



The Legacy Learning Trust

Risk Assessment for September Full School

Autumn 2020

Acklam Grange 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.

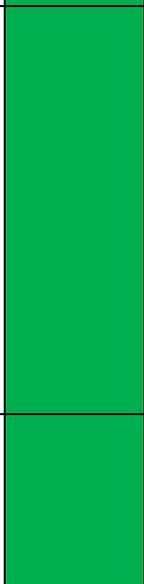
Name of School	Acklam Grange School
Risk Assessment	Wider Opening of School

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
Infectious disease control:						
<p>COVID-19 global pandemic 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).</p>	<ul style="list-style-type: none"> • Most people mild or moderate symptoms • significant minority severely unwell • can be fatal • Unevenly distributed risk of serious disease and death • Increased risk groups are: older, people with pre-existing health 	<p>Policies and procedures for:</p> <p>System of Controls:</p> <p>Prevention</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) Where recommended, use of face coverings in schools.</p> <p>3) Clean hands thoroughly more often than usual.</p> <p>4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p>	<ul style="list-style-type: none"> • Signage • Comms to parents, learners and staff • Increased number of cleaning kits, hand sanitisers, soap, designated washing facilities Ordered for summer delivery • Enhanced Cleaning regimes, more lidded bins, tissues, face covering removal/retain, dispose protocol Ordered for summer delivery – revised protocol with MBC • Monitoring standards • Year bubbles • New routines – staggered starts, finishes, breaks and lunches • Arranging classrooms with forward facing desks • Staff maintaining distance from pupils and other staff as much as possible • Comms to Visitors, Contractors 	<p>JWJ/GW L&M</p> <p>KJ/JWJ</p> <p>KJ</p> <p>AJH</p> <p>JWJ/GW</p> <p>JWJ/GW</p> <p>L&M</p> <p>L&M</p>	<p>26/8/20 wb 13/7/20</p> <p>26/8/20</p> <p>Ongoing</p> <p>21/8/20</p> <p>17/7/20 21/8/20</p>	

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
	conditions, men, BAME	<p>6) Minimise contact between individuals and maintain social distancing wherever possible. 7) Where necessary, wear appropriate personal protective equipment (PPE). 8) Always keeping occupied spaces well ventilated.</p> <p>Numbers 1 to 5, and number 8, must be in place in all schools, all the time.</p> <p>Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.</p> <p>Number 7 applies in specific circumstances.</p> <p>Response to any infection 9) Engage with the NHS Test and Trace process. 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community. 11) Contain any outbreak by following local health protection team advice. Numbers 9 to 11 must be followed in every case where they are relevant.</p>	<ul style="list-style-type: none"> • First aid protocol inc use of PPE • Comms to staff/parents re ventilated spaces/appropriate clothing • Use of Track and Trace when needed • Comms to staff, parents and learners re Track and Trace • Contingency Plan for local lockdown <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p> <p>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</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-</p>	L&M	21/8/20 4/11/20	

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
			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#effective-infection-protection-and-control https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/			

Preparing the Site:

<p>Premises management</p> <p>Water Hygiene</p>	<p>Pupils/students = P/S</p> <p>Employees = E</p> <p>Visitors = V</p> <p>Contactors = C</p>	<p>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.</p> <p>This may result in warming of water in internal plumbing systems, microbiological regrowth or increased uptake of plumbing metals.</p> <p>Unless steps are taken before the building is reoccupied there is a risk of adverse drinking water quality and potential risks to health.</p>	<p>Consult with water hygiene contractor to establish the extent of mitigation necessary in individual circumstances, in accordance with the written scheme.</p> <p>This may vary from simply running all taps, to a thoroughly cleaning and disinfection of the system.</p> <p>https://www.hse.gov.uk/coronaviruses/legionella-risks-during-coronavirus-outbreak.htm</p> <p>https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p>	<p>JWJ/GW</p>	<p>21/8/20</p>	
<p>Ventilation</p>		<p>Ventilate spaces with outdoor air</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p>	<p>Always keeping occupied spaces well ventilated.</p> <p>Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air</p> <p>Opening high level windows in preference to low level to reduce draughts</p> <p>Increasing the ventilation while spaces are unoccupied (e.g.</p>	<p>GW</p> <p>ML</p>	<p>28/8/20</p> <p>2/11/20</p>	

			between classes, during break and lunch, when a room is unused) Providing flexibility to allow additional, suitable indoor clothing. Rearranging furniture where possible to avoid direct drafts Heating used as necessary to ensure comfort levels are maintained particularly in occupied spaces.			
		Ensure regular airing with windows (even in mechanically ventilated buildings)	Mechanical ventilation systems – adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply)	GW	Ongoing	
		Keep toilet ventilation in operation as much as possible while building is occupied		GW	28/8/20	
		Switch air handling units with recirculation to 100% outdoor air	https://www.hse.gov.uk/coronaviruses/equipment-and-machinery/air-conditioning-and-ventilation.htm	GW	1/9/20	
		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 Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)	GW	28/8/20	
Fire Management		The premise fire risk assessment shall be reviewed and updated to include information on emergency	This would include: - a full functional test of the fire detection and alarm system using	JWJ/GW	28/8/20	

