



Updated January 2021

Educational Setting	Highfield Littleport Academy
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	21.05.2020 and updated for January opening on 04.01.2021- Last completion 4th January 2021
Review Date	04.01.2021 – updated 25.06.2020 / 07.07.2020/ 02.11.2020/ 04.01.2021 – Latest update 4th January 2021

COVID-19 is a new respiratory illness. It belongs to a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). Schools have been catering for only students that fell into the categories of ‘vulnerable’ and ‘children of key workers’ for some time. Following the Minister for Education’s announcement on July 2nd 2020, and subsequent DfE guidance, all year groups, returned to school full-time from the beginning of the autumn term. Control measures were put in place, which are outlined in this document. Social distancing guidance must be adhered to, which will be an enormous challenge for all age groups, but particularly younger ones.

In the government’s guidance, published on 2nd July 2020, it was advised that: *“There cannot be a ‘one-size-fits-all’ approach where the system of controls describes every scenario. School leaders will be best placed to understand the needs of their schools and communities, and to make informed judgments about how to balance delivering a broad and balanced curriculum with the measures needed to manage risk.”*

A new variant of coronavirus was detected in September 2020. The virus has been identified as being able to spread more easily than the earlier virus as in November 2020 around a quarter of cases in London were the new variant and this reached nearly two-thirds of cases in mid-December 2020. The U.K. has said the variant could be up to 70% more transmissible than the original strain of the virus.

School Opening from 4 January 2021

- Pupils whose parents/carers are key workers or those who are considered vulnerable will start back in school/setting buildings from Monday 4 January 2021
- Pupils in Nursery to Year 6 will start back in school/setting buildings from Monday 4 January 2021.
- Pupils in year 11 and year 13 will start back in school/setting buildings from Monday 11 January 2021.
- All other pupils (unless isolating or clinically extremely vulnerable) are expected to be back in school/setting buildings from Monday 18 January 2021.
- Remote learning will be provided where schools are closed (fully or partially) for pupils not in school/setting buildings

Testing from 4 January 2021

Nurseries and Primary Schools – not currently testing.

Secondary/Sixth Form & Special Schools – opportunity to test all staff and students. Refer to guidance provided by the DfE

MAIN ACTION REQUIRED OF SCHOOLS

Ensure that your school risk assessment prevents all cross bubble contact and that contact generally is restricted as much as possible through:

- 1) Minimising contact with individuals who are evidencing symptoms of coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Where recommended / mandated, use face coverings in schools.
- 3) Cleaning hands thoroughly more often than usual.
- 4) Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 5) Introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Minimising contact between individuals and maintain social distancing wherever possible.
- 7) Where necessary, wearing appropriate personal protective equipment (PPE).
- 8) Always keeping occupied spaces well ventilated.

Numbers 1 to 5, and number 8, must be in place in all schools, all the time

This risk assessment template has been produced to assist ALT's schools in making preparations for returning all students back to teaching and learning on the school site both in the Autumn Term and Winter Term of the academic year 2020/21. It includes many points to consider but you will need to adapt this to your own context and school including adding further prevention measures and mitigations.

The risk assessment should be kept 'live' and should be reviewed during the first few days of opening and a copy of the completed risk assessment must be returned to Caroline Driver – caroline.driver@activelearningtrust.org.

CURRENT DfE, PHE, HSE and ACAS GUIDANCE – PLEASE ADD AS NEW GUIDANCE IS ISSUED

General Advice

List of all general Coronavirus guidance: [Link](#)

General .GOV.UK Coronavirus guidance: [Link](#)

Mass asymptomatic testing: schools and colleges - [Link](#)

Mass asymptomatic testing – specialist schools - [Link](#)

COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable - [Link](#)

Coronavirus (COVID-19): safer travel guidance for passengers - [Link](#)

DfE Advice

List of all DfE Coronavirus guidance for schools: [Link](#)

Reopening of Schools in September 2020 guidance: [Link](#)

DfE advice for safe working in Education Settings, including PPE: [Link](#):

DfE Social Distancing in Education settings guidance: [Link](#)

DfE Primary-specific guidance: [Link](#)

DfE Second-specific guidance: [Link](#)

DfE Scientific Advice regarding COVID-19: [Link](#)

DfE Cleaning Advice for Non-Healthcare Settings for COVID-19: [Link](#)

DfE Schools and childcare settings: Return in January 2021 [Link](#)

[Letter template](#) to explain testing to parents, pupils and staff and to ask parents, pupils and staff to register

[Consent form template](#) for parents if you will test pupils under 16, pupils and students if they are over 16 and your staff members

[How to do your COVID test leaflet](#) to explain testing to pupils, students, parents and staff.

