



Significant Findings of Risk Assessment

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| Site / Premises: Abbey Mead Primary Academy | Assessment Carried Out By | Assessment Serial Number: V12 – 18-11-20 | | |
| Department: | Name: Gary Aldred Signature: G J Aldred | Date Carried Out or Reviewed | Date for Next Review | Reviewed By (Name) |
| Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. | Responsible Manager / Team Leader etc Name: Clare Holland Signature: | 20-07-2020 | 20-08-2020 | Gary Aldred, Sarah Ridley & Milan Premdjy |
| | | 19-08-2020 | 19-09-2020 | Gary Aldred |
| | | 18-09-2020 | 18-10-2020 | Gary Aldred & Clare Holland |
| | | 30-09-2020 | 16-10-2020 | Gary Aldred |
| | | 27-10-2020 | 06-11-2020 | Gary Aldred |
| | | 16-11-20 | 23-11-2020 | Gary Aldred |
| | | 18-11-20 | 02-12-20 | Gary Aldred & Clare Holland |

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

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| General Principles of Control | There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of, <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously. | The wearing of respiratory protection (face masks) in Schools is NOT expected to be a routine control measure where no specific risk has been identified. However, the School will support any individual who chooses to wear one. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance. In response to recent guidance and evolving risks, all staff are directed to wear face coverings where they are unable to maintain 2m social distancing from children or other adults this includes times when contact is most likely (drop off and collection) whilst on the playgrounds. This includes the wearing of masks in class where it is likely that children might come closer than 2m. To further build on government guidance the trust are now strongly advising that TMET staff wear face coverings at all times |
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when in school, including in the classroom. Pupils will also be allowed to wear face covering in the classroom, if they wish.

| What are the Hazards? (What can go wrong) | Who might be Harmed & How? | Existing Control Measures (What are you already doing to manage the hazards/risks?) | Risk Rating with controls in place | | | Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions. | Action by Who? | Action by When? | Additional Action Completed (Initials) |
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| | | | Likelihood | Impact / Severity | Risk Rating Score | | | | |
| Catching or Spreading COVID 19 | Staff, Pupils, Visitors | <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Maintain social distancing (2m separation where practicable) See below for Class/Group arrangements.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues will be provided for employees, SEN & early years children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed.</p> | 2 | 3 | 6 | <p>Hand washing facilities are present throughout the site with monitored levels of soap and towels (should an area be low in these, please report to the site team for immediate rectification). In addition, sanitising units are present at the entrance to the site and each classroom.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Guidance on good hygiene has been shared throughout opening and will continue to be promoted to staff and pupils; this includes hand washing and respiratory hygiene.</p> <p><u>Hand Washing</u></p> <ol style="list-style-type: none"> 1. Hand washing facilities with soap and water in place. 2. Stringent hand washing taking place. 3. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ - print 4. Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ 5. Gel sanitisers in any area where washing facilities not readily available <p>Clear measures about reporting cases will be communicated with staff through the staff briefing</p> <p>The needs of individual pupils with specific areas of SEND and those requiring intimate care will be reviewed fully and shared with staff prior to opening in September</p> | <p>Site team</p> <p>Supervising staff</p> <p>GA</p> <p>BJ</p> | <p>24-08-20</p> <p>01-09-20</p> <p>25-08-20</p> <p>01-09-20</p> | <p>Daily briefing 18-09-20</p> |

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| | | <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Should persons disclose if personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</p> <p>Ensure frequent hand washing / sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>For SEN & Early years children regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>Where possible, there should be an identified adult documented through the SEND individual risk assessment.</p> <p>Clear signage and information are to be displayed reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Parents, , etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide e-learning for pupils should this become necessary.</p> | | | <p>All employees made aware of PPE availability (gloves and masks) and use in any situations where social distancing cannot be maintained. Management checks to ensure this is adhered to and appropriate measures taken to address issues as they arise.</p> <p>Employees and pupils to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Children will be briefed on how to use the sanitizing units upon their transitions days in September when there are limited numbers of children in school. Supervision of these will occur and staff will be additionally vigilant in their use for very young children and those with complex additional needs.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> • Reception areas • Toilets • Notice boards in staffrooms, workrooms and staff kitchens • Meeting rooms <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>As per guidance there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting</p> | <p>GA – Briefing</p> | <p>25-08-20</p> | <p>Additional signage added to all bins 18-09-20</p> |
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| | | <p>This risk assessment and any safe systems of work must be communicated to staff before they start work, and be available in school. Staff to sign to say they have read and will comply.</p> <p>A system should be in place to monitor which people are on site at one time, whether they are permitted to be there and where they are (no congregating) and this system should be enforced.</p> <p>Records should be kept of classes, groups & staff and their close contacts, such that these can be provided to the Local Public Health Team if required.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support.</p> <p>Managers / SLT are to keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p>Staff who are clinically extremely vulnerable New advice 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) was 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>Information and guidance shared through parent letters, contractors' procedures and signage</p> <p>Training in regard to remote learning and expectations will take place during the week beginning 24-08-20. This will include online learning training</p> <p>Initial logistics and protocols have been shared with staff; including new employees, prior to the summer break (08-07-20). Further guidance will be emailed out no later than the week beginning 17-08-20 and briefings will be undertaken the week beginning 24-08-20 before any children return.</p> <p>Staffing lists allocate adults to different locations of the building.</p> <p>AMICA counselling service promoted to all employees.</p> <p>Signpost staff to relevant external agencies such as: https://www.educationsupport.org.uk/</p> <p>Occupational Health referrals will be made through discussion with Clare Holland where appropriate.</p> <p>Through the following of measures outlined in this document, we believe social distancing measures can be adopted. In addition, staff will have access to PPE and be encouraged to wear this where there is increased vulnerability.</p> <p>Discussions will continue to take place at the request of members of staff, who were previously identified as clinically vulnerable or clinically extremely vulnerable to discuss the measures in place and any additional measures they would like to be put into place (updated risk assessments). Where possible, further redeployment will be considered through discussion where appropriate. Follow up conversations to</p> | <p>GA, SR & MS</p> <p>GA</p> <p>CH – email out GA – briefing</p> <p>CH</p> <p>GA</p> | <p>26-08-20</p> <p>25-08-20</p> <p>25-08-20</p> <p>As requested</p> <p>24-08-20 27-10-20</p> | <p>Translated messages in Gujarati, Hindi, Urdu, Punjabi for parents 18-09-20</p> <p>Translation was available during briefings for lunchtime supervisors</p> <p>Daily briefings & reminders 14-09-20 (emails)</p> |
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| | | <p>All staff can continue to attend school at all Local COVID Alert levels. 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. Further guidance to the clinically extremely vulnerable is available.</p> <p>Staff who are clinically vulnerable Clinically vulnerable staff can attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</p> <p>This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the ‘prevention’ section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</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>Staff who are pregnant Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in schools.</p> <p>The Trust issues specific advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to</p> | | | <p>those held on 09-07-20 will also be held with identified staff (pregnant) in September to discuss any changes</p> <p>Discussions will take place with any families who indicate that their children have been shielding throughout lockdown. Individual cases and needs of pupils will be discussed.</p> <p>HR@tmet.uk – central HR can be contacted by any employee at this email address. Line managers to make colleagues aware.</p> <p>An objective assessment has been made on which roles can be performed fully or partly from home and where possible home working will apply.</p> <p>Individual pregnancy risk assessments were discussed and completed with all relevant members of staff at the commencement of the academic year. Reasonable adjustments were put into place where requested and appropriate.</p> <p>The pregnancy risk assessment was amalgamated with the COVID risk assessment to ensure coverage.</p> | <p>MS</p> <p>CH & JH</p> | <p>01-09-20</p> <p>01-09-20</p> | |
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| | | <p>follow this advice and to continue to monitor for future updates to it.</p> <p>An employer's workplace 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 a school is notified that an employee is pregnant, breastfeeding or has given birth within the last 6 months, the employer should check the workplace 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. While it is a legal obligation for employers to regularly review general workplace risks, there is not necessarily a requirement to conduct a specific, separate risk assessment for new and expectant mothers. However, an assessment may help identify any additional action that needs to be taken to mitigate risks. We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.</p> <p>Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return. Again, the school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept.</p> <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can attend</p> | | | | <p>We continue to follow the most current guidance in regard to individuals at increased risk and remind staff of the importance of adhering to the risk assessment.</p> | | | |
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| | | <p>school as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. People who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.</p> <p>There is ongoing scientific work in respect of the impact on BAME groups, particularly in front line health/care roles, We are closely monitoring guidance and at the current time this group is not considered to be clinically vulnerable based on the public health list. If this changes our response will be adapted and all employees are assured of a comprehensive risk assessment and measures to mitigate risk. If individual employees would like specific discussion about their role this will be arranged.</p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p> | | | | | | | |
| Suspected case whilst on site or Positive Viral test result | Staff, Pupils, Visitors | <p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 7days. Their fellow household members should self-isolate for 14 days. All staff and pupils attending the school will have access to a viral test if they display COVID 19 symptoms, and are encouraged to undertake the test in this scenario. <i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p><i>All schools have been sent an initial supply of 10 home test kits and information about how to order to replenish this supply when they are running out. Schools should call the Test and Trace helpdesk on 119 if these have not arrived.</i></p> <p><i>Having a test at a testing site will deliver the fastest results. The test kits sent to schools are provided to be used in the exceptional circumstance that an individual becomes</i></p> | 2 | 3 | 6 | <p>Sickness absence to be recorded accurately and ensure that any COVID-19 symptom absence is highlighted and staff are told to be tested (we may also need to provide this data to Health Protection should we have two or more confirmed cases).</p> <p>Clear procedures are in place and have been communicated with staff in regard to following national guidance around COVID-19 symptoms throughout. This will be reiterated during the training days (briefing PowerPoint)</p> <p>The school self-testing kits are held by the business manager. Staff will continue to be directed to the nearest testing centre or be provided with a home test kit where they are unable to access these. In addition, the school business manager has access to an employer portal which allows for priority testing to be sourced.</p> | SLT, Site Manager and SBM GA - briefing CH | 25-08-20 25-08-20 27-10-20 | Informed PHE, DFE, LA & Trust following all confirmed cases and taken appropriate actions Emergency kits have been used as appropriate for those unable to gain access to a test |