Pupils/students = P/S Employees = E Visitors = V Contractors = C	evacuation procedures in line with safe social distancing.	multiple call points across the site and involving the call receiving centre if appropriate.			
	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	JWJ/GW	28/8/20	
		a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged	JWJ/GW	28/8/20	
		checking that fire escape routes are clear of any obstructions	JWJ/GW	28/8/20	
		checking that final fire escape doors are unlocked and operational	JWJ/GW	28/8/20	
		checking the operation of internal fire doors to ensure that they close properly	JWJ/GW	28/8/20	
		checking that automatic fire dampers, smoke venting and smoke extraction systems are operational.	JWJ/GW	28/8/20	
	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.	JWJ/GW	28/8/20	

<p>Lifts, lifting devices and other statutory checks.</p>	<p>Pupils/students = P/S Employees = E Visitors = V Contractors = C</p>	<p>During the COVID-19 closure, statutory maintenance around lifts and lifting equipment, in law, should have continued, where practical.</p> <p>In reality, some statutory checks may have expired their 'due-by' date.</p>	<p>Duty holders, must therefore ensure that statutory inspections on :-</p> <ul style="list-style-type: none"> • lifting equipment • pressure systems • fixed electrical systems (electrical installation condition surveys) • portable appliance testing • gas appliances, etc <p>are 'in date' prior to the reoccupation of buildings.</p> <p>Employers must also consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due.</p> <p>For example, where personal lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely.</p>	<p>GW</p>	<p>1/9/20</p>	
<p>Control of Contractors</p>		<p>Where contractors are required to attend site for emergency, cyclical and routine maintenance then they the School's safe social distancing, hygiene and other associated control measures must be</p>	<p>Included in staff manual and those onsite involved in procedure have received training.</p> <p>Communicated to contractors in advance of visitor, reminded by</p>	<p>JWJ/GW</p>	<p>28/8/20</p>	

	Pupils/students = P/S Employees = E Visitors = V Contractors = C	communicated to the visiting contractor, and enforced.	reception staff and site staff and enforced.			
		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	GW	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. Site staff to make available in advance of contractor visit	JWJ/GW	28/8/20	
		Deliveries on site are to be organised to ensure that no physical handover is undertaken, larger deliveries can be allocated a drop off area for staff to collect.	Procedure in place to ensure 48 hour safe storage to prevent cross contamination. Included in communication to staff and training given to those on on-site rota involved in procedure	JWJ/GW	28/8/20	
Visitors to school	Visitors = V Contractors = C	Supply teachers, peripatetic teachers and other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.	Guidance on physical distancing and hygiene explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. Record kept of all visitors for 21 days to support rapid contact tracing if required by NHS Test and Trace. Use of Visitors Policy and form	GW	2/11/20 onwards	

Staff and staffing						
<p>Vulnerable People</p> <p>During New National Restrictions from Th 5 November 2020 - Wed 2 Dec 2020</p>	<p>Pupils/students = P/S</p> <p>Employees = E</p> <p>Visitors = V</p> <p>Contactors = C</p>	<p>Staff who are Clinically Extremely Vulnerable:</p> <p>Strongly advised to stay at home and work from home.</p> <p>Staff who are Clinically Vulnerable or over 60:</p> <ul style="list-style-type: none"> • should be especially careful to follow the rules and minimise contacts with others • should continue to wash hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace <p>Staff who live with CEV:</p> <ul style="list-style-type: none"> • attend work if they cannot work from home, in line with the wider rules set out in the new <u>National Restrictions from 5 November</u>. 	<p>Review of all working arrangements of staff affected</p> <p>https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>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</p>	<p>Human Resources</p>	<p>5/11/20</p>	
<p>Vulnerable People</p> <p>Up to New National Restrictions Th 5 Nov 2020 and tbc after Wed 2 December 2020</p>	<p>Pupils/students = P/S</p> <p>Employees = E</p> <p>Visitors = V</p> <p>Contactors = C</p>	<p>Staff who are:</p> <p>Clinically Extremely vulnerable, clinically vulnerable, including pregnant staff, living with Clinically Extremely vulnerable, higher risk groups according to age, BAME</p> <p>Application of full measures in guidance so that the risks to all staff mitigated significantly,</p>	<p>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:</p>	<p>Human Res</p>	<p>17/7/20</p> <p>Ongoing with new advice 13/10/20</p>	

