

Safety, Health and Environment (SHE)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for full reopening in September 2020)



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Community and controlled schools must send their risk assessment to she@gloucestershire.gov.uk by 4th September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

COVID-19 Risk Assessment for reopening schools

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.
Vulnerable groups: Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<p>Buildings</p> <ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening fire alarm (Tan Synch. test – 1/9/20) emergency lighting (Tan Synch. test – 1/9/20) water hygiene (Churchill Enviro.Services Monthly ongoing– 12/11/20) lifts (Phoenix six monthly test – 14/5/20) gas safety – (6 monthly 15/01/21) 	<p>Employees</p> <ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Staff involved in staff meeting (14/7/20) and INSET (2/9/20) to contribute to and review plans School closed to plan with staff 05/01/21 Updated RA discussed and 	<p>Access</p> <ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Gate entrances identified for bubbles and visitors. Reviewed and maintained 8/3/21 Building access rules clearly communicated through signage on entrances. Signage displayed for gates and entrances 	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p>'Bubbles'</p> <ul style="list-style-type: none"> Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. 	<p>Mask Wearing Parents to wear masks when on site to drop off and collect children. Parents to maintain 2 metre social distancing wherever possible. 04.01.21 Reviewed and maintained 8/3/21</p> <p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> Refer to PHE guidance and School Managers to see if pupils requires isolation. 	<ul style="list-style-type: none"> Consultation with employees on risk assessments. (Presented initially at INSET 2/9/20, the review at each staff meeting weekly) Staff updated with any changes necessary – ongoing Updated RA discussed and shared in staff meeting 3/3/21 Risk assessment published on

<ul style="list-style-type: none"> Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). (New Fire Procedure tested – 4/9/20) Fire test booked for 12/01/21 9.30 am Fire Test booked 9/3/21 10:00 am Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. Each zone has isolation space equipped with first aid, PPE and relevant guidance. If a pupil needs collecting they do not have to cross zones. Stock reviewed and replenished where necessary 8/3/21 Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. (weekly monitoring by Principal, SBM and cleaning staff) 	<p>shared in staff meeting 3/3/21</p> <ul style="list-style-type: none"> Consider personal risk factors: age, pregnancy, existing health conditions and ethnicity and where necessary conduct individual risk assessments. Individual risk assessment written where required Reviewed and maintained where needed – Changes to CEV shared with staff on 24/2/21. No CEV on staff for 8/3/21 Employees fully briefed about the plans and protective measures identified in the risk assessment. Risk assessment presented at INSET (2/9/20) Re-presented 05/01/21 Re-presented 3/3/21 Regular staff briefings. Weekly staff meetings and SLT Reviewed and maintained 8/3/21 	<p>displayed and instructions posted.</p> <p>2 metre distancing signage displayed outside 04/01/21 Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> School start times staggered so bubbles arrive at different times. 8.40 and 8.55 staggered start. Rolling start to the school day introduced in order to reduce time queuing outside gates (Gates open 10 minutes before above start times, policed by staff) (14/9/20) Reception classes started rolling starts as of 2/11/20 (Reviewed and maintained in lock down 05/01/21) Reviewed and maintained 8/3/21 Colour coded entrance system using 3 gates per 	<ul style="list-style-type: none"> In addition, the design of the school means it will be split into 'key stage zones' as additional zonal bubbles. Reviewed and maintained 8/3/21 A record of pupils and staff in each bubble, lesson or close contact group to be kept. Reviewed and maintained 8/3/21 School before and after-school clubs to keep to the bubbles used during the school day where possible. DOOSC working to two groups – DOOSC RA 8/3/21 <p>Minimise mixing</p> <ul style="list-style-type: none"> Whatever the size of the bubble, they are to be kept apart from other groups where possible. 	<ul style="list-style-type: none"> Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. An unwell child awaiting collection, will be isolated in a suitable room with adult supervision Each zone has its own isolation space and PPE if required. Reviewed and maintained 8/3/21 Staff caring for a child awaiting collection will keep a distance of 2 metres if possible. PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> a face mask worn if a distance of 2 metres 	<p>school intranet and website.</p> <ul style="list-style-type: none"> Updated RA posted on website 26/2/21 Nominated Governors tasked to monitoring protection measures. Members of staff are on duty at breaks to ensure compliance with rules. Staff encouraged to report any non-compliance. The effectiveness of prevention measures will be monitored by school leaders, ongoing daily but summatively weekly at staff meetings. Reviewed and maintained 8/3/21 This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.