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| | | <p><i>symptomatic and schools believe they may have barriers to accessing testing elsewhere. It is for schools to determine how to prioritise the distribution of their test kits in order to minimise the impact of the virus on the education of their pupils.</i></p> <p><i>These kits can be given directly to staff or parents and carers collecting a child who has developed symptoms at school. In particular, these tests kits will also help ensure that symptomatic staff can also get a test and if they test negative, can return to work as soon as they no longer have symptoms of coronavirus (COVID-19). Further information is provided in our guidance Coronavirus (COVID-19): test kits for schools and FE providers.</i></p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p> <p>If the school receives notification of a positive COVID 19 viral test they should notify the local Public Health Team. (Parents are to be encouraged to report test results to the school).</p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>Upon identifying a positive test result, the Local Public Health Team will liaise with the School Management to determine if the rest of the class, bubble or group and any Staff members should be sent home and advised to self-isolate for 14 days (The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> | | | | <p>In addition, for families that have found it increasingly difficult to access testing, emergency test kits will be used sparingly. The initial 10 kits have now been used and a second round of 10 kits has arrived following the placement of an order.</p> <p>Trust template letters have been received and will be sent home in accordance with each of the outlined scenarios.</p> <p>A log of children sent home with symptoms and those reporting symptoms will be kept by the office team. End dates for self-isolation and return dates to school will be communicated with parents proactively and shared with staff for them to monitor. If negative test results are provided, children will be able to return to school.</p> <p>Practices will be shared with all staff through briefings on INSET days and be placed in the staffroom, workrooms and office.</p> | <p>GA & CH</p> <p>GA - briefing</p> | <p>As needs arise</p> <p>25-08-20</p> | <p>Trust & PHE letters</p> <p>Updated daily & parents emails in test results.</p> |
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| | | <p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Principal immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves. They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from</p> | | | | <p>AMICA counselling service promoted to all employees.</p> <p>Signpost staff to relevant external agencies such as: https://www.educationsupport.org.uk/</p> <p>Line managers and HR will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Staff will be briefed of the importance of maintaining social distancing from other adults both within classrooms and across other year groups; thus, minimising close contacts should an individual become infected. This will support with the effective running of the school and any partial school closures should they become necessary. If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds and dry their hands on paper towels (disposed of immediately) after any contact with someone who is unwell.</p> <p>Individuals who become symptomatic are taken to the medical room (community wing) to await collection. A member of staff should remain to supervise the child outside of the room to maintain social distancing.</p> | <p>GA, SLT & SBM</p> <p>Site team, SBM & cleaning team</p> <p>GA, SLT, SBM & cleaning team</p> | <p>25-08-20</p> <p>25-08-20</p> <p>25-08-20</p> | <p>Regular phone calls</p> <p>Emails, briefings</p> <p>Procedures are in place for pupils who unexpectedly return</p> |
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| | | <p>all other persons with the window open if possible, but with the door closed (A local decision should be made regarding whether or not adult supervision is required in the room). A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use.</p> <p>If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required.</p> | | | | <p>If a pupil falls ill during the day and develops symptoms of COVID-19, they will be immediately taken to the medical room in the community wing and the office informed. The medical room will be repurposed during the partial openings as an isolation zone while children wait collection. The first aid room has access to a sink and is self-contained. The disabled toilet is in close proximity in the community wing and will be repurposed during this time. If a child says they feel unwell and believe they have a temperature, digital infra-red thermometers will be present to take a child's temperature. Following the child being collected, the onsite cleaner will wipe down all touch surfaces.</p> <p>See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Staff supervising these children will be provided with appropriate PPE should they be unable to adhere to the 2m distancing (face mask, gloves, apron, face shield). In addition, any member of staff administering first aid will also use appropriate PPE which has been made available. PPE and first aid resources will be available from: library, Bubble room and first aid room (community wing). In these locations; as well as at the office, digital infra-red (non-contact) thermometers will be present to take children's temperatures.</p> <p>If a member of staff reports symptoms during the school day, they will be sent home and advised to arrange a test and follow the governments isolation guidance. Arrangements will be put in place to provide cover as necessary.</p> <p>During this period, line managers/senior leadership will continue to remain in regular contact with employees.</p> | | | <p>to school. Digital system highlights these children and actions are taken for them to be isolated in repurpose d library</p> |
| <p>Travel off site</p> | <p>Staff, Pupils</p> | <p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible. When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e.</p> | <p>2</p> | <p>3</p> | <p>6</p> | <p>All staff encouraged to travel to work by car, walking or cycling and to avoid the use of public transport. Where unavoidable face covering must be worn.</p> | <p>TMET HR, GA & SBM</p> <p>Briefing</p> | <p>25-08-20</p> | <p>Reminder in briefing</p> |