		<p>including those who are extremely clinically vulnerable and clinically vulnerable.</p> <p>Most staff to return to the workplace, with those in the most at risk categories to take particular care, follow social distancing and hygiene control measures</p> <p><u>New advice</u> for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) published on 13 October. The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level.</p> <p>All staff can continue to attend school at all Local COVID Alert levels.</p> <p>In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and only for a limited period of time. The government will write to individuals to inform them if they are advised to follow formal shielding and not attend the workplace.</p> <p>Pregnant staff</p> <p>Personal risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers (for example, from working conditions, or the use of physical, chemical or biological agents). Any risks identified must be included and managed as part of the general workplace risk assessment</p> <p>If notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, check personal risk assessment to see if any new risks have arisen. If risks are identified during the pregnancy, in the first 6 months after birth or while the employee is still breastfeeding, the employer must take appropriate, sensible action to reduce, remove or control them.</p>	<p>Advice for those who are clinically-vulnerable, including pregnant women, is available.</p> <p>Further guidance to the clinically extremely vulnerable is available.</p> <p>BAMED Schools and COVID-19: guidance for Black, Asian and minority ethnic (BAME) staff and their employers in school settings</p>			
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		<p>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.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor.</p>				
<p>Vulnerable People</p> <p>During New National Restrictions from Th 5 November 2020 - Wed 2 Dec 2020</p>	<p>Pupils/students = P/S</p> <p>Employees = E</p> <p>Visitors = V</p> <p>Contactors = C</p>	<p>Students:</p> <p>More evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow this advice. Parents to Speak to GP or specialist clinician, if not already done so, to understand whether child should still be classed as clinically extremely vulnerable.</p> <p>Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend school while this advice is in place.</p> <p>School to make appropriate arrangements for home education.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable</p>	<p>Review of all arrangements of students affected</p> <p>https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>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</p>	Pastoral Team	5/11/2020	

		themselves, should still attend school.				
Vulnerable People Up to New National Restrictions Th 5 Nov 2020 and tbc after Wed 2 December 2020		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 a small number of pupils will still be unable to attend in line with public health advice to self-isolate because: <ul style="list-style-type: none"> • they are self-isolating and have had symptoms or a positive test result themselves, • they live with someone that has symptoms or because has tested positive and are a household contact • they are a close contact of someone who has coronavirus (COVID-19) • New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable All pupils, including those who are clinically extremely vulnerable, can continue to attend school at all Local COVID Alert Levels unless they are one of the very small number of pupils or students under paediatric care (such as recent transplant or very immunosuppressed children) and have been advised specifically by their GP or clinician not to attend school. In the future, the government will only reintroduce formal restrictive shielding advice in specific local areas at very high alert level with exceptional circumstances where this has been advised by the Chief Medical officer, and then only for a limited period of time. The government will write to families separately to inform them if they are advised to follow formal shielding and not attend school.	Individual risk assessments to be completed using 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 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. Where children to attend school as parents are following clinical and/or public health advice, absence will not be penalised.	LG JP/LG AGK	28/8/20 Ongoing 28/8/20 28/8/20	
		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	HSE managing risk and risk assessment at work guidance COVID-19 guidance for NHS workforce leaders - risk assessments for staff HSE vulnerable workers guidance	Human Res	21/8/20	

		Access to PPE should be available where there is contact with diagnosed or suspected person with COVID-19	See PPE section of Risk Assessment Ordered and available in medical room	KJo	28/8/20	
		Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after. Hand and respiratory hygiene After coming into school After sneezing or coughing Before and after handling or eating food After going to the toilet	Additional cleaning kits in school: hand sanitisers, tissues	JWJ/GW	17/8/20	
		Used tissues to be put in a bin immediately	Additional lidded bins in school	JWJ/GW	17/8/20	
First Aid	Pupils/students = P/S Employees = E Visitors = V Contactors = C	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.	Consider pupil/student ratio, location of first aid provision, lunchtime supervision, workforce understanding of dealing with a potentially symptomatic person. 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.	DHe	28/8/20	
		Appropriate PPE to reduce the likelihood of cross contamination.	Purchase of aprons, gloves and face masks EN14683	DHe	28/8/20	

			Visor available to be used by first aid staff when they judge it necessary – dependent on nature of the incident/emergency.			
		Consider an increased likelihood of skin irritations such as eczema and dermatitis, due to frequent handwashing.	Included in first aid manual (COVID)	DHe	28/8/20	