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<p>Stock reviewed and replenished where necessary 8/3/21</p> <ul style="list-style-type: none"> • Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. All classes and isolation spaces provided with suitable bins, posters by bins. Stock reviewed and replenished where necessary 8/3/21 • Provide sufficient tissues in all rooms. (daily checked by cleaning staff) Stock reviewed and replenished where necessary 8/3/21 • Consider if the school site can be split into separate zones where groups of pupils can remain to minimise mixing. Each phase of school has own zone of building. Maintained 8/3/21 • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. See Zoning Plan. Reviewed and maintained 8/3/21 	<ul style="list-style-type: none"> • Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. N/A currently 1/9/20 PD to contact shielding staff where appropriate PD in regular contact with member of staff concerned Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school. Updated by regular newsletters linking to current government guidance Reviewed and maintained 8/3/21 • Information shared about testing available for those with symptoms. Academy office to use Gov. test and trace guidance 	<p>playground. Floor markings colour coded / zone organisation.</p> <p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> • Floor markings outside school to indicate distancing rules (if queuing during peak times). 2m markings outside gates for queuing in place. Reviewed and maintained 8/3/21 • Signs to remind parents to avoid congregating, social distancing rules etc. Signage outside of the building on fencing 8/3/21 • Staff on duty to monitor pupil and parent behaviour before and after school. Rolling start and ends of 	<ul style="list-style-type: none"> • Groups use the same classroom or area of a setting throughout the day. • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. All bubbles arrive and leave via separate gates. Gate system maintained 05/01/21 to ensure non-mixing of bubbles Reviewed and maintained 8/3/21 • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. Staff supervised or one per class for toilets • Small toilet 2 pupils max, large 	<p>cannot be maintained.</p> <ul style="list-style-type: none"> ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. <ul style="list-style-type: none"> • Staff to wash their hands after caring for a child with symptoms. • All areas where a person with symptoms has been to be cleaned after they have left. • Should staff have close hands-on contact they should 	
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<ul style="list-style-type: none"> Consider separate facilities be provided for meals and refreshments in different zones - Packed lunches in classrooms to avoid mixing – review autumn Term 1. Hot meal trial for 2 days before lock down 3 meant return to packed lunches in classes. 05/01/21 Return to hot meal provision 8/3/21 - phased and each zone separated Evaluate the capacity of rooms and shared areas. Zoning and staggered timetable manages numbers in circulation spaces. ICT suite cleaned between uses. Awaiting government guidance current max 15 pupils per class. 05/01/21 furniture from Y 2 upwards in rows for pupils – unnecessary furniture reviewed per room 8/3/21 Plan for staggered lunches with more sittings to avoid mixing, - lunches to be eaten in classrooms and gym 4 separate sittings. 	<p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). Staff to liaise in their zones re shared resources and seek advice from Principal where required. Reviewed and maintained 8/3/21 Identify and plan lessons that could take place outdoors. Ongoing review and plan weekly. Playground divided for bubbles and field. Reviewed and maintained 8/3/21 Consider how online resources can be used to shape remote learning. Initial plans in place for 1/9/20 and developing on remote learning solution for the end of September. 	<p>days have staff on all gates and entrances to monitor 8/3/21</p> <ul style="list-style-type: none"> Screen installed to protect employees in reception. Permanent screen already in place, 2m distancing marked in reception <p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Shared pens removed from reception. <p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Touch screen signing in devices in reception cleaned regularly. <p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Hand sanitiser provided at all entrances. 	<p>toilet 4 pupils max</p> <ul style="list-style-type: none"> Reviewed and maintained 8/3/21 Groups will stay within a specific “zone” of the site to minimise mixing. Each phase has a separate zone with each class a bubble within it. Reviewed and maintained 8/3/21 The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles. Hall and Gym to be used for PE as weather deteriorates. Timetable ensures that spaces are 	<p>monitor themselves for symptoms of possible COVID-19 over the following 14 days.</p> <p>Hand washing</p> <ul style="list-style-type: none"> Frequent hand washing encouraged for adults and pupils (following Gov.guidance on hand cleaning and posters around school). Revisit and teach best handwashing practice upon return 8/3/21 Sufficient handwashing facilities are available. In all classes, toilets and entrances. Reviewed and maintained 8/3/21 Where there is no sink, hand sanitiser is provided. Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. Pupils to clean their hands when they arrive at school, 	