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| | | <p>wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements considered when reducing risks and minimise contact.</p> <p>School transport is to be cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons are to wash and dry their hands upon completion of the journey. Drivers are to have access to and use hand sanitiser throughout the journey.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties etc.) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. | | | <p>Staff are encouraged to consider carefully, their transport arrangements during this time. Taking time to consider how they will travel to and from work, allowing sufficient travel time and where possible avoiding public transport or car sharing with individuals outside of their household. Where this is unavoidable, staff should follow national guidance in regard to appropriate measures to reduce risk of transferal.</p> <p>In order to minimise coach travel, enrichment opportunities for the 1st half of the Autumn term have been planned to take place in the local area and through inviting limited visitors into school to provide speeches, run workshops and activities (all risk assessed accordingly)</p> <p>The school minibus has been decommissioned and will not be in use.</p> <p>For any offsite visits in the future requiring coach travel, guidance will be monitored and followed in regard to the wearing of face coverings for adults.</p> <p>No school vehicles/private cars by staff should be used to transport children displaying symptoms of COVID-19 unless in an emergency situation, having sought approval from Gary Aldred and having taken all precautionary actions.</p> | <p>KR, UR & HP</p> | <p>25-08-20</p> <p>25-08-20</p> | |
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| | | <ul style="list-style-type: none"> The vehicle should be cleaned & disinfected afterwards. Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport,</p> <ul style="list-style-type: none"> Pupil groupings should reflect those operating in the school to maintain segregation. Hands are to be sanitised on boarding & disembarking. Vehicles are to be regularly cleaned, including touch points. Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle. | | | | For any offsite visits in the future requiring coach travel, children will be seated in class groups and never more than year group groupings as outlined in this document. | | | |
| Contamination during Access to & egress from site | Staff, Pupils, Visitors | <p>Where possible, implement the following practices:</p> <ul style="list-style-type: none"> Introduce staggered start and finish times to reduce congestion and contact at all times. Monitor site access points to enable social distancing – may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring. Remove or disable entry systems that require skin contact. (Ensure other measures to ensure security are in place where necessary). Require all persons to wash & dry or clean their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i> Allow plenty of space (two metres) between people waiting to enter site. Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times. Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible. The process for removing & where appropriate disposing of face masks used during travel is | 2 | 3 | 6 | <p>To promote social distancing at the start and end of the day, we have established designated drop off and collection points for each year group.</p> <p>This information has been shared with parents prior to the summer holidays (parental letter) and will be reiterated to parents during transition days. Staff have been allocated accordingly to enforce social distancing and safe access and egress from the site.</p> <p>In addition, a new entrance has been opened to further support distancing and reduce congestion.</p> <p>Hand sanitising units have been installed at all entrances and exits. Censored (non-contact) units have been installed at these locations to further reduce contact transmission.</p> <p>Social distancing markings of 2m will remain at entry and exit points to promote distancing between adults and colleagues & adults and children. It is not the expectation that children should remain 2m away from other children in their group.</p> <p>Cleaning runs have been increased.</p> | <p>Supervising staff, SBM and site team</p> <p>GA</p> <p>Site team</p> | <p>25-08-20</p> <p>08-07-20</p> <p>13-07-20</p> | <p>Collection times have been extended to allow for travel and further distancing</p> <p>Regular updates and reminders through WEDUC, website & letters</p> <p>Liaised with LA to install markings outside of the school perimeter</p> |

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| | | <p>communicated to staff & pupils, and covered bins provided.</p> <p>Visitors No non-essential visitors are allowed onto the school site.</p> <p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in reception regarding good hygiene. Ensure a log is kept of areas visited and people they have been in contact with.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>Parents etc Contact with parents to be minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed.</p> | | | | <p>Careful consideration has been given for the admission of new children (particularly in the EYFS) where they require parental reassurance and settling during transition events. Additional spacing and time has been allocated to allow this to occur in the safest possible way.</p> <p>Lidded bins are present throughout the site with foot pedal mechanisms.</p> <p>Our Guidance for Visitors' and Contractors will continue to be communicated with contractors and visitors prior to admission for maintenance. Access will only be granted via the office and contractors will be safely accompanied for works by our site team.</p> <p>Information is included in the briefing documentation that will be shared prior to the new term and during INSET training.</p> <p>Information regarding dropping off and collecting children has been shared with</p> | <p>EYFS Team</p> <p>Site team and office team</p> <p>GA</p> <p>GA</p> | <p>08-07-20</p> <p>06-06-20</p> <p>17-08-20</p> | <p>to further support distancing</p> |
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| | | <p>Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children, and are only allowed on site by appointment.</p> <p>A protocol should be in place to deal with those arriving at school who are not supposed to be there.</p> | | | | <p>parents prior to the summer break and will be practiced during transition days in September</p> <p>Gates will be manned by members of SLT and parents will be encouraged to socially distanced and asked to disperse where this is not the case.</p> <p>Signage is present at entrances and reception asking parents to call the office once they arrive on the site rather than accessing the building. This signage is also present in Gujarati.</p> <p>School staff at entrances will have a list of the pupils expected for each transition day; as these have been prepared for registers. If a child arrives in the morning who is not due in for transition, parents will be contacted and they will be asked to collect the child There will be a member of senior leadership outside every morning at each entrance, to reiterate these arrangements.</p> | Admin team | 08-07-20 24-08-20 | <p>Regular updates via WEDUC, newsletter and letters – including</p> <p>Rota for gates in place</p> <p>Addition of translated videos</p> |
| Contaminati on within Internal Areas | Staff, Pupils, Visitors | <p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Desks should be as far apart as possible, with the aim of placing the sitting positions 2m apart where possible. Pupil sitting positions should be side to side, forward facing and not facing each other.</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups.</p> <p>Consider marking out separate areas for each group etc.</p> <p>Pupils are as far as practicable to be kept in separate groups. For Secondary KS4 & KS5 these groups should be based upon individual year groupings (or smaller groups if possible). For Secondary KS3 & Primary these groups should be based upon individual classes.</p> | 2 | 3 | 6 | <p>Within the EYFS setting, careful consideration has been given to the layout of classrooms and teaching spaces to be used; in order to promote distancing. Each Reception classroom has a double base. These areas are highly ventilated with multiple doors, windows and high-level sky lights which can be opened. Further consideration has been given to the use of toilets to ensure they are only being used by given class/year group bubbles of pupils within the EYFS setting to avoid cross over. All soft furnishings which cannot easily be wiped clean will be out of circulation or used in a manner where they can be cleaned regularly.</p> <p>Adjustments have been made to the ASD provision for high level needs pupils; moving furniture to promote greater distancing and removing window bars to allow for ventilation on the ground floor.</p> <p>Classroom layouts have been redesigned to maximise spacing whilst accommodating full class sizes. In most classrooms, seated positions face the front of the room. Teachers are advised to have appropriate spacing around desks (shared in briefing).</p> | GA & EYFS team GA & Site team Teaching staff | 24-08-20 01-08-20 01-09-20 | |