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

<p>Minimise contact between individuals and maintain social distancing wherever possible</p> <p>Pupils/students = P/S Employees = E Visitors = V Contactors = C</p>	<p>Keep groups separate (in 'bubbles') and maintain distance between individuals</p> <p>COVID-secure guidance</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p>	<p>Conspicuous signage to illustrate safe distancing.</p> <p>COVID-Secure floor stickers, (footprints, directional signage, catch it - bin it - kill it, hand and respiratory hygiene etc)</p> <p>Floor markings and posters to illustrate one systems introduced, avoiding pinch points.</p> <p>Distancing markers present to maintain safe distancing.</p> <p>Mobility impaired students may require additional arrangements.</p>	JWJ/GW	21/8/20	
	<p>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</p>	<p>Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak guidance</p>	LG	Ongoing Weekly	
	<p>Establish bubbles by year group ensuring consistency</p>	<p>Included in letter and video to parents and staff manual. Virtual tour of school to communicate before students and staff enter the building.</p>	ML	26/8/20	
	<p>The number of pupils/students who use the cloakroom facilities at any</p>	<p>Cloakrooms N/A at secondary.</p>			

	one time are limited to ensure they do not become crowded	Coat hooks in classroom not in use. Students keep coats with them on back of chair.			
	Classrooms arranged with face to face where possible	Seating plans in place.	JWJ/GW (AJH)	17/7/20	
	Plan group sizes	Revise timetables to accommodate groups and minimise movement between classrooms, where possible	AJH	8/7/20	
	Staff positioning – standing behind /to side of pupils/students, working from above pupils, staff walk with hands clasped to avoid contact	This is detailed in the staff COVID manual	JP	17/8/20	
	Staff and pupils are reminded that they must not touch their faces, eyes, nose etc. Hand and respiratory hygiene reminders	Included in letter to parents and video, staff COVID manual and signage around school. Hand washing: 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	L&M	26/8/20 and on return	
	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	Must be in line with outdoor rota for breaks to avoid overcrowding Individual risk assessments undertaken by PE, Music, Drama, Art, Technology and Science plus Library/LRC	AJH AJH/JWJ /GW/FL	17/7/20 22/7/20	

		<p>During New National Restrictions from Th 5 November 2020 - Wed 2 Dec 2020</p> <p>After school clubs, sporting activities, but not wraparound care will cease unless for education, training, childcare, or vulnerable students/pupils</p>	<p>https://www.gov.uk/guidance/new-national-restrictions-from-5-november</p> <p>Wider protective measures are applied to year that are consistent across the school day, allowing parents to work extended hours and places for vulnerable children are prioritise and remain plus for education and training</p>		<p>5/11/20 - 2/12/20 under review</p>	
		<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>Signs with design team – to be complete over summer</p> <p>Cleaning regime in place</p>	JWJ/GW	17/8/20	
		<p>Assembly groups staggered</p>	<p>No assemblies to take place.</p>	AGK	31/8/20 onwards	
		<p>Stagger start, break, lunch and finish times</p>		AJH Agreed 8/7/20	31/8/20	
		<p>During New National Restrictions from Th 5 November 2020 - Wed 2 Dec 2020</p> <p>(Where local restrictions apply When an area moves to Local COVID Alert Level: high or very high,) in settings where students in year 7 and above are educated, face coverings should be worn by adults and students when moving</p>	<p>Students wear face coverings – plain in communal areas and in corridors but not in classrooms Communicated to parents and pupils/students in letter, and video and staff via briefing and video https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p>	SLT	5/10/20	

		<p>around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>This does not apply to younger children in primary schools and in early years settings.</p> <p>In the event of new local restrictions being agreed, schools will need to communicate quickly and clearly to staff, parents and pupils that the new arrangements require the use of face coverings in certain circumstances.</p> <p>Exemptions</p> <p>Some individuals are exempt from wearing <u>face coverings</u>. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical or mental illness or impairment or disability speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate <p>The same exemptions will apply in education settings, and we would expect teachers and other staff to be sensitive to those needs.</p>	<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>			
		<p>Measures for lunchtimes, including:</p> <p>Managing lunch queues</p> <p>Reconfiguring dining spaces</p>	<p>Pupils/students should clean their hands beforehand and enter in the groups</p> <p>Communicating new arrangements to catering suppliers and lunchtime supervisors</p>	AJH	17/7/20	
				NC/AJH	20/8/20	

		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	AJH/JWJ /GW	21/8/20	
		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 is in place Started – to be completed by 22/07	JWJ/GW	17/7/20 29/7/20	
		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	LG/JWJ/ GW	26/8/20	
		Revise extra-curricular offer to minimise mixing between groups		LG	31/8/20	
		Drop-off and collection times staggered	included in letter to parents and video	L&M	17/8/20	
		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 – included in letter to parents and video	L&M	17/8/20	
		Parents' drop-off and pick-up protocols planned to minimise adult to adult contact	included in letter to parents and video	L&M	26/8/20	