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<p>Staggered timetable avoids mixing in playground. Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Door signs mounted to identify max number in toilets at one time. Signs posted on doors. Staff to manage access to toilets to one per class, smaller block – 2 pupils, larger blocks 4 pupils) Reviewed and maintained 8/3/21 COVID-19 posters/ signage displayed. Social distancing posters in communal spaces, handwashing posters by sinks, Catch it posters by bins. Reviewed and maintained 8/3/21 Identify ‘crunch points’ (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. Staggered timetable to manage ‘crunch points’, 2m marking for outside gates at start and end of day. Reviewed and maintained 8/3/21 Consider one-way system if possible for circulation around the building. One-way system in corridors and 	<ul style="list-style-type: none"> 05/01/21 Full remote learning launched at start of lockdown 3. Review of remote learning policy to be carried out and adapted for bubble closures 8/3/21 Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. Initial plans in place for 1/9/20 and developing on remote learning solution for the end of September. 05/01/21 Full remote learning launched at start of lockdown 3. Review of remote learning policy to be carried out and adapted for bubble closures 8/3/21 <p>Parents/pupils Review EHCPs where required. Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Educate pupils before they return about the need to stay apart from 	<p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Pupils, staff and visitors to remove face coverings at school and wash hands immediately on arrival. Currently N/A as of 1/9/20 for staff and pupils. No visitors currently, all staff wear masks to move around building. 05/01/21 <p>All staff, parents and visitors to wear masks in circulation spaces and communal areas where 2metre cannot be guaranteed 8/3/21</p> <ul style="list-style-type: none"> Covered bins provided on entrances to dispose of temporary face coverings. <p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Gathering at the school gates prohibited. As made clear in Road map to 	<p>cleaned between uses. Classes to use their own equipment. 2/11/20</p> <ul style="list-style-type: none"> Reviewed and maintained 8/3/21 Outside exercise is limited to specific bubbles and segregated. Reviewed and maintained 8/3/21 No large gatherings such as assemblies or collective worship with more than one group. Class based worships to continue Reviewed and maintained 8/3/21 Separate spaces for each group clearly indicated in shared spaces. Reviewed and maintained 8/3/21 Multiple groups do not use outdoor equipment simultaneously (rota established for use). 	<p>when they return from breaks, when they change rooms and before and after eating.</p> <ul style="list-style-type: none"> Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). “e-bug” resource to be used to teach effective hand hygiene. <p>Respiratory hygiene</p> <ul style="list-style-type: none"> Adults and pupils are encouraged not to touch their mouth, eyes and nose. Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’- posters near all bins in classes and around school) Tissues to be provided. Bins for tissues provided and are emptied throughout the day. Singing, wind and brass playing will not take place in larger groups such as 	
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<p>stairs. Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Put down floor markings along the middle of two-way corridors/stairs to keep groups apart. Corridors and stairs marked in half, 2m marks on lines and directional arrows. Reviewed and maintained 8/3/21 In areas where queues may form, put down floor markings to indicate distancing. Marks in corridors very 2m and crosses in playgrounds to manage entry into building. Reviewed and maintained 8/3/21 Can separate doors be used for in and out of the building (to avoid crossing paths). Each phase to have separate entrances to the building leading to their own zones. Reviewed and maintained 8/3/21 Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. Doors closed out into playgrounds (safeguarding), all other 	<p>others and expectations around hygiene. Road map to return documents and social stories Reviewed, Newsletters and 365 Whole class videos prior