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| | | <p>For SEN the group size will be determined by local circumstances. It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum. These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible. <i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i></p> <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres). The use of the Staffroom is to be kept to a minimum.</p> <p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance. Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others.</p> <p>In Assemblies each group is to be kept separate from others (This may require single group or class assemblies).</p> <p>All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned. | | | | <p>Corridors, stairwells and playgrounds have had markings placed every 2m, to promote safe travel, entrance and egress from the building between colleagues and adults and children.</p> <p>Staggering of break and lunchtimes will half the number of pupils moving around the building at any one time. Through designated stairwells, this will further reduce the likelihood of contact.</p> <p>**Please refer to work planning for additional information and guidance around staffing allocations and groups</p> <p>Additional facilities will be placed in the PPA studio, middle kitchen and kitchen to the back of the hall to promote distancing during break times for staff. Staff will maintain social distancing from colleagues during breaktimes. The upstairs hall can be used as a breakout room for staff to take breaks in addition to other communal areas. Direct instructions will be given to staff and breaches dealt with seriously as failure to comply could increase the self-isolation need. Following the HSE visit and advice, additional furniture was removed from breakout rooms to reduce the opportunity for people to gather. Signage and maximum capacity notices were installed accordingly.</p> <p>Assemblies will take place via Teams to avoid gatherings wherever possible and appropriate.</p> <p>Hand wash and sanitisers have been placed in all classrooms. 1 classroom without a sink has primary access to the sink in the DT room which is in close proximity to the</p> | <p>Staff</p> <p>GA</p> | <p>01-09-20</p> <p>25-08-20</p> <p>17-08-20</p> | <p>Additional space of upstairs hall and community wing</p> <p>In addition to handsantiser units on the walls at every entrance, teachers</p> |
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| | | <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc.</p> <p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete authorised activities, • No close contact activities (within 2 metre distance). <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. • All equipment & resources are to be regularly cleaned (including IT equipment), and equipment & resources that are shared between groups are cleaned between each use. • Pupils should be reminded only to bring essential items into the school. • For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/ <p><i>As an alternative to cleaning between each use, equipment & resources etc could be removed and quarantined for 48hrs (or 72hrs for items containing plastics) between use by different persons/classes/groups – But putting resources out of use for extended periods and the potential for premature unauthorised reuse needs to be considered.</i></p> <p>Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements are not compromised.</p> <p>Consider fitting Maglocks (magnetic release devices) to doors where appropriate that must operate in a fail-safe way to ensure fire safety is maintained.</p> <p>Where possible implement a one-way system for travelling within the school (consider partitioning corridors where this is</p> | | | | <p>classroom. In addition, wall mounted dispensers have been located outside each classroom to allow for good hygiene.</p> <p>Paper resources should not be shared across bubbles in order to avoid transmission. Guidance has been shared around reading books and the establishment of class libraries to avoid the use of the library. Sanitising wipes are present at each photocopying point. Feedback and marking guidance will be updated to reflect safe and appropriate practice; addressing misconceptions and errors – marking only books within their groups</p> <p>Advice suggested will be shared in briefing and staff will be asked to abide by this guidance; with regular reminders.</p> <p>Following our HSE visit and in response to additional guidance from LA Health and Safety Team. The Site Team have been made aware that all out door play equipment and seating areas must be cleaned thoroughly.</p> <p>The alternative to this is that pupils are allocated specific play zones and do not mix but as this is not possible, a cleaning regime is put in place.</p> <p>Meeting room usage needs to maintain social distancing. Signage displayed reminding of social distancing rules and plastic screens have been purchased to separate participants. Video meetings via Teams/Zoom will be preferred mechanism for planned meetings</p> <p>Fire Evacuation Plan has been updated accordingly (V2)</p> <p>Wherever possible, one-way movement will be promoted. Where this is not possible, markings have been placed to the left of corridors to indicate direction of travel.</p> | <p>Site team</p> <p>JH</p> <p>GA</p> <p>Site Team</p> <p>GA</p> | <p>25-08-20</p> <p>08-07-20 & 25-08-20</p> <p>30/10/20</p> <p>14-07-20</p> | <p>will carry hand pumps for drop off times where appropriate to speed up safe entry to the building.</p> |
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| | | <p>not practicable - but only if the fire safety arrangements of the school are not compromised). When walking along corridors or using the stairs all persons are to keep to the left (or right) side in order to enhance segregation. Maintain a consistent side to walk on throughout the premises.</p> <p>Access & exit to classrooms etc should be made by external doors where this option is available.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where the level of contact/risk will dictate the control measures to be taken). Lift touch points are to be cleaned regularly. Hands are to be washed & dried or sanitised after using the lift.</p> <p>The Screen separating the main Reception Staff from persons entering the building is only to be opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided returned badge holders are to be cleaned immediately. Where not already provided, a screen is to be fitted to separate the main Reception Staff from persons entering the building.</p> <p>Bins are to be provided in each main room to collect used tissues, and emptied regularly.</p> <p>Drinking water fountains are not in use (Additional drinking water facilities may need to be provided - i.e. bottled water).</p> <p>Further guidance surrounding the reintroduction of quality arts education has been shared with staff. In particular a focus upon signing and the increased risk of aerosol exposure leading to transmission has been considered and safety measures shared with staff.</p> | | | | <p>For classrooms that have direct egress onto playgrounds, these will be used.</p> <p>One child will require the use of the lift next year. This child will always be accompanied in the lift and any supervising adult should wear a face covering for this purpose. A hand sanitising unit has been placed in the lift to ensure hands can be cleaned before and after use</p> <p>Signage in both English and Gujarati has been placed outside of the building and on the screens asking visitors and colleagues not to open the glass.</p> <p>Lidded bins have been placed across the site.</p> <p>External drinking water fountains that are present have been turned off at the mains</p> <p>Music lead shared guidance:</p> <ul style="list-style-type: none"> • Singing should only take place within existing bubbles and no bubbles should sing in the same shared space • All children should be facing forward and should be reasonably socially distanced (e.g. side by side) • Classrooms should be fully ventilated during singing lessons • There should be no audience in front of children singing. When teaching the | <p>Class staff</p> <p>Elie T.</p> | <p>25-08-20</p> <p>27-10-20</p> | <p>Reflecting on practice and safeguarding, a second child is present in the lift. Staff wear appropriate PPE</p> |
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| | | | | | | <p>class, the teacher must not face the children. Standing sideways on or standing at the back of the room is preferable. Where this is not possible/appropriate, PPE should be worn.</p> <ul style="list-style-type: none"> • After a singing session, classrooms must be 'purged' by leaving the room to ventilate for at least fifteen minutes • Children should not project their voice too much, singing volume should be kept at a quiet to medium level | | | |
| Keeping occupied spaces well ventilated | Staff, pupils | <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be 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) • 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 • 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) <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> | 2 | 3 | 6 | <p>Due to the settings of the aircon units, these have been disabled to ensure that they do not contribute to the circulation of aerosol germs.</p> <p>Practical guidance has been shared with staff in regard to promoting natural ventilation throughout and has been updated in light of changing guidance. High level windows are opened as a priority to promote air flow. In addition, all classroom doors should be pinned open when occupied to promote through flow; an assessment has been carried out of doors in order to ensure compliance with the fire risk assessment. Any fire doors that are required to be pinned open, will have an automatic door stop (audible release) which will close upon the activation of the fire alarm. Further guidance has been shared in regard to purging the air by fully opening windows during breaktimes.</p> | Gary | 26-10-20 | Upon delivery |