		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)	included in letter to parents and video	L&M	26/8/20	
		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)	included in letter to parents and video	L&M	26/8/20	
		External entrances to classrooms are used where practical	Included in staff manual	AJH	17/8/20	
		Multiple groups do not use play equipment simultaneously	Cleaning of shared equipment	JWJ/GW	28/8/20	
		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	JWJ/GW	22/7/20	
		Staffrooms used to a minimum	Signage on staffroom door	JWJ/GW	17/7/20	
Home to school transport.		Consider availability and capacity of school transport, including transport for pupils with special needs to meet safe distancing guidelines.	Individual risk assessments	LG/NPE	17/7/20	

Travel to and from school	Pupils/students = P/S Employees = E Visitors = V Contractors = C	Parents and pupils/students encouraged to walk or cycle to their education setting where possible	Included in communications to parents including signage	L&M	17/8/20	
		Schools, parents and pupils/students following the government guidance on how to travel safely, when planning their travel, particularly if public transport is required https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers	Guidance from 15/06 use of public transport sent to parents	L&M	17/8/20	
		Transport arrangements cater for any changes to start and finish times	Individual risk assessments re taxi use Information communicated to parents in letter	LG/NPE	17/7/20	
		It is ensured that transport providers, as far as possible, follow hygiene rules and try to keep distance from and between their passengers		KJo	17/7/20	
		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	Individual risk assessments re taxi use Communications with individual families where appropriate.	LG/KJo	17/7/20	
		Revised travel plans clearly communicated to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)		LG/KJo	17/7/20 Reviewed 21/8/20	

		<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>Where this is unavoidable, or where this may become a reality in the future, follow appropriate measures.</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, keep vehicle well ventilated, form car share bubbles.</p> <p>Car sharing is not required in relation to car parking availability at AGS.</p>	Human Res	21/8/20	
		<p>Actions taken to guide staff regarding appropriate use of car parks and cycle storage units.</p>	<p>Observe distancing in car park, avoid interfacing in a congested car park by showing appropriate consideration to others.</p> <p>Bike storage facilities remain available. Distance marker in place for users to wait until facility is empty and ready to use.</p>	Human Res	21/8/20	
Outdoor learning space	<p>Pupils/students = P/S</p> <p>Employees = E</p> <p>Visitors = V</p> <p>Contactors = C</p>	<p>Outdoor spaces may be utilised for lessons where practicable.</p> <p>Not During New National Restrictions from Th 5 November 2020 - Wed 2 Dec 2020</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>	<p>JWJ/GW</p> <p>DHe/GW</p>	<p>28/8/20</p> <p>Ongoing</p> <p>Up to New National Restrictions Th 5 Nov 2020 and tbc after Wed 2 December 2020</p>	

Educational Visits	Pupils/students = P/S Employees = E Visitors = V	<p>Not During New National Restrictions from Th 5 November 2020 - Wed 2 Dec 2020</p> <p>Current advice: against domestic (UK) overnight and overseas educational visits at this stage see coronavirus: travel guidance for educational settings.</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>	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 health and safety guidance on educational visits when considering visits.	DHe L&M	Ongoing Up to New National Restrictions Th 5 Nov 2020 and tbc after Wed 2 December 2020	
Staff visiting families in their own homes	Pupils/students = P/S Employees = E	<p>Applicable only to limited personnel within school – EWO, Care Team</p> <p>An initial risk assessment by telephone.</p> <p>In cases where households are being required to self-isolate due to a case, or suspected case, of coronavirus (COVID-19), or contact with someone who has tested positive for coronavirus (COVID-19), no contact and other services to intervene if required</p> <p>If households report no coronavirus (COVID-19) symptoms, no PPE is required, but advised /a distance of 2 metres maintained where possible.</p>		EWO Care Team	09/20	