[A leaflet](#) explaining what a positive or negative test result means for a child and their household, and the support available has been adapted by local public health colleagues. It includes local contact details for the school nursing service and a link to the SCC COVID-19 webpage. It also contains links to translated versions.

DfE webinars:

[webinar](#) about testing on Wednesday 23 December 2020.

[Monday 4 January at 10am](#) – site set up, equipment, supplies, logistics and waste management

[Monday 4 January at 2pm](#) – workforce and training, consent, and engagement

[Tuesday 5 January at 10am](#) – clinical compliance, incidents, outbreaks and recording results

HSE Advice

List of all HSE Coronavirus guidance: [Link](#)

Plus HSE documents: [Link](#) & [Link](#)

Making your workplace COVID- secure during the coronavirus pandemic - [Link](#)

NHS Advice

Covid-19 National Testing Programme – schools and colleges handbook: [Link](#)

ACAS Advice

ACAS Mental Health at Work During Coronavirus guidance: [Link](#)

[ACAS Working safely during Coronavirus - Link](#)

[ACAS Working from home during the Coronavirus Pandemic - Link](#)

ACAS Coronavirus - Shielding and Vulnerable People -[Link](#)

ACAS – Sick Pay for self isolation during Coronavirus -[Link](#)

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
PREVENTION OF INFECTION						
Social Distancing in school	Staff and pupils	<p>Preventative - Control 1</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, or those who have been advised to self-isolate by NHS Test and Trace, do not attend the setting.</p> <p>Preventative - Control 6</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> Schools will operate in distinct groups or bubbles that do not mix. Leaders will take care not mix between bubbles as far as possible to limit risks. 	<p>Follow protocol for suspected and tested case of Covid 19 and inform Local Authority of tested cases.</p> <p>Do not accept entry to school to anyone tested positive within last 10 days.</p> <p>1. Bubbles and transitions reviewed for January 2021</p> <p>2. Refresher training for staff on INSET 4 January 2021</p> <p>3. Smaller pods within larger bubbles to help minimise transmission</p>	<p>HOS/ staff</p> <p>HOS/ office</p> <p>AHT</p> <p>HOS and SMT/ TLR</p>	<p>Plan in place by Friday 4.12.2020</p> <p>New class list and bubble lists are updated for Jan 2021</p> <p>Review impacts weekly</p>	<p>4.12. 2020</p> <p>04.01. 2021</p> <p>Ongoing</p>

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Sharing equipment and resources		<ul style="list-style-type: none"> Schools should assess circumstances and implement bubbles of appropriate size to achieve greatest reduction in contact and mixing without unduly affecting the quality or breadth of teaching or access for support and specialist staff and therapists. Young people who are able should be encouraged to keep their distance within groups to support their participation in community restrictions. Take steps to limit interaction, sharing of rooms and social spaces between bubbles and room capacities. <p>Classroom based resources, such as books and games, can be used and shared within the bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups or bubbles, such as sports or art equipment should be cleaned frequently and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for</p>	<p>4. Continue limited or no supply to end of spring term and review risks for bubbles in Re- engagement Plan. No clubbercise/yoga for the duration of the Spring term, review at the end of the Spring term.</p> <p>Revisit rotas / Daily cleaning for all room</p> <p>5. Continue to restore wider curriculum and further school transitions from April 2021</p> <p>6. Continue restrictions to end of spring term 2021 or government guidance. Encourage school visits for direct therapy provision with protective measures. AHT / Office protocols ensure any supply staff disclose work in other settings two days prior to working in school and no</p>	<p>HOS – staff guidance</p> <p>HOS</p> <p>HOS</p> <p>HOS</p> <p>SMT</p>	<p>January 2021</p> <p>Sept 2020</p> <p>Weekly</p> <p>reviews</p> <p>Sept 2020</p>	<p>04.01. 2021</p> <p>Ongoing</p> <p>Yes</p> <p>Yes</p>