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| | | <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> opening high level windows in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused) providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform rearranging furniture where possible to avoid direct drafts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> | | | | <p>Staff advised via email.</p> <p>Information has been shared in regard to suitable clothing with staff and parents prior to the half-term break via newsletters, email and WEDUC</p> | <p>Gary</p> | <p>05-10-20</p> | |
| <p>Contaminati on in Outdoor Areas</p> | <p>Staff, Pupils</p> | <p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas to be organised to allow 2m separation between all Staff or pupil groups. Consider marking out separate areas for each group etc.</p> <p>Timetables to be reviewed to stagger break times and reduce congestion.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas.</p> <p>External play equipment if used, should be cleaned after each use.</p> <p>Hand washing & drying facilities are to be provided at the entry/exit points to the playground, and all persons are to wash</p> | <p>2</p> | <p>3</p> | <p>6</p> | <p>Classes/ Timetables/ Routines</p> <ul style="list-style-type: none"> Break and lunchtimes will be staggered accordingly to promote social distancing and minimal movement around the school throughout the day upon broadening our wider opening. Year groups will use 5 different designated playgrounds to achieve this. Due to the physical size of the school and staggered timetables, sufficient space within the halls and classrooms will be available should there be inclement weather conditions to take breaktimes inside. Further details and rotas around this will be shared. Midday Supervisors (MDS) will be assigned to each class bubble. They will meet the children in the classroom and the children will remain in the classroom to eat their dinners; exception of Reception pupils who will eat their dinner in the hall due to physical layout of settings. They will then be taken to the designated areas of the playground to play. All external play equipment will remain taped off by the site team and MDS will be told not to allow pupils on to the equipment. New electronic hand sanitising units will be installed alongside push units | <p>GA & staff</p> <p>GA – briefing</p> <p>JH</p> <p>Site team</p> | <p>25-08-20</p> <p>25-08-20</p> <p>01-09-20</p> <p>15-07-20</p> | |

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| | | <p>their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils are minimised. Contact sports are to be avoided.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) should be adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary.</p> | | | | <p>PE risk assessments and guidance will be updated and shared accordingly: focusing on spacing, equipment and activity</p> | <p>GA & CC</p> | <p>01-09-20</p> | |
| <p>Allocation of Staff</p> | <p>Staff</p> | <p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Principal. • Staff to avoid the use of the staff room unless for individual use when using essential equipment • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing amongst staff; therefore, the smallest number of staff are allocated to a classroom. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas should be reviewed to ensure appropriate coverage. • Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. • Only essential lone working is permitted. Those staff identified as possibly lone working in their area in | <p>2</p> | <p>3</p> | <p>6</p> | <p>Staff roles have been reviewed and staff have been deployed in accordance with the needs of pupils. Where it is possible to complete a percentage of a role off site, this has been discussed with individuals (business admin).</p> <p>Pupil lunchtimes have been staggered resulting in staff lunchtimes being staggered to reducing the number of staff having to access the staffroom. In addition, facilities have been established in the PPA studio, mezzanine kitchen and EYFS kitchen to further promote and support social distancing of staff.</p> <p>All statutory roles are covered throughout the entirety of the day (first aid, DSL, etc.)</p> <p>Transportable plastic divisions have been installed in PPA workroom and offices to support where multiple adults are working.</p> <p>Staffing allocations have designated teachers and TAs to set classes and year groups. Wider staff should not spend time with people outside of their bubble informally. Where contact is necessary for work related issues, TEAMS calls should be made. This is especially relevant before and after the school day; as well as lunchtimes, where individuals might perceive there to be</p> | <p>GA & JH</p> <p>GA & Site team</p> | <p>08-07-20</p> <p>10-07-20</p> | <p>Additional signage and room capacity signs have been placed in breakout rooms to further promote distancing</p> |

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| | | <p>school, should read and sign the lone worker risk assessment.</p> <p>Staff taking leave The government has set a requirement for people returning from some countries to quarantine for 14 days on their return. The latest guidance on quarantine can be accessed at coronavirus (COVID-19): how to self-isolate when you travel to the UK.</p> | | | | <p>less risk. The bubble system must be adhered to.</p> <p>For staff members whose role requires them to work across classes, consideration has been given.</p> <ul style="list-style-type: none"> • CC will deliver PPA & leadership cover to a set year group and spend the remainder of his time supporting the delivery of PE across the school. In other year group, he will be supported by staff within the class/ year group bubble so to avoid the need for him to come into close proximity of children in multiple groups. In addition, CC will have access to additional PPE should he wish to use this. The majority of PE sessions will take place outside to further promote distancing and ventilation. • For music, NO will deliver music tuition to years 5 & 6. Sessions will take place outside where possible (well ventilated areas), children will sanitise their hands before handling instruments and instruments will be wiped down between use. NO will have his own instrument to model which will not be used by the children. NM will have access to additional PPE should he wish to use this. • For peripatetic sessions, the teacher will wipe down and sanitise the piano between students. The children will be given a time and make their own way to the music room so the music teacher does not need to move around the building. <p>Cleaning rotas have been reviewed and an additional cleaner will be onsite throughout the day to wipe down touch surfaces in communal areas.</p> <p>Staff have been allocated to drop off and collection points to enforce distancing (see logistics document and briefing) Lone working will not take place across the school as all floors will have multiple staff present in their own classrooms.</p> | <p>GA & individual teachers</p> <p>Site team</p> <p>Logistics document</p> <p>Clare & Gary</p> | <p>01-09-20</p> <p>01-09-20</p> <p>08-07-20</p> <p>27/10/20</p> | |
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| | | <p>As would usually be the case, staff will need to be available to work in school during term time. We recommend that school leaders discuss leave arrangements with staff to inform workforce planning.</p> <p>There is a risk that where staff travel abroad, their return travel arrangements could be disrupted due to factors arising beyond their control in relation to coronavirus (COVID-19), such as the potential for reinstatement of lockdown measures in the place they are visiting.</p> <p>Where it is not possible to avoid a member of staff having to quarantine during term time, school leaders should consider if it is possible to temporarily amend working arrangements to enable them to work from home.</p> | | | | <p>Trust email shared with all staff in regard to travel plans and arrangements; clarifying the Trust stance on this.</p> <p>Where staff have discussed potential leave with CH/GA, the policy has been adhered to. Staff have been informed to check government guidance in regard to avoiding 'all but essential travel'</p> | | | |
| Work planning | Staff, Pupils, | <p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school.</p> <p>Start & finish times (including for pupil drop off & pick up), assemblies, breaks and lunchtimes to be staggered to reduce congestion. Any use of shared offices, etc. is also to be staggered.</p> <p>Pupils are as far as practicable to be kept in separate groups. For Secondary KS4 & KS5 these groups should be based upon individual year groupings (or smaller groups if possible). For Secondary KS3 & Primary these groups should be based upon individual classes. For SEN the group size will be determined by local circumstances. It is accepted that there will be some cross over between groups, particularly in Secondary education, but this should be kept to a minimum.</p> | 2 | 3 | 6 | <p>Classroom layouts have been redesigned to maximise spacing whilst accommodating full class sizes. In most classrooms, seated positions face the front of the room. Teachers are advised to have appropriate spacing around desks (shared in briefing). Boxes have been taped around teacher desks to further promote distancing and awareness for children.</p> <p>Logistics and guidance document shared with teachers clarifies measures; including, groupings, classroom allocations, lesson spaces, etc.</p> <p>Drop off and collection arrangements have been considered, allowing increased flexibility of timings and the opening of an additional entrance (Loughborough Road) to separate out pupils and parents to reduce congestion. Additional collection procedures and pathways installed (daily mile track)</p> <p>Perspex separation screens have been purchased for offices, meeting rooms and shared spaces where close proximity working is more likely</p> <p>In line with government guidance, we will introduce a tiered system dependent upon a number of factors; including the age, ability</p> | <p>Staff</p> <p>GA & JH</p> <p>GA & Site team</p> | <p>24-08-20</p> <p>08-07-20</p> <p>10-07-20</p> | <p>Taking account of the current</p> |