to return used 8/3/21</p> <ul style="list-style-type: none"> Communicate to parents on the preventative measures being taken. Road map to return documents Newsletters 26/2/21 & 5/3/21 Post the risk assessment or details of measures on school website. On website for 1/9/20 On website 26/3/21 Parents and pupils informed about the process that has been agreed for drop off and collection. Road map to return documents Newsletters 26/2/21 & 5/3/21 Ensure parents have a point of contact for reassurance as to the plans put in 	<p>return documents, monitored by Principal. Continually reinforced through newsletters 05/01/21</p> <p>Newsletters 26/2/21 & 5/3/21</p> <ul style="list-style-type: none"> Staff on duty outside school to monitor protection measures. <p>Staff outside 10 minutes before staggered start to the day and present to hand over at end of day.</p> <p>Reviewed and maintained 8/3/21</p> <p>Visitors</p> <ul style="list-style-type: none"> Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.). Academy to use Teams for in house meetings/Governors, Zoom or other professional/ agency platforms. 	<ul style="list-style-type: none"> Reviewed and maintained 8/3/21 Limit the number of pupils who use the toilet facilities at one time. One at a time from each bubble during lessons, a maximum of two per small toilet block and four for large toilet blocks. Reviewed and maintained 8/3/21 Allow pupils to have access to toilets at all times during the day to prevent queues developing at social times. Reviewed and maintained 8/3/21 <p>Minimise Mixing (staff)</p> <ul style="list-style-type: none"> The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. 	<p>school choirs and ensembles, or school assemblies.</p> <p>Ventilation</p> <ul style="list-style-type: none"> Ventilation and AC systems working optimally. Heating used as necessary to ensure comfort levels are maintained when the building is occupied. Keep windows open a little (not wide open) to provide some natural background ventilation and open internal doors to increase air flow. Open windows fully when rooms are unoccupied for longer periods to purge the air (e.g. lunch times and 	
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<p>doors open. Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Organise classrooms for maintaining space between seats and desks. All classrooms organised to allow social distancing when moving around as much as possible. Reviewed and maintained 8/3/21 Arrange desks seating pupils side by side and facing forwards. Other than in Reception and Oak and Larch where an Early Years approach will be needed to ensure good learning. <p>Reviewed 05/01/21 and decided to continue above practice for ensuring good learning.</p> <p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Inspect classrooms and remove unnecessary items and furniture to make more space. 1/9/20 - classes checked for unnecessary clutter and cleaning ability. <p>Reviewed and inspected 8/3/21</p>	<p>place. Road map to return documents describe procedure. Newsletters 26/2/21 & 5/3/21</p> <p>Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery. Road map to return documents list equipment to be brought in from home. 05/01/21</p> <p>Message repeated in confirmation letter of offered place</p> <p>Equipment reconfirmed</p> <p>Newsletters 26/2/21 & 5/3/21</p> <ul style="list-style-type: none"> Bags are allowed. Road map to return documents 05/01/21 Message repeated in confirmation letter of offered place Newsletters 26/2/21 & 5/3/21 Parents informed only one parent to accompany child to school. Road map to return documents 	<p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Parents/carers and visitors coming onto the site without an appointment is not to be permitted. Road map to return documents, contact will be made to communicate in a Covid safe manner. <p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Supply staff and other temporary or peripatetic staff follow the schools arrangements for managing and minimising risk. 8/3/21 Volunteers limited and only used if essential for educational activities. 8/3/21 Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Covid Visitors Guidance shared in 	<ul style="list-style-type: none"> Reviewed and maintained 8/3/21 Staff that move between classes and year groups, to keep their distance from pupils and other staff. Reviewed and maintained 8/3/21 Admin Bubble identified as a specific risk to itself and others as R number increases. Admin bubble to wear masks in the building when outside of their room. Contact to be through email and teams wherever possible. Staff not to enter office. If necessary masks to be worn. 11/11/20 All staff to wear masks outside of their bubble to include moving into other zones in school and collection and handover at start 	<p>before and after school).</p> <ul style="list-style-type: none"> Action taken to prevent occupants being exposed to draughts. For example, partially open high-level windows as oppose to low-level windows, close external doors and arrange the furniture if appropriate and possible. Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. Occupants encouraged to wear additional, suitable indoor clothing. (If they have to wear 	