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Transmission in crowded spaces		<p>plastics) between use by different groups.</p> <p>Preventative - Control 2: Where recommended, the use of face coverings in settings.</p> <ul style="list-style-type: none"> • Note most pupils in category of exemption: cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • Speak to or provide assistance to someone who relies on lip reading, clear sound or facial expression to communicate • Staff should maintain a distance between people whilst inside the bubble as far as possible and reduce amount of time in face to face contact. Education and care support should be provided as normal for children with complex needs, with increased hygiene protocols and individual risk assessments. 	<p>symptoms for themselves or household.</p> <p>7. Teachers review groupings and use of equipment for curriculum delivery from January 2021 and provide feedback to AHT.</p> <p>8. HOS to review protective measures with catering provider.</p> <p>9. Face coverings to be worn by staff and students who are able in communal areas, corridors and taxi transport times.</p> <p>Parents & Carers on site to wear face coverings when dropping off or collecting</p>	<p>AHOS</p> <p>HOS</p> <p>HOS</p> <p>HOS Letter to parents</p>	<p>Ongoing from Jan 2021</p> <p>January 2021</p> <p>Ongoing from Jan 2021</p> <p>Jan 2021</p>	<p>Ongoing</p> <p>Ongoing</p>

		<p>Timetabling – groups should be kept apart and movement around the school site kept to a minimum as prevention measure. Passing briefly in the corridor or playground low risk – stage manage or avoid busy corridors, entrances or exits.</p> <ul style="list-style-type: none"> • 	<p>Consider and accommodate exemptions. Option to wear face coverings at other times but impact on education delivery needs careful consideration.</p> <p>10. AHT to review plan for lunchtime in April 2021. Keep to current arrangements unless guidance changes.</p>			
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		<ul style="list-style-type: none"> • All teachers and other staff can operate across different classes and year groups while minimising number of interactions. • Specialists, therapists and clinicians should provide interventions as usual following school and health protocols. • Supply teachers, peripatetic teachers or other temporary staff can move between settings following school protocols- they should ensure they minimise contact and maintain as much distance as possible from other staff. • Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement and appropriate spacing is possible. • Consider changes to seating arrangements to avoid face to face contact for pupils and adults. Sit side by side with distancing or behind not face to face. 	<p>Limit cover to smaller bubbles where practical which doesn't adversely affect provision for students</p> <p>Continue limited supply to end of spring term and review risks in Re- engagement Plan.</p>	<p>Leadership Team</p> <p>AHOS</p>	<p>January 2021</p> <p>January 2021</p>	<p>Yes</p> <p>Yes</p>

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		<ul style="list-style-type: none"> All visitor access to the school to be restricted and site guidance on physical distancing and hygiene explained on arrival with leaflet. Where visits can happen outside school hours 30 minutes after school operation, they should. Staggered lunch times and breaks to reduce risk of contact with other groups. Clarify social distancing arrangements for staff breaks and lunchtimes to reduce risk Use of outdoor space to be rotas for each group and areas of access for use to be defined on plan. 	<p>Suspension of extra curricular clubs at lunch times with separate play times for smaller pods to limit mixing</p> <p>Additional staff rest spaces for both upstairs and downstairs in order to facilitate enhanced social distancing</p>	<p>Dept Leaders</p> <p>Dept Leaders</p>	<p>January 2021</p> <p>January 2021</p>	<p>Yes</p> <p>Yes</p>
Cleaning	Staff and pupils	<p>Preventative - Control 5</p> <p>Enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <ul style="list-style-type: none"> Deep clean or use of fogger may be appropriate before staff and pupils return to school. 	<p>Refresher training for cleaners and caretakers. Follow guidance – COVID-Cleaning in non-healthcare settings (updated 15th May/ 27 Nov 2020)</p> <p>Fogger on rotation through classes weekly and then when cases occur</p>	<p>Head of School.</p> <p>Site Manager</p> <p>Site Manager</p>	<p>4 January 2021</p> <p>4th January 2021</p>	<p>Yes</p>

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Lunchtime Catering facilities	Staff and pupils Contractors	<ul style="list-style-type: none"> Lunches served in classrooms and transported via trolley (see separate risk assessment) to minimise mixing of staff and students. 	Review catering facilities at the end of the Spring term 2021	Head of School & SMT	End of Spring Term 2021	YES
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they should still keep 2m distancing, if possible, when at the evacuation point. 	11. Review for Spring term bubbles. Maps up in rooms and practise evacuation in bubbles.	Head of School and SMT	Briefing 4 Jan 2021	YES