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| | | <p>These groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them. The groups refer to the pupils only, and Staff are permitted to work between groups, but this should be minimised as far as possible. <i>Where the practicalities of the school or curriculum requirements render class sized groupings impractical, the school should look to implement year group bubbles.</i></p> <p>Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.</p> <p>Priority is to be given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e. stationery & equipment) is to be limited, and each item regularly cleaned considering change of user.</p> <p>Where SEN pupils are attending School the same principles of segregation, hygiene, cohesive staffing and PPE use should be applied as far as is possible, but the actual measures to be adopted for each case should be determined by a review of each pupils Health Care/ Support Plan/ Risk Assessment, and considering the individual circumstances of each case.</p> | 2 | 3 | 6 | <p>and understanding of children. Understandably, older children on the whole will have a clearer understanding and ability to follow guidance and measures. In addition, they are likely to have better understanding of respiratory and personal hygiene. As such, our measures will be: ** Measure 1 – Class bubbles ** Measure 2 - Year group bubbles Therefore, Year 5 & 6 pupils maybe grouped within their year group bubble at different stages of the day for educational activities appropriate to their ability and needs. This will also support our year group clubs which will run after school to support physical health, social interactions and skills</p> <p>Children will be spoken to about personal space and no touching approaches (Behaviour Policy Addendum V3)</p> <p>Logistics, procedures and timetables have been put into place to promote distancing between classes and other year groups throughout the day (lunchtime, breaktimes, etc.).</p> <p>Whilst staff are permitted by guidance to work between groups, we have introduced new PPA timetables and staff allocations to minimise movement wherever possible. This has included the introduction of PPA cover between adjacent year groups.</p> <p>PE activities, planned tasks and risk assessments will promote the use of outdoor spaces.</p> <p>Individual stationary packs will be introduced in September to minimise the use of shared resources.</p> <p>All pupils who have an EHC plan, pending EHC plan or specific SEND needs which require close contact or intimate care will have an individual pupil risk assessment prior to their attendance in September. These will include reference to the use of appropriate PPE for given tasks.</p> | <p>Staff</p> <p>GA – briefing</p> <p>JH</p> <p>Staff</p> <p>BJ</p> | <p>01-09-20</p> <p>08-07-20</p> <p>08-07-20</p> <p>24-08-20</p> <p>24-08-20</p> | <p>infection rate in the city and cases in school, year group groupings have been halted in favour of class bubbles for Year 6.</p> |
| Cleaning | Staff, Pupils, Visitors | A cleaning schedule will be implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly. | 2 | 3 | 6 | Rigorous checks will be carried out by the Site Manager to ensure that the necessary procedures are being followed. These checks will be recorded as complete and | Site team | Daily | 16-09-20 – Check of records carried out |

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| | <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. (COSHH assessment required) • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Rooms or areas shared by different groups are to be cleaned between each group use. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc. • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. • Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>External play equipment is to be cleaned regularly and between each group use.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then</p> | | | | <p>any unresolvable issues escalated immediately via the SBM.</p> <p>We have considered the cleaning needs during the day and arrangements in place for deep cleans as areas come into use. The additional cleaner is in school between 9am and 3pm and will not coming to contact with the main cleaner to team to reduce the risk of cross contamination.</p> <p>If additional cleaning hours are required each Business Manager should firstly speak with the Trust central team to establish whether there are any spare resources internally. Failing this then extra hours will be offered to existing cleaners, other roles will be redeployed to this area or external cleaning hours will be purchased. GA informed MP of intention to increase hours of casual cleaner during this period to ensure a cleaner is on site during the day - agreed</p> <p>Cleaning supplies to be sourced from usual suppliers i.e. Jangro and Espo. All COSHH guidance to be followed regarding usage and storage. Lidded peddle bins have been placed in all classrooms. All waste will be double bagged and disposed of in accordance to most recent guidance. External bins will be labelled to indicate which are storing waste products and when they should be collected.</p> <p>Relevant PPE to issued to cleaning Team and Site Team. Disposal to be overseen by Site Team.</p> <p>All cleaning products are ordered from Jangro and supplied with relevant COSHH information Sheets.</p> <p>All external play equipment has been tapped off and supervising staff will prevent pupils from accessing the equipment.</p> | <p>SBM & Site Team</p> <p>SBM and Site team</p> <p>SBM and Site Team</p> <p>Site Manager</p> | <p>Ong oing</p> <p>24-08-20</p> <p>Ong oing</p> <p>01-09-20</p> | <p>by GA & CH</p> <p>During additional cleaning, all staff are assigned work rooms</p> <p>Spot checks carried out weekly by seat team that cleaners are wearing appropriate and guidance given</p> |
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| | | <p>the cleaning should be followed by disinfecting (using chlorine-based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> | | | | | | | |
| Deliveries & Waste collection. | <p>Staff, Pupils, Delivery drivers, Waste collection operators</p> | <p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p> | 2 | 3 | 6 | <p>Deliveries Drop off points established outside at Ross Walk entrance and Bruin Street, with instruction for delivery drivers to phone site team to notify them of the arrival of the delivery. Site team to only take in deliveries into the building wearing gloves or having wiped the packaging with anti-viral spray. Gloves then to disposed of appropriately, in to closest lidded bin. When it is not possible to leave deliveries outside, parcels are only to be brought into the building by staff and must be handled with gloves or cleaned with anti-viral spray. Gloves then to disposed of appropriately, in closest lidded bin.</p> <p>Waste Waste collection is automated and requires no contact from school staff. Collections routinely happen outside of school drop off and collection, so will impact on minimal people. Current guidance for waste is that it placed inside two bags and should be stored for 72 hours before collection. As collections are weekly it will be possible to create 'holding bins' externally to ensure this is achieved. External bins will be labelled as waste and collection date will be indicated on the signs.</p> | <p>Site Team & Admin Team</p> <p>Site Team & Admin Team</p> | <p>Daily</p> <p>Daily</p> | |
| Contractors | <p>Staff, Pupils, Contractors</p> | <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> | 2 | 3 | 6 | <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> • Reception areas • Toilets • Notice boards in staffrooms, workrooms and staff kitchens • Meeting rooms | <p>Site Manager & SBM</p> | <p>24-08-20</p> | |