		<p>Good basic hygiene followed, such as hand washing or use of sanitiser before and after the visit, and not touching your face during the visit.</p> <p>If it is not possible to find out whether any member of the household is suffering from symptoms of coronavirus (COVID-19) before face-to-face contact, steps taken where practical to mitigate risk. These steps include but are not restricted to:</p> <ul style="list-style-type: none"> • knocking on the front door or ringing the doorbell and then stepping back to a distance of 2 metres in adherence to social distancing guidelines • taking PPE as a precautionary measure <p>Extra care should be taken when visiting a child or young person who is extremely clinically vulnerable and at very high risk of severe illness from coronavirus (COVID-19) due to an underlying health condition. For more information, read the <u>guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>.</p>				
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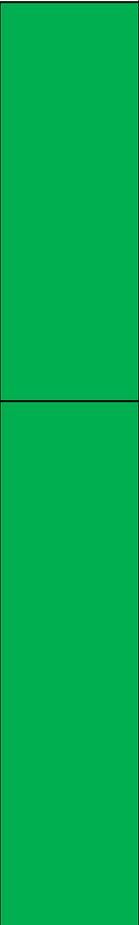
Personal Protective Equipment (PPE)		PPE guidance	https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-			
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	<p>Pupils/students = P/S</p> <p>Employees = E</p> <p>Visitors = V</p> <p>Contactors = C</p>		education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe			
		<p>Where local restrictions apply</p> <p>When an area moves to Local COVID Alert Level: high or very high, in settings where students in year 7 and above are educated, face coverings should be worn by adults and students when moving around the premises, outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained.</p> <p>This does not apply to younger children in primary schools and in early years settings.</p> <p>Wearing a face covering or facemask within Schools, or other education settings, is not recommended by the government unless Tier 1-4.</p> <p>Discretion of school to allow face coverings if not in Tier 1-4</p> <p>Education Tier 1 from 5 Oct 2020</p>	<p>Included in communications to staff and students</p> <p>Students: face coverings plain allowed to wear by choice in communal areas and in corridors, not in classrooms</p> <p>Staff: masks/transparent visors provided by school allowed to wear by choice.</p> <p>All staff provided with plain face mask and plastic bag for storage</p>	<p>L&M</p>	<p>21/8/20</p> <p>26/8/20</p> <p>5/10/20</p>	

		Increased cleansing and improved hand and respiratory hygiene habits are effective measures in controlling the spread of the virus in non-clinical settings.	Included in communications to staff	L&M	21/8/20	
			Included in letter to parents and video	L&M	17/8/20	
		Use of PPE by staff or students who are unfamiliar with using PPE may inadvertently increase the risk of transmission. 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. 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 EN 14683 should be worn by the supervising adult.	Included in first aid manual (COVID) and PPE training given to first aid trained staff. PPE and training for first aid staff. All procedures are in place, training to occur in September and in summer holidays for those on M1 team.	DHe/KJo	28/8/20	
		If a risk assessment determines that there is a risk of splashing to the eyes, for example a student coughing, spitting or vomiting then	Visor to be purchased	KJ	17/7/20	

	eye protection should also be worn.				
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Reducing the risk/Prevention

Hygiene 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 and parents about cleaning and hygiene. Detailed in letter to parents and video and in communication to staff and signage. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	JWJ/GW Com L&M	17/8/20 26/8/20	
	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. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 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.	JWJ/GW	17/8/20	

		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. On order. Catch it, bin it, kill it posters. More needed. Lidded bins available in each classroom. Double bagging of waste such as disposable masks	JWJ/GW	17/8/20	
		Persons encouraged not to touch their mouth, eyes and nose.	Letter to parents and video and communications to staff (staff manual)	L&M	26/8/20	
		Regularly touched surfaces should be cleaned regularly using detergents, this may include touch screens, door handles, bannisters, desks, seats, light switches, toilets, sinks etc. https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings *Following manufacturer’s instructions.	Further guidance on cleaning approaches available from 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#effective-infection-protection-and-control Cleaning timetable to include additional cleaning of regularly touched surfaces at a mid-point during each day. Additional capacity staff timetabled per pod daily to clean	JWJ/KJo	28/8/20	

			classrooms/wipeable resources with anti-viral products			
		Where possible, all spaces should be well ventilated using natural ventilation.	Open windows			
Cleaning arrangements	Pupils/students = P/S Employees = E Visitors = V Contractors = C	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 https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	KJo/JWJ/GW	28/8/20	
		Hand hygiene stations are provided throughout the school, with alcohol gel available in the circumstances where soap and water are unavailable.	Handwashing facilities, plus in communal areas and alcohol gel available	KJo/JWJ/GW	28/8/20	
		Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this	Regular deep cleans	KJo/JWJ/GW	28/8/20	
		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	Attendant cleaner on site throughout day plus additional cleaning hours	KJo	28/8/20	
		Electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use	Communicated to admin staff	KJo/NF	28/8/20	
		Bins for tissues and other rubbish are emptied throughout the day	Lidded bins for tissues and mask waste	KJo	28/8/20	

Shared Resources	Stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilet roll, bin bags etc. regularly checked and additional supplies requested as necessary	Site team at least weekly checks on stocks and more if running low - SBM review of ordering	KJo/NF	Weekly from 24/8/20	
	Disposable tissues are available in each room for both staff and pupils/students use	Available in classrooms, offices and communal areas	KJo	28/8/20	
	Consideration given to how play equipment is used ensuring it is appropriately cleaned between groups of children using it	N/A			
	Outdoor equipment can be used if able to ensure that it is appropriately cleaned between groups of pupils/students using it	Separate Risk Assessments to be created for subjects Included in individual faculty RAs	AJH/JWJ /GW/FL	22/7/20	
	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 bubbles, such as sports, art, science and LRC 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.	JWJ/GW	28/8/20 onwards	
	Unnecessary items particularly those that cannot be easily cleaned removed from classrooms and other learning environments where there is space to store it elsewhere	Removed as necessary	JWJ/GW/ KJo	28/8/20	
	Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) removed	Cleaning timetable to include additional cleaning of regularly	JWJ/GW/ KJo	28/8/20	