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<ul style="list-style-type: none"> Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. As well as additional ongoing cleaning in classes, additional cleaning undertaken in the middle of the day focusing on toilets, shared spaces and frequently touched surfaces. Reviewed and maintained 8/3/21 <p>Timetabling and lessons</p> <ul style="list-style-type: none"> Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Two staggered starts and ends to the day implemented 2/9/20. See timetable. Reviewed and maintained 8/3/21 Stagger break times and lunch times to avoid mixing and time for cleaning surfaces. Staggered plays and lunches implemented 2/9/20. See timetable. Reviewed and maintained 8/3/21 	<p>05/01/21 Message repeated in confirmation letter of offered place Newsletters 26/2/21 & 5/3/21</p> <ul style="list-style-type: none"> Parents and pupils encouraged to walk where possible. Road map to return documents 05/01/21 Message repeated in confirmation letter of offered place Newsletters 26/2/21 & 5/3/21 Clear messages to pupils about how to reduce the risks of transmission outside of school. Road map to return documents <p>05/01/21 Message repeated in confirmation letter of offered place</p> <p>Newsletters + 365 video lesson 26/2/21 & 5/3/21</p> <ul style="list-style-type: none"> Staggered drop-off and collection times planned and communicated to parents. Road map 	<p>entrance and on inventory. Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Where possible visits arranged outside of school hours. No visitors other than those associated with safeguarding 05/01/21 <p>Visitors allowed to support SEND, safeguarding and learning intervention 8/3/21</p> <ul style="list-style-type: none"> A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> the name; a contact phone number; date of visit; arrival and departure time; the name of the assigned staff member. Collected by Inventory System <p>Reviewed and maintained 8/3/21</p>	<p>and end of school day. If staff are on duty they should wear a mask if they cannot socially distance from other bubbles. When in staffrooms, all staff to wear masks and to stay for a maximum of 15 minutes. 04/01/21 Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from pupils and other staff. 8/3/21 The occupancy of staff rooms 	<p>coats, scarves and other outdoor clothing the room would be considered too cold and the above steps must be considered). 8/3/21</p> <p>Music</p> <ul style="list-style-type: none"> Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> physical distancing; limiting group sizes; 	
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<ul style="list-style-type: none"> When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. See staggered timetable. Reviewed and maintained 8/3/21 Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. Initial preparations complete 1/9/20. Further development ongoing. 05/01/21 Remote learning launched following lockdown 3. Review of lockdown 3 to be undertaken and plan accordingly to bubble closures – remote learning folders restocked and integration to 365 approach 8/3/21 <p>Policies and procedures</p> <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> Safeguarding/child protection Behaviour Attendance Home Learning 	<p>to return documents 05/01/21 Message repeated in confirmation letter of offered place Newsletters 26/2/21 & 5/3/21</p> <ul style="list-style-type: none"> Made clear to parents that they cannot gather at entrance gates or doors and reminders about social distancing. Road map to return documents 05/01/21 Message repeated in confirmation letter of offered place Newsletters 26/2/21 & 5/3/21 Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). Road map to return documents 05/01/21 Message repeated in confirmation letter of offered place Newsletters 26/2/21 & 5/3/21 		<p>and offices limited.</p> <ul style="list-style-type: none"> Each Zone has its own staffroom and staff to socially distance within these. Staff to wear masks when in staff rooms and to stay no longer than 15 minutes. 04/01/21 Reviewed and maintained 8/3/21 Furniture in offices, PPA work rooms and staffrooms where staff may work or meet together, spaced 2 metres apart. 8/3/21 Furniture that cannot be moved 2 metres apart taken out of use and removed or signs used to say do not use. 8/3/21 	<ul style="list-style-type: none"> positioning pupils back-to-back or side-to-side; avoiding sharing of instruments; ensuring good ventilation. <ul style="list-style-type: none"> No performances with an audience. 8/3/21 <p>Cleaning</p> <ul style="list-style-type: none"> Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Thorough cleaning of rooms will be carried out at the end of the day, with an additional clean in the middle of the day. Reviewed and maintained 8/3/21 Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, phones, etc.) with additional cleaning in 	