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| | | <ul style="list-style-type: none"> Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. Repeat the hand washing/sanitising regularly. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p> <p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also, who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors & Third-Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the school's arrangements.</p> | 2 | 3 | 6 | <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Wall mounted 'hands free' hand sanitizer units have been installed at the entrance points of the school (Ross Walk, Ellis Avenue and Bruin Street).</p> <p>Site Team to meet all contractors at reception to carry out contractor induction, contained in the contractor folder in the main office. Due to the increased risk that contractors pose having potentially having visited multiple locations, all contractors are to be asked to wear face coverings unless medical exemption is shown (face masks and shields are available at the office)</p> <p>In addition to the usual guidance all contractors must be provided with the schools Contractor/ Visitor guidance about the school's precautions with regards to prevention of the spread of the virus.</p> <p>If a job cannot be carried out following the social distancing principles; this must be discussed with the company the contractor came from.</p> <p>Where a contractor refuses or repeatedly fails to observe the social distance principles, then the Site Manager will ask the contractor to leave the site and alternative arrangements will be made to complete the job.</p> <p>The area will be cleaned thoroughly after the work is complete, paying particular attention to door handles and surface that have been touched.</p> <p>Lidded bins are available to contractors to dispose of gloves and wipes.</p> | <p>Site Manager</p> <p>Site team</p> | <p>15-07-20</p> <p>Ongoing</p> | |
| <p>Inclement weather – cold temperature allows disease to survive</p> | <p>Staff, Pupils, Visitors</p> | <p>All persons to dress appropriately for the weather.</p> <p>Facilities are provided to shelter from the elements</p> <p>Maintain good hygiene measures at all times.</p> | 2 | 3 | 6 | <p>As per guidance there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting.</p> <p>It has been established that the school halls can be used for wet play and offer sufficient space in order to maintain social distancing measures.</p> | <p>GA at Staff briefing</p> | <p>25-08-20</p> | |

AMPA TMET COVID-19 Risk Assessment – V10

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| <p>Poor hygiene</p> | <p>Staff, Pupils, Visitors</p> | <p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels.</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Sites may need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</p> | <p>2</p> | <p>3</p> | <p>6</p> | <p>Employees and students to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus Posters, leaflets and other materials are available for display. These will be displayed in: •Reception areas •Toilets •Notice boards in staffrooms, workrooms and staff kitchens •Meeting rooms https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19 Wall mounted 'hands free' hand sanitizer units have been installed at the entrance points of the school (Ross Walk, Ellis Avenue and Bruin Street). Lidded peddle bins have been positioned in all classrooms. All waste will be double bagged and disposed of by an appropriate member of staff, in accordance to most recent guidance. Lidded Bins will also be placed in reception for visitors to dispose of tissues and wipes. These bins will be emptied daily as a minimum and the waste disposed of in accordance with current guidance.</p> | <p>Staff</p> <p>Site team</p> <p>Site team</p> <p>Site Team & Cleaners</p> | <p>Ongoing</p> <p>25-08-20</p> <p>15-07-20</p> <p>15-07-20</p> | |
| <p>Canteen use - exposure from large numbers of persons</p> | <p>Staff, Pupils</p> | <p>All persons should be required to stay on site once they have entered it and not use local shops etc.</p> <p>Food and drink should only be consumed in dedicated facilities where possible.</p> <p>Break times should be staggered to reduce congestion and contact at all times.</p> | <p>2</p> | <p>3</p> | <p>6</p> | <p>Lunchtime Arrangements for Pupils All pupils will remain on site for their lunch. For the 1st half of the Autumn term, all pupils will have a packed lunch. Packed lunches will be provided by the onsite kitchen for FSM and UIFSM pupils. In addition, children will be able to order a paid packed lunch in the same manner as they would usually order a hot meal. Parents will be offered the option to send in a packed lunch.</p> | <p>CH – discussed with city catering</p> <p>GA – wrote to parents</p> | <p>10-07-20</p> <p>10-07-20</p> | <p>For a small number of pupils, due to SEND, children go offsite for lunch (individual risk assessments)</p> |

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| | | <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by all persons when entering and leaving the area.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. In dining halls each group is to be kept separate from others.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged. Food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.</p> <p>Payments should be taken by contactless methods wherever possible.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</p> | | | <p><u>Break times</u> will be staggered to ensure that the social distancing principles can be maintained. The adult responsible for the class will escort the children outside to the designated area and remain with their children. When outside the children will remain in specific areas and will not be permitted to mix with other children from other classes or groups</p> <p><u>Lunchtime</u> At lunchtime the children will remain in their group and will be eating in classroom (EYFS in hall for spacing) The teacher or teaching assistant will take the children out to the toilets and ensure hands are washed before they return. The teacher will ensure table tops are left clear before lunch. The allocated dinner lady will clean all the table tops with the cleaning packs provided, and the children will be escorted back to the classroom to eat. When the children have finished lunch, they will wash their hands again and be escorted to their designated play area. The children will not be permitted to mix with children in other classes or groups.</p> <p>Catering – Statement from City Catering <i>With regards to the Government announcement regarding schools, we are very conscious that each school will be undertaking its own 'risk assessment' to deal with the return of pupils. My team and I will work very closely with you on the organisation and safe delivery of a catering service in your particular setting as your arrangements for this reopening become clearer. This will no doubt differ from school to school in terms of meal numbers, lunchtime organisation etc., but please be assured that we are ready to work closely with you on this.</i></p> <p>Currently it has been agreed that pupils will have a packed lunch. School packed lunches will be served in packaging that means nothing needs to be returned to the kitchen, to reduce the contact between catering staff and the pupils or school staff.</p> <p>Drinking water will be provided in a way that eliminates pupils touching communal taps or</p> | <p>JH</p> <p>JH & GA – briefing</p> <p>CH</p> | <p>25-08-20</p> <p>25-08-20</p> <p>01-09-20</p> | <p>Food hampers have been distributed for FSM pupils who are self-isolating</p> |
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| | | | | | | <p>surfaces. All drinking fountains are to be disconnected.</p> <p>Chairs and tables to be cleaned between use where necessary. GA has approved additional cleaning hours with TMET finance team.</p> <p>All food waste will be disposed in accordance with current guidance.</p> <p>The eating area will be thoroughly cleaned after use; paying specific attention to table tops, chairs and entrance and exits of the room.</p> <p>Lunchtime Arrangements for Staff</p> <p>All staff will be encouraged to take time outside at lunchtime and will be reminded of the importance of social distancing and must remain in their allocated teaching bubbles.</p> | | | |
| <p>Use of Changing facilities, toilets, showers and drying rooms</p> | <p>Staff, Pupils</p> | <p>Allow staggered start and finish times to reduce congestion and contact wherever possible.</p> <p>Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.</p> <p>Consider increasing the number or size of facilities available on site if possible.</p> <p>Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. Bin liners should be used in all bins.</p> <p>Consider the disconnection of forced air hand driers to reduce unnecessary air movement (This may require the provision of additional hand towels/tissues).</p> <p>Limit the number of persons using the toilet and shower facilities to single groups or classes at any one time.</p> <p>Wash & dry hands after using the facilities.</p> | 2 | 3 | 6 | <p>No specific sports changing facilities at Abbey Mead. Older children will come to school dressed in their PE kits on the days of PE to avoid the need for multiple classrooms to allow for changing. Younger children will change within their classrooms</p> <p>Intimate Care to be carried out according to existing school policy. Staff who are required to carry out intimate care will be provided with relevant PPE to carry out this task.</p> <p>All PPE used to be disposed of immediately and in accordance with current guidance.</p> <p>Cleaning of toileting facilities has been increased throughout wider opening and will continue in the new academic year.</p> <p>Hand driers have been disconnected and replaced with disposable blue paper towels</p> <p>Social distancing measures have been put in place in the areas close to the toilets and break and lunchtimes have been staggered so that numbers can be kept low in these areas.</p> | <p>GA</p> <p>Identified staff</p> | <p>08-07-20</p> <p>01-09-20</p> | <p>Curriculum newsletter for year groups/separate letter</p> |