			touched surfaces at a mid-point during each day.			
		<p>Pupils/students limit amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, 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>	<p>Similar rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</p> <p>Included in letter to parents and video</p>	<p>JWJ/GW</p> <p>L&M</p>	<p>31/8/20</p> <p>26/8/20</p>	
		Shared materials and surfaces are cleaned and disinfected more frequently	By contract cleaners and cleaning materials available in each room	JWJ/GW/ KJo	28/8/20	
		Devices/ laptops/tablets etc. that are brought from home to school and back again are cleaned at the start and end of the day	Protocol in place for IT team – included in communications to staff	IT Team L&M	17/7/20 17/8/20	
		IT Team resolving issues with students PCs – complete using remote methods	Protocol in place if required to attend in person: Wear PPE, student vacates area, area cleaned, work carried out, area cleaned, student returns to area	IT Team	1/9/20	
		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 in staff manual.	GW/JWJ	17/8/20	

Reducing the risk/Response to any infection

<p>Engage with NHS Test and Trace Process</p> <p>Students / Staff display symptoms</p>	<p>Pupils/students = P/S</p> <p>Employees = E</p> <p>Visitors = V</p> <p>Contactors = C</p>	<p>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>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) Track & Trace</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</p>	<p>Included in Comms to staff and parents</p> <p>Staff members/parents/carers to be ready and willing to:</p> <ul style="list-style-type: none"> • <u>book a test</u> if displaying symptoms. All children should be tested if they have symptoms. School has some allocated home test kits to use if required • 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. • 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 & Trace • <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) <p>Parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • If someone with symptoms tests negative for coronavirus (COVID-19), then they should 	<p>L&M</p> <p>LG/DHe</p>	<p>17/8/20</p> <p>31/8/20</p>	
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	<p>NHS COVID-19 app –</p> <p>Available to anyone aged 16 or over to download if they choose. For some young people, particularly some with special educational needs and disabilities (SEND), parents will need to decide whether or not their use of the app is appropriate.</p> <p>This will mean that some students in Year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features.</p> <p>Staff members will also be able to use the app.</p>	<p>stay at home until they are recovered as usual from their illness but can safely return thereafter. The only exception to return following a negative test result is where an individual is separately identified as a close contact of a confirmed case, when they will need to self-isolate for 14 days from the date of that contact.</p> <ul style="list-style-type: none"> • if someone with symptoms tests positive, they should follow the https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance ‘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 			
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			continue to self-isolate until their temperature returns to normal. Other members of their household should all self-isolate for the full 14 days.			
		If people become unwell and display symptoms in an education setting, they must be sent home and follow the advice https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance AND arrange to have a test to see if they have coronavirus (COVID19)	<p>Included in communications to staff and parents</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>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	L&M LG/DHe Pastoral/ ARC/Reception Teams	17/8/20 28/8/20	
		If a child is awaiting collection they should be moved, if possible, to a	Isolation room in main office admin area. Procedure communicated to	LG	28/8/20	

		<p>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 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 2 ms 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>staff in staff manual. Training given to those involved in procedure.</p>	<p>First Aid</p> <p>Human Res</p>		
		<p>The facilities should be cleaned and disinfected using standard cleaning products before being used by other persons.</p>	<p>Additional cleaning will be triggered as part of the procedure.</p> <p>Signage use to advise of room status</p>	<p>KJo/NF</p>	<p>28/8/20</p>	
		<p>Any member of staff who has provided close contact care to someone with symptoms, even while wearing PPE, and all other members of staff or students/pupils who have been in close contact with that person with symptoms, even if wearing a face covering, do</p>	<p>Included in staff COVID manual</p>	<p>L&M</p> <p>L&M</p>	<p>17/8/20</p> <p>Updated</p> <p>23/10/20</p>	

		<p>not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> • the symptomatic person subsequently tests positive • they develop symptoms themselves (in which case, they should arrange to have a test) • they are requested to do so by NHS Test and Trace- or the PHE advice service (or PHE local health protection team if escalated) <p>Hygiene standards apply (see hygiene section of this document).</p>				
<p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>Pupils/students = P/S Employees = E Visitors = V Contractors = 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</p>	<p>Included in staff COVID manual</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>LG/DHe</p> <p>Pastoral/ARC/Reception Teams</p>	<p>From 1/9/20</p>	