Access/Egress of school building	Staff and pupils Visitors	<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. Where possible, these can be propped open to reduce the need 	Consider school arrival arrangement to reduce congestion. Provide relevant guidance to transport providers	HOS/ SMT	Update by 4 January	YES
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First Aid	Staff and pupils	<ul style="list-style-type: none"> • Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. • Staff or pupils with medical needs have been risk assessed and relevant consents are in place before children are permitted into school. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required. • Review of the First Aid policy to include consideration of the risk of infection of covid-19. • Schools will outline the specific medical needs of their cohort and seek appropriate support/advice/training from community nursing services. • 	<ul style="list-style-type: none"> • The HSE have announced a three-month extension because of the coronavirus: <ul style="list-style-type: none"> ○ First Aid at Work ○ Emergency First Aid at Work ○ Paediatric First Aid ○ Emergency Paediatric First Aid <p>14.First Aid provision coordinated by medical coordinator</p> <p>Conduct training for Lateral Flow testing for staff and students and roll out implementation.</p> <p>Separate site testing risk assessment carried out</p>	SMT School Nurse AHT HOS/ SMT SMT, Medical Coord HOS	Review first aider list 5 Jan 2021 Audit by 5 Jan 2021 7 th Jan 2021	
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Waste	Staff and pupils Contractor	<ul style="list-style-type: none"> Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely Bins should be emptied daily or consider more regularly. Double bagging of any hazardous or contaminated waste following government guidance. 	<ul style="list-style-type: none"> Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. 	Caretakers	In place by 24 th July	YES
Break/Lunch times	Staff and pupils	<ul style="list-style-type: none"> The school will stagger, where possible, breaks/lunchtimes to achieve the social distancing and reduce contact and mixing. 	15. Review arrangements for wet weather and snow.	SMT		YES
Staff/Pupils within the shielded group	Staff and pupils	<p>Preventative – control 7 Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Where school applies the full measures in the DfE guidance (2nd July / 20 Nov 2020) the risks to staff are mitigated significantly. This will allow staff to return to the workplace.</p>		Head of School	Staff and Parents contacted by 17 th July Plan in place after 1 st August	YES

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		<ul style="list-style-type: none"> Complete -Protocol for returning pupils back to school from shielding and Multi Agency Risk Assessment. Staff and pupils most at risk should seek medical advice and discuss this with the school prior to return. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. People with particular characteristics who may be at comparatively increased risk should make school aware so they can be appropriately supported. School should assess health and safety risks for staff and complete a risk assessment where required for school operations. 	<p>NEW shielded guidance for Tier 4 December 2020</p> <p>Individual Risk Assessments for staff if in Shielded group or concern. Monitor Re- engagement strategy. Return 18th January 2021 or according to Government review</p> <p>Return to Occupational health risk management</p>	<p>HOS/ AHOs</p> <p>HOS</p>	<p>January 4th 2021</p> <p>Nov 2020</p>	<p>YES</p> <p>YES</p>
Contractors	Contractors	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19 protective measures. All contractors will be provided with the School's operating guidance. All planned/reactive maintenance to be carried out during out of hours unless an emergency. 	<p>Planning schedule for works and access.</p> <p>Add Covid Declaration to Inventory sign in system to inform all visitors of controls</p>	<p>Site Manager</p> <p>Office Admin</p>	<p>Plan in place by 24th July</p> <p>5th January 2021</p>	<p>YES</p>

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Property Compliance	Staff and pupils	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. Daily and weekly checks have been reinstated and pre-opening checklist completed. Ventilation systems operational 		Head of school and Site Manager	In place	YES 4/12/2020
Hygiene	Staff and pupils/ visitors agreed on site	<p>Preventative - Control 4:</p> <p>Clean hands thoroughly more often than usual.</p> <ul style="list-style-type: none"> Promote hygienic practices at all levels and for all staff, with emphasis on: handwashing and respiratory etiquette Hand washing facilities in most classrooms, those that do not have handwashing, should use the nearest available facility Gel hand sanitisers to be made available for staff, where washing facilities are not readily available. Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap, importance of proper drying with disposable towels. 	<p>Posters, leaflets and other materials are available for display and updated.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Guidance review for all staff around hygiene and social distancing</p>	<p>SMT</p> <p>Teachers and staff</p> <p>All Staff and students</p>	<p>Plan in place by Friday 10th July.</p> <p>Staff trained by Friday 17th July</p> <p>4th January 2021</p>	Yes