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| | | | | | | Staff who wish to change their clothes on arrival and departure, have sufficient options and toilet facilities for this to occur. | | | |
| Lack of awareness | Staff, Pupils, Visitors | <p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements.</p> <p>This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p> <p>“Toolbox talks” will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p> | 2 | 3 | 6 | <p>Employees, pupils, contractors and limited numbers of visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display. These will be displayed in:</p> <ul style="list-style-type: none"> • Reception areas • Toilets • Notice boards in staffrooms, workrooms and staff kitchens • Meeting rooms <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>All staff to attend staff briefings with principal and SLT members to talk through all the procedures. PowerPoint slides will be provided for staff to keep with all systems and processes explained.</p> | Site Manager | Ongoing | |
| Emergency procedures (Fire alarm activations etc) | Staff, Pupils, Visitors, Contractors | <p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP’s and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p> | 1 | 3 | 3 | <p>The Fire Risk Assessment has been reviewed to reflect the new opening arrangements focusing specifically on:</p> <ul style="list-style-type: none"> • How to maintain good through flow of air without increasing the risk of fire spreading. Identify which door are safe to prop open and which need to stay close for fire safety reasons. • Children and staff will be in new classrooms at the beginning of the year and will need to be aware of escape routes. Year group fire evacuations will be run in September | GA | 30-09-20 | |

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| | | | | | | <p>to familiarise teams with escape routes without the need for evacuating all pupils at one time and increasing risk of exposure to other</p> <ul style="list-style-type: none"> • Areas that are not in regular use i.e. the enrichment rooms will need to be checked for any potential fire hazards as these will not now get picked up during the normal school day. • Ensure that no fire escape routes get locked down and that no furniture is stored in front of fire doors or blocking escape routes <p>In an emergency situation, staff and children will evacuate the school building following the safest and nearest possible route as indicated through fire evacuation signage. In these circumstances, staff and children will not be expected to follow any one-way system or stairwell restrictions.</p> | GA - briefing | 25-08-20 | |
| First Aid provision | Staff Pupils, Visitors | <p>First aider numbers & locations may need to be reviewed to ensure appropriate cover is maintained.</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> | 1 | 3 | 3 | <p>Dedicated first aid areas have been identified in the medical room (community wing) and bubble room and library. These areas have been equipped with the required PPE and cleaning materials. The PPE and cleaning materials will be appropriately stored to ensure they work to their maximum effect and should be disposed of in the lidded bins provided.</p> <p>Where possible the member of staff will ensure that social distancing is observed. If necessary another member of staff with relevant PPE can assist with first aid to ensure staff touch the minimum number of surfaces.</p> <p>Midday supervisors will no longer use paper notes to inform the office of any first aid issues they deal with. All incidents will be explained verbally and office staff will keep written notes.</p> <p>First Aid for cases of suspected Covid - 19</p> <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</p> | Site team GA – shared in briefing | 25-08-20 25-08-20 | For safeguarding requirements and to ensure clarity, slips have been reintroduced and are placed on the hatch. |

| | | | | | | | | | |
|--|--|--|--|--|--|---|--|--|--|
| | | | | | | <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds and dry them using paper towels after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>After providing first aid all PPE must be disposed of immediately in the lidded bins provided and waste must be disposed of in line with current guidance.</p> | | | |
|--|--|--|--|--|--|---|--|--|--|

Government & NHS Guidance

Coronavirus Guidance

<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <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>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

| Scoring Table | | | | | | | Risk Scoring Guide | | | |
|----------------|-----------------------|----------------|----|--|----|----|--|---------------------------|--|--|
| LEVEL OF RISK | | OVERALL RATING | | HOW THE RISK SHOULD BE TACKLED/MANAGED | | | Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below. | | | |
| HIGH RISK | | 15-25 | | Immediate Management Action | | | Likelihood (A) | IMPACT | SCORE | HEALTH & SAFETY EFFECT |
| MEDIUM RISK | | 9-12 | | Plan for Change | | | | Critical/ Catastrophic | 5 | Multiple deaths of employees, service users, members of the public, etc. |
| LOW RISK | | 1-8 | | Continue to Manage | | | | Major | 4 | Death of an employee, service user, member of the public, etc. |
| | | | | | | | | Moderate | 3 | Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention. |
| Likelihood (A) | 5 Almost Certain | 5 | 10 | 15 | 20 | 25 | Minor | 2 | Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work. | |
| | 4 Probable /Likely | 4 | 8 | 12 | 16 | 20 | Impact Criteria (B) | | | |
| | 3 Possible | 3 | 6 | 9 | 12 | 15 | | | | |
| | 2 Unlikely | 2 | 4 | 6 | 8 | 10 | | | | |

AMPA TMET COVID-19 Risk Assessment – V10

| | | | | | | |
|--|------------------------------|------------------------------------|------------|---------------|------------|---------------------------------|
| | 1 Very Unlikely / Rare | 1 | 2 | 3 | 4 | 5 |
| | | 1 Insignificant / Negligible | 2 Minor | 3 Moderate | 4 Major | 5 Critical / Catastrophic |

Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

| | | | |
|--|-------------------------------|---|--|
| | Insignificant / Negligible | 1 | A day to day issue/problem but negligible harm would result. |
|--|-------------------------------|---|--|

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

| Likelihood Criteria (A) | LIKELIHOOD | SCORE | EXPECTED FREQUENCY |
|-------------------------|---------------------|-------|---|
| | Almost Certain | 5 | Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year |
| | Probable / Likely | 4 | Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term |
| | Possible | 3 | LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term. |
| | Unlikely | 2 | Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term. |
| | Very Unlikely /Rare | 1 | EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event. |