		<p>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> <ul style="list-style-type: none"> • 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) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • travelling in a small vehicle, like a car, with an infected person 	<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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		<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 <u>'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</u>. They should get a test, and:</p> <ul style="list-style-type: none">• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.• 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				
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		<p>had symptoms, following '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'</p> <p>Schools 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>		DHe First Aid	28/8/20	
Contain any outbreak by following local health protection team advice	<p>Pupils/students = P/S</p> <p>Employees = E</p> <p>Visitors = V</p> <p>Contactors = C</p>	<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</p>	<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.</p>	L&M Pastoral First Aid	Ongoing	

		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.					
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SEND and Behaviour/Safeguarding

<p>Individual pupil/student risk assessments</p>	<p>Pupils/students = P/S Employees = E Visitors = V Contactors = C</p>	<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"> • pupils who need specific care, which cannot be delivered whilst following control measures • potentially violent pupils, especially those with a known risk of spitting and/or requiring physical restraint. 	<p>Risk assessments on vulnerable pupils Risk assess any individual pupils with additional needs who apply for a place</p>	<p>LG ARC Services Beh Team</p>	<p>28/8/20 ongoing</p>	
<p>SEND pupils/students</p>	<p>Pupils/students = P/S</p>	<p>Some students/pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories. Schools, local authorities, health professionals, regional schools commissioners and other services should work together to ensure that children with medical conditions are fully supported, including through the use of individual healthcare plans, so that they may receive an education in line with</p>	<p>More information on pupils with education, health and care plans can be found in <u>annex B. Guidance on supporting pupils at school with medical conditions</u> remains in place. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/803956/supporting-pupils-at-school-with-medical-conditions.pdf</p>	<p>LG/DD</p>	<p>Ongoing</p>	

		their peers. In some cases, the pupil's medical needs will mean this is not possible, and educational support will require flexibility.				
Review behaviour & safeguarding policies	Pupils/students = P/S Employees = E Visitors = V Contractors = C	The school shall review its pupil/student behaviour and safeguarding policies to ensure it accommodates COVID-19 incidents. Including wearing school uniform	Annex added to safeguarding and behaviour policies	LG/AJH	21/8/20	
		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.	AGS site team responsible for security – rota in place to 13/06 then whole team on site. Keyholder procedures still stand. Entrances open - main entrance for students and main entrance for staff. Staff sign in and out using entry system. Specific registration procedures in place for students – included in staff COVID manual. This will revert back to full opening procedure from September.	JWJ/GW LG	Ongoing	
School Uniform	Pupils/students = P/S	Increased ventilation may make school buildings cooler than usual over the winter months. While maintaining benefits of uniform, allow additional, suitable items of clothing to be worn during the winter period in addition to the school's current uniform.	Comms to parents/staff	L&M	2/11/20	

	Name	Date	Comments
1 st review by	M Laidler	29.5.20	
Quality assurance check by	A Crawshaw	29.5.20	
Shared with/Reviewed by	Trust Board	29.05.20	
2 nd review by	M Laidler	2.6.20	
Quality assurance check by	A Crawshaw	2.6.20	
Shared with	Trust Board	2.6.20	
3 rd review by	M Laidler	5.6.20	
Quality assurance check by	A Crawshaw	5.6.20	
Shared with	Unions representatives	5.6.20	
Shared with	Staff	5.6.20	
External Validation	Paul Fullarton Gallagher	19.06.2020	
Revised for full September Opening			
1 st review by	M Laidler	17.7.20	
Quality assurance check by	A Crawshaw	17.7.20	
Shared with/Reviewed by	Trust Board	16.7.20	
Shared with	Unions representatives	17.7.20	
2 nd review by	M Laidler	24.8.20	
Quality assurance check by	A Crawshaw	24.8.20	

Reviewed by	Trust Board	26.08.20	
3 rd review by	M Laidler	28.08.20	
Quality assurance check by	A Crawshaw	28.08.20	
Shared with	Staff	25.8.20	
Published on	The Legacy Learning Website	28.08.20	
Local Authority H&S team review	A Pennock	14.09.20	
Reviewed by	M Laidler	17.09.20	
Updates by	A Crawshaw	15.10.20	
Reviewed by	M Laidler	16.10.20	
Updates by	A Crawshaw	22.10.20	
Reviewed by	M Laidler	27.10.20	
Updates by	A Crawshaw	5.11.2020	

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: (H&S Rep in School)

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 and the COVID-19 daily operational manual
- I will stay at home if I am ill
- 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

NAME:	DATE OF ASSESSMENT:
OCCUPATION:	DEPARTMENT:
REASON FOR ABSENCE	Self-Isolation due to existing health Conditions
<p>Guidance from Occupational health</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Irregular Heartbeat – Occupational health have stated that employees would need a telephone consultation before any individual guidance was given regarding employee returning to work</p> <p>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.</p> <p><u>Background Information of employee (Asthma example);</u></p> <p>..... 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.</p>	

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.			