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		<p>Prevention – Control 3</p> <p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> • Staff, students and visitors reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the school. • Schools should endeavour to keep rooms as well-ventilated as is possible based on the school environment and consider not using areas with poor ventilation. • Schools to have procedures in place for removal of face masks by pupils and staff arriving at school. 	<p>Frequently open windows between groups to purge rooms with fresh air.</p> <p>Open windows when possible to mitigate transmission. Pupils and staff to wear coats if needed in colder weather.</p>	HOS / AHT	By 5 Jan 2021	
Shared activity and equipment use.	Staff and pupils	<ul style="list-style-type: none"> • For frequently used equipment such as pens and pencils, it is recommended that staff and pupils have their own items and these are not shared. • Classroom based resources can be used and shared within the bubble – should be cleaned regularly. • Resources shared between classes or bubbles should be cleaned frequently and always between 	<p>16. Review which outdoor play equipment should be used.</p> <p>Update cleaning by 5 Jan</p>	SMT HOS/ SMT	By 5 January 2021	

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		<p>bubble and left unused for 48 hours (72 for plastic) between use by different bubbles.</p> <ul style="list-style-type: none"> • Settings make assessment of cleanability of therapy equipment. Where cleaning or disinfectant is not possible between use must be restricted to one user or left unused for a period of 48 Hours (72 for plastic) between users. • Pupils limit resources they bring into school – bags, lunch boxes, hats, coats, books, stationary, mobile phones permitted. • Pupils and staff can take books or other shared resources home, but unnecessary sharing should be avoided. • Unnecessary sharing of resources outside each bubble to be avoided. • Minibus use – schools to have a risk assessment for use of school minibuses. 	<p>17. No off site visits this term without agreed risk assessment signed off by HOS.</p>			
Accident reporting Covid-19 incidents	Staff and pupils	<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact Health, Safety & Wellbeing Adviser. 	Training refreshed and accident reporting is part of staff induction.	Head of School		YES

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Administrative Staff	Staff and pupils	<ul style="list-style-type: none"> Admin staff to maintain distance so that they are not traced as personal contacts Reduce traffic through admin areas. Face covering worn in reception and moving around site for visitors and social distancing. 	<p>All staff to regularly consider procedures and routines to reduce contact with admin staff and report concerns for re-engagement weekly reviews.</p> <p>Admin staff to consistently use separate toilets</p>	<p>Office staff HOS</p> <p>Office staff</p>	<p>Review by 5 Jan 2021</p> <p>4th January 2021</p>	
Personal Protective Equipment	Staff and pupils	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should receive their care in the same way. PPE should be worn if a distance of 2 meters cannot be maintained from any child, young person or learner displaying coronavirus symptoms. PPE should be used properly and staff trained in how to put it on and take it off properly. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Multi – Agency risk assessment (MARA) will provide advice for PPE under health for medical procedures required in schools. NHS will provide training for FF3 masks prior to re- admission as required. 	<p>Agree what PPE is required for the site and use supply chains to purchase.</p> <p>Work with Health for guidance on PPE for gastrostomy feeds and other medical procedures.</p> <p>Review progress for CEV pupils and staff returning when tier 4 restrictions have ceased</p> <p>18.Follow up CEV pupil lists with parents to ensure they are accurate</p>	<p>Head of School, Community Paediatrician and school nurses</p> <p>SMT</p>	<p>Training plan in place 1st September and nov 2020</p> <p>18th January or when Government change advice</p> <p>Jan 2021</p>	<p>YES</p> <p>Yes</p>

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Behaviour	Staff and pupils	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Schools should consider how to communicate additional rules and any policy changes to staff, pupils and parents. Schools should communicate clear, reasonable and proportionate expectations of pupil behaviour. Schools provide support to overcome barriers to attendance and increased incidence of poor behaviour resulting from lack of regular attendance. Schools will identify pupils in need of Additional support with social, emotional and mental health concerns and work with local services. Duty of care remains and school should have appropriate risk assessments in place for use of physical intervention if required. 	<ul style="list-style-type: none"> All pupils returning to school will have risk assessment completed to ensure they and other pupils and staff can be kept safe. Reviews completed January 2021 <p>Whole staff briefing 4th January 2021</p>	<p>SMT and class teachers</p> <p>HOS</p>	<p>Risk assessments in place by 1st Sept.</p> <p>Reviews by April 2021</p> <p>4th Jan 2021</p>	Yes
School Staffroom	Staff and pupils	<ul style="list-style-type: none"> Shared staff spaces – Schools should plan how these are set up and used to help staff distance from each other. Staff room use minimised, but staff must have a break of reasonable length. Arrangements should be made to ensure the staffroom is not overcrowded and social distancing 	<p>19. Alert staff to risks from lessons learned from other schools update / briefings</p> <p>Implement additional staff rooms upstairs and downstairs to facilitate social distancing</p>	<p>HOS</p> <p>SMT</p>	<p>5 Jan 2021</p> <p>5th January 2021</p>	

