annex added to safeguarding policy. Behaviour policy amended</p>	KMc	01.09.20		
		<p>Security is part of safeguarding and as such appropriate policy and procedures are in place for building security, opening of entrances, staff signing in and out and student registration.</p>	<p>Site team responsible for security Keyholder procedures still stand. 3 Entrances open only Staff sign in and out using entry system. Specific registration procedures in place for students.</p>	SL/LD/ GB	01.09.20		

	<b>Name</b>	<b>Date</b>	<b>Comments</b>
1 <sup>st</sup> review by	S. Lymer	29.5.20	
Quality assurance check by	A Crawshaw	29.5.20	
Shared with/Reviewed by	Trust Board	29.05.20	
2nd review by	S. Lymer	2.6.20	
Quality assurance check by	A Crawshaw	2.6.20	
Shared with	Trust Board	2.6.20	
3rd review by	S. Lymer	5.6.20	
Quality assurance check by	A Crawshaw	5.6.20	
Shared with	Staff	4.6.20	
Shared with	Unions representatives	5.6.20	
External Validation	Paul Fullarton Gallagher		
<b>Revised for full September Opening</b>			
1 <sup>st</sup> review by	S Lymer	14.07.20	
Quality assurance check by	A Crawshaw	14.7.20	
Shared with/Reviewed by	Trust Board	16.7.20	
Shared with	Unions representatives	17.7.20	
2nd review by	S Lymer	26.08.20	
Quality assurance check by	A Crawshaw	26.08.20	

Reviewed by	Trust Board	26.08.20	
Shared with	Staff	01.09.20	
Published on	The Legacy Learning Website	28.08.20	
SLT Review and amendments (yellow)	S Lymer	08.09.20	
Local Authority H&S team review	A Pennock	14.09.20	
Review by	S Lymer	17.09.20	

# Staying COVID-19 Secure

We confirm that we have complied with the government's guidance on managing the risk of COVID-19

## Steps to safer working together

- We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- We have taken all reasonable steps to follow **essential measures** including:
  - a **requirement** that people who are **ill stay at home**
  - robust **hand and respiratory hygiene**
  - enhanced **cleaning** arrangements
  - active engagement with **NHS Test and Trace**
  - formal consideration of **how to reduce contacts and maximise distancing** between those in school wherever possible and minimise potential for contamination
- We have taken all reasonable steps to **reduce contacts** by:
  - grouping children together
  - avoiding contact between groups
  - arranging classrooms with forward facing desks
  - staff maintaining distance from pupils/students and other staff as much as possible

Employer: The Legacy Learning Trust

Date: 1 September 2020

Who to contact: Louise Davies

# Staying COVID-19 Secure

I confirm that I will comply with the school's guidance on managing the risk of COVID-19 within our setting and understand my role in keeping myself and others safe.

## **Steps to safer working together**

- I have read and understood the COVID-19 risk assessment
- I will stay at home if I am displaying COVID symptoms
- I am aware of the cleaning, handwashing and hygiene procedures in line with guidance
- I will engage with NHS Track and Trace
- I will take all reasonable steps to maintain distance from pupils/students and other staff as much as possible in the workplace

Employee:

Date:

Full Sept 2020 Opening

## PERSONAL RISK ASSESSMENT

For HR to complete with member of staff

<b>NAME:</b>	<b>DATE OF ASSESSMENT:</b>
<b>OCCUPATION:</b>	<b>DEPARTMENT:</b>
<b>REASON FOR ABSENCE</b> -	<b>Self-Isolation due to existing health Conditions</b>

### **Guidance from Occupational health**

**Asthma** – Occupational Health guidance received has stated - If the asthma is controlled by the use an inhaler (Brown and/or Blue) and the employee has not had any recent hospital admissions, required a course of steroid treatment or has any other underlying health condition then return to work can be considered as long as social distancing recommendations can be adhered to whilst undertaking role.

**Type 2 Diabetes** - Occupational Health guidance received has stated - If the Diabetes is well controlled and the employee has no other underlying health condition then return to work can be considered as long as social distancing recommendations can be adhered to whilst undertaking role.

Occupational health guidance states that employees with Type 1 Diabetes or COPD are not considered suitable for return to work and should continue to self-isolate.

**High Blood Pressure** - Occupational Health guidance received has stated - If Blood Pressure is well controlled with medication and the employee has no other underlying health condition then return to work can be considered as long as social distancing recommendations can be adhered to whilst undertaking role.

**Irregular Heartbeat** – Occupational health have stated that employees would need a telephone consultation before any individual guidance was given regarding employee returning to work

Where an employee has multiple health issues for example asthma, high blood pressure and diabetes they could be at higher risk and where possible should self-isolate and adhered to social distancing but if necessary employees in this category can have a telephone consultation appointment with occupational health.

### **Background Information of employee (Asthma example):**

..... was advised to self-isolate via her manager due to suffering with asthma on 21 March 2020. Further to discussions with her immediate line manager and a representative from Human Resources regarding return to work, it was agreed that as ..... has not suffered an asthmatic episode for a number of years (possibly during childhood) she is able to return to work and resume full duties at the earliest opportunity.

NOTIFICATION DETAILS				
Is the employee's condition covered in the medical guidance issued above?			YES	NO
INDIVIDUAL RISK				
Does the work programme expose the employee to any of the following hazards	Yes/No	Risk Rating High/Medium/Low	Controls/comments	
Increased risk of complications associated with contracting coronavirus COVID 19 as a result of an existing condition such as Asthma / Type 2 Diabetes / High Blood Pressure			<p>Discussion should be had with employee regarding advice given by Occupational health in order to determine whether they fit into the categories covered by the guidance. Application of current guidance.</p> <p>Where any doubt is present regarding the applicability of this guidance to the individual then telephone consultation with Occupational Health should be considered to clarify.</p> <p>Consideration must be given to the role undertaken by the employee to determine whether social distancing can be achieved or whether alternative roles can be assigned where these control measures can be implemented.</p> <p>Particular caution should be exercised where the employee's role is likely to place them in areas which are deemed higher risk or where social distancing cannot be achieved such as medical facilities and patient care roles.</p> <p>Employee to be instructed to advise manager of any illness immediately to themselves or any member of their immediate household.</p> <p>Regular hand washing should be undertaken using soap and water. Where soap and water is not available regular use of hand sanitizer gel should be implemented.</p>	
Shocks, Vibration or Movement				
Manual Handling				
Ionising Radiation				
Noise				

Extremes of Temperature			
Movements & Posture Travelling, standing & sitting for long periods working in restricted space or heights			
Mental Fatigue Physical or verbal assault, stress & anxiety			
Biological Agents Hepatitis B, HIV, Rubella, Herpes, TB, Syphilis, chickenpox, typhoid and MRSA			
Chemical Agents			
Musculoskeletal Disorders Back Pain & repetitive strain injuries			
Working Conditions			
Does the employee's work pattern involve any of the following:	Yes/No	Risk Rating High/Medium/Low	Controls/comments
Working with Display Screen Equipment			
Shift Work: early, late, nights, quick turn around			
PPE: Suitability & availability			
Standing/Sitting			
Lone Workers:			
Stress:			

Close Contact with pupils or clients where social distancing measures cannot be implemented			Particular caution should be exercised where the employee's role is likely to place them in areas which are deemed higher risk or where social distancing cannot be achieved such as medical facilities and patient care roles. It may be that alternative duties need to be considered in these cases to protect the employee.
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Assessment Completed by	Name	Position	Signature
Manager			
Employee			
Review Date(s):	Signature	Position	
1 week from completion or receipt of updated guidance.			