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		<p>can be achieved e.g. stagger lunch times for staff.</p> <ul style="list-style-type: none"> Consider use of other spaces for staff breaks within bubbles. 				
Mental Health and Wellbeing	Staff and pupils	<ul style="list-style-type: none"> Schools to ensure DSLs have sufficient time to provide support to staff and children regarding any new safeguarding concerns. Schools to consider a recovery curriculum including pastoral support to address and equip pupils to respond to issues linked to Covid-19. Managers to discuss with staff how to raise concerns and anxieties and who they can talk to. Staff to be involved in completing risk assessments. Staff to have training in recovery curriculum to prepare for possible challenges and risks from pupils returning to school after prolonged break. Staff to be kept updated so they feel involved and reassured. 	<p>Develop strategy for mental health that links to school 'Stress and Wellbeing group'.</p> <p>Tag on website for concern/ anxious that goes to Safeguarding Lead to support out of hours, self-isolating or lockdown scenarios.</p> <p>20. Additional briefings</p> <p>Collate responses via email to information sharing</p> <p>Consider staff Feedback survey.</p>	<p>Head of School and SMT</p> <p>HOS and SMT by TEAMS in bubbles</p>	<p>Plan in place by 24th July</p> <p>2.11.2020</p> <p>4 Jan 2021</p>	<p>YES</p> <p>YES</p>

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done	
RESPONSE TO INFECTION							
Symptoms of Covid-19 – suspected or test positive case	Staff and pupils/ Visitors	<p>Response to any infection</p> <p>9) Engage with the NHS Test and Trace process.</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the setting's community.</p>	<ul style="list-style-type: none"> Continue to follow current advice regarding self-isolation and testing Inform Local Authority and Education transport services of positive test cases. Maintain training requirements for identified staff in use of PPE. Posters for website. 	Head of School	Plan in place by 10 th July.	Yes	
		<p>11) Contain any outbreak by following local health protection team advice</p>	<p>21. Local Authority Protocol for positive tested case and requirements trigger arrangements planned for Remote learning.</p>	HOS/ EXEC Head	Staff training by 17 th July	20 Nov 2020	YES
		<p>Controls- Numbers 9 to 11 must be followed in every case where they are relevant.</p>	<p>Updated in Risk assessment and staff training to refresh awareness.</p>	HOS		5.11.2020 4.1.2021	YES
		<p>Staff or pupils exhibiting any symptoms of COVID-19 should not be in school.</p> <ul style="list-style-type: none"> If anyone, staff or pupil, becomes unwell with a new continuous cough, a high temperature or other symptoms during the day in the school, they will be sent home and 	<p>Reminders in newsletters and website.</p>	HOS		YES	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>advised to follow the stay at home and testing guidance.</p> <ul style="list-style-type: none"> • Anyone presenting Covid-19 symptoms to be isolated according to school protocol awaiting collection. Ideally in a well-ventilated room. School to allocate toilet facilities to be used. • If a distance of 2m or 1 metre Plus cannot be maintained PPE including an appropriate facemask may be worn by staff caring for the child. • If the child awaiting collection requires personal care disposable gloves, a disposable apron and a fluid resistant mask should be worn by the supervising adults. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn • In an emergency, if they are seriously ill call 999. • After use ensure cleaning of the room and all areas person has been in, following government advice with first warm soapy water, usual disinfectant cleaner and a disposable cloth. Pay particular attention to frequently touched areas. If an area has been heavily contaminated use protection for the 	<p>Contact parents when necessary for self – isolation and use Local Authority template letters if these are advised.</p> <p>Circulate information with Public Health England guidance from NHS and on website.</p>			<p>YES</p> <p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>eyes, nose and mouth as well as wearing gloves and an apron.</p> <ul style="list-style-type: none"> • Wash hands thoroughly for 20 seconds after removing PPE • Other pupils to be moved to safe areas while cleaning occurs. • All cleaning items and PPE to be double bagged, stored for 72 hours or until negative test result received and then put in normal waste. • Deep clean parts of school if a positive tested case is notified and provide that information to staff and parents. <p>Test and trace: Test and Trace procedures to be followed using flow chart called 'Actions to be taken by schools (version 5 June 2020) Public Health England. Now updated to September 2020 version and circulated to staff and leaders.</p> <p>Follow advice in 'A guide to NHS Test and Trace in Cambridgeshire and Peterborough (June 2020) updated September 2020.</p> <p>Follow Local Authority advice as part of 'Contain framework' to safeguard children and prevent Covid 19 transmission.</p>	<p>22. Update for parents and staff for DEC 2020 as part of school contingency planning and preparedness.</p>			

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Contingency framework Local outbreak of virus	Pupils, staff and wider community	<ul style="list-style-type: none"> School reports and liaises with Local Authority (Public Health England – local health protection team who will advise additional actions for the school should they be required as part of the Tier 1 -3 guidance). 	23. Protocol prepared for tested positive case and bubble lists of close proximity	Head of School and Exec. Head	Plan in place by 1 st September	YES
Extremely high Risk of high level of COVID 19 virus transmission in local community.	Pupils, staff and wider community	<ul style="list-style-type: none"> Local Authority or PHE may advise school closure due to new 'Contingency framework' measures if there is extremely high rate of transmission in the local area. 	Consult and follow Local Authority advice when/if contacted and inform Governing Body/ Trustees as part of communication protocol in addition to parents and staff.	Head of School and Exec. Head	Plan in place Dec 2020	YES

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Swimming Pool	Staff and pupils	<ul style="list-style-type: none"> Risk assessment and operating guidance training for staff in place. <p>Returning to the pool – swimming pools 21 August 2020 and after 2nd lock down ending 2 December.</p> <ul style="list-style-type: none"> Lead person accountable for Covid 19 protective measures per swimming session and reports back any issues to Head of School. Teaching staff should ensure they set example and support pupils to follow government guidance on social distancing and handwashing, Avoid contact between bubbles. Provide time between groups for cleaning requirements as per PWTAG note 44. Resus and Rescue trained staff member present per session. Normal operating procedures (NOP) and Emergency action plan (EAP) Bather load and staff to pupil ratios and pool layout planned prior to swim session. (Scotland advise is 6m2 per bather for pools) PWTAG technical note 45: 	<p>Swimming pool risk assessment to be completed in discussion with staff and LA advisor prior to opening.</p> <p>PWTAG technical note 'Disinfecting Coronavirus (TN 44) dated 21.11.2020.</p> <p>Ensure sufficient cleaning and hygiene supplies in pool area.</p> <p>Cleaning schedules</p> <p>Follow PE Adviser recommendations linked to size of pool/ hydrotherapy pool.</p> <p>Safe water checks prior to reopening in Nov 2020 and monthly checks.</p>	<p>SMT & LA adviser</p> <p>SMT</p> <p>HOS</p> <p>HOS</p>	<p>Sept 2020 and 7 Dec 2020 update</p> <p>working group end Sept 2020</p> <p>Sept 2020 and update Refresher training Jan 2021</p>	<p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Cleaning surfaces significantly reduces risk of viruses after 72 hours. Plastic – 72 hours, stainless steel and glass is 48 hours, cardboard and wood is 24 hours and copper 4 – 8 hours • Regular cleaning: Public areas with minimal pass through can follow usual cleaning regime daily. Frequently touched surfaces clean after each use and when contaminated with secretions, excretions or body fluids. • All surfaces touched by pupils or staff must be cleaned and disinfected including objects visibly contaminated by body fluids bathrooms and changing areas, door handles, grab rails with 60% ethyl alcohol. • Ensure pool users do not come into direct contact with chlorinated surfaces when wet. Clean after every group. • Encourage use of plastic over shoes to reduce pollution being introduced. (usual practice) • Use mop heads that are disposable or can be washed at 60C or disposable cloths or paper using disinfectant that is effective against enveloped viruses. Disposal by double bagging in waste leave 	<p>TN 44 'Disinfecting Coronavirus' 21.11.2020.</p> <p>Staff training for cleaning operatives and staff involved in cleaning. cleaning risk assessments and operating procedure</p>	HOS	Refresher training Jan 2021	

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Hydrotherapy pool - additions		<p>for 24 hours and disposal into communal waste after 72 hours.</p> <ul style="list-style-type: none"> • Disposal of any PPE gloves, aprons in double bagging after 72 hours. • Clean systematically from cleanest areas to dirtiest areas so that debris can fall and be cleaned off. • Wash hand basin drains may become contaminated with bacterial pathogens so should be cleaned downwards from taps to drain then cloths changed and disposal. • Pool surrounds – Take care not to get disinfectant into the pool or combine with free chlorine residual. Check cleaning residues go to waste water drain not pool overflow channel. • Do not disinfect stainless steel or similar metal fittings and surfaces as this may cause pitting and corrosion. Instead wipe with alcohol wipes twice daily. Any fitting washed continually by pool water will not require further disinfection. • Wash first with soapy water detergent before disinfection and rinse off the disinfection and leave surfaces to air dry. 				

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		<ul style="list-style-type: none"> • Solution of chlorine or bleach should be applied to dirty areas so that the dirt will use up some of the available chlorine as it is oxidised so the amount to activate virus is reduced before the disinfection rinse off. • Alcohol hand cleansers may be used or wipes but must contain 70% isopropyl alcohol or 60 % ethyl alcohol by volume to inactivate viruses. All chemical solutions need to be added to COSSH register of hazardous substances and fire risk register. • Cleaning regime between groups/individual and deeper clean between bubbles. • Pupils to clean hands on entry and shower before entering the pool and after use. • Limit number of pupils using pool according to bather load capacity. • Cleaning of buoyancy aids – 1 hour in chlorine solution 100mg /1 then rinsed. • Maintenance of pool disinfection – All pool bathers must shower before entering the pool. Free chlorine reserve in the pool water should be readily available to reduce cross infections between bathers by pathogens in the water. <p>(PWAG Nov 2020 update on disinfection TN 44)</p>	Fire risk register - hazardous substances list and storage	AHT		YES

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>ATACP recommendations for hydrotherapy pools – 7 July 2020</p> <ul style="list-style-type: none"> • Screening before use of hydrotherapy pool to avoid contraindications as good practice for aquatic physiotherapy. High temperature that means pupil feels hot to touch on chest or back. New continuous cough for more than 1 hour or 3 or more coughing episodes in 24 hours Loss of change to sense of taste or smell No contact with someone with Covid 19 symptoms • Instruction or treatment from poolside 2m distance to minimise risk of Covid 19 virus. School to undertake risk benefit analysis to determine if hands on treatment or instruction for special needs and disabled pupils is required. • PPE will be considered on a case by case basis. If therapist in water needs to submerge and instructed to wear face mask then face mask is not practical. If a face mask gets wet it will need to be replaced. 	<p>Swimming teacher / teaching staff to check prior to entry to all pool areas.</p> <p>Risk benefit analysis on case by case basis if assistance required by staff inside the pool.</p> <p>Adequate supply of PPE if assessed.</p> <p>Follow up on face to face guidance for staff training view: www.csp.org.uk/system/files/publicationfiles/face_to_faceEngalnd_webversion_Final.pdf</p>			

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		<ul style="list-style-type: none"> • 2m social distancing within pool/ changing room and poolside. • Comply with infection prevention and control guidance by PHE, NHS and PWTAG. • Standard is one member of emergency evacuation trained staff at pool area. • Follow CPR procedures as trained annually. • After each pupil all areas must be cleaned including hand rails, benches, shower beds, hoist equipment and any walking aids as per PWTAG technical note 45. • Mechanical ventilation should operate on 100% fresh air with no re- circulation • Hoists and slings tested including loler testing 	<p>Staff ratios discussed with PE Adviser and approved by Head of School and are part of bather load in the water,</p> <p>CPR training log (Review Jan 2021)</p> <p>Building maintenance checks log.</p>	HOS / caretakers		

New guidance:

- 1. 'Guidance for full opening: Special schools and other specialist settings' dated 20 November 2020**
- 2. 'Covid 19 Winter plan – summary' dated 23 November 2020**

Useful Guidance

1. The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
2. The NASUWT has also produced a useful checklist for reopening of schools which can be found [here](#).
3. CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
4. CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
5. Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
6. COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
7. Guidance for full opening: special school and other specialist settings (2nd July 2020). Gov.uk
8. HSE – 'What to include in your Covid-19 risk assessment'. Health and Safety Executive
9. ' A guide to NHS Test and trace in Cambridgeshire and Peterborough' and 'Action to be taken by schools' (Version 5 June 2020)
10. Returning to the pool, Swim England – published 20 August 2020
11. ATACP recommendations note 7 July 2020
12. PWTAG technical note 45 – revised 3 July 2020.
13. PWTAG technical note 44 – (Disinfecting Coronavirus) 21.11.2020

Transport Arrangements: (need to refer to guidance)

To be agreed with Local Authority

- Travel providers clear about revised travel arrangements.
- Ensure adequate social distancing arrangements to and from school
- Ensure agreement to any changes to start and finish times
- Clarification that transport providers know not to work if they or a member of their household are displaying symptoms of coronavirus.
- Confirm that transport provider will be following hygiene rules.
- Agreement on risk reduction measures for children and young people with complex needs where social distancing cannot be maintained.