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<ul style="list-style-type: none"> ○ NQTs ○ Special educational needs ○ Visitors to school Covid guidance Relevant policies updated, shared with staff and placed on school website Reviewed and maintained 8/3/21 • Ensure website is compliant with regards to the publishing of policies. See above, website at coronavirus / September return document Reviewed and maintained 8/3/21 • Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. Visitors to School - Covid Guidance published Reviewed and maintained 8/3/21 • Governing boards and school leaders to have regard to staff (including the headteacher) work- 	<ul style="list-style-type: none"> • Communications to parents (and young people) includes advice on transport. Road map to return documents 05/01/21 Message repeated in confirmation letter of offered place Newsletters 26/2/21 & 5/3/21 Others • Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Covid Visitors Policy shared with contractors and suppliers. Reviewed and maintained 8/3/21 • Assurances that caterers comply with the guidance for food businesses on COVID-19. LA negotiations with Caterlink contract - discussions with school kitchen to arrange practice on site 		<ul style="list-style-type: none"> • Staff sharing rooms do not work facing each other. 8/3/21 • Desks moved so staff are back to back or side on, but still 2 metres apart. 8/3/21 • Reduce use of lifts to only those that need to use them. Not needed currently for any staff or pupils 1/9/20, if required hand sanitiser station ready. • Reviewed and maintained 8/3/21 • Lifts are single occupation only (if 2 metres not achievable). <p>Distancing</p> <ul style="list-style-type: none"> • Staff to keep 2 metres from other adults as much as possible. • Where possible staff to maintain distance from 	<p>the middle of the day.</p> <ul style="list-style-type: none"> • Reviewed and maintained 8/3/21 • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles. • Outdoor equipment appropriately cleaned frequently. To be left out for cleaners to clean daily if used. • Reviewed and maintained 8/3/21 • Toilets to be cleaned regularly. All toilets cleaned during middle of day as well as at the end. • Reviewed and maintained 8/3/21 • Hand sanitiser provided for the operation of lifts. • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, 	
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<p>life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. Mental Health plan devised as part of SDP. Discussed at initial INSET on 2/9/20 Well-being an agenda item for all governor meetings. Reviewed and maintained – staff rooms replenished with upto date guidance and contacts - 8/3/21</p> <p>Response to any infection</p> <ul style="list-style-type: none"> Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. Latest Government Guidance checked daily. Reviewed and maintained – to use GCC published guidance Covid Response Guidance 8/3/21 Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> book a test if they are displaying symptoms; 	<p>Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> Discussion with caterers to agree arrangements for staggered lunches, Caterlink provision of packed lunches only for Autumn 1. 05/01/21 Hot meals paused at launch and reversion to packed lunches. Hot meals to be reintroduced, 4 sittings R/KS1 in classes, KS2 in gym. Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) Meetings with DOOSC and Stepping Stones and risk assessments shared. 05/01/21 Tae-kwondo stopped. DOOSC risk assessment checked to ensure compliance 8/3/21 Limit visitors by exception (e.g.handy man work, EDIT.). Covid 		<p>their pupils, staying at the front of the class.</p> <ul style="list-style-type: none"> Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. Use a simple 'no touching' approach for young children to understand the need to maintain distance. Older children to be encouraged to keep their distance within bubbles. <p>Minimising contact</p> <ul style="list-style-type: none"> Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied. In case of fire doors to be closed on route out. Reviewed and maintained 8/3/21 Taking books and other shared resources home limited, although 	<p>and regular cleaning of surfaces.</p> <p>PPE</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained. Each isolation space is stocked with appropriate PPE. Reviewed and maintained 8/3/21 where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. Review and identify pupils when new receptions start in September. 	
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<ul style="list-style-type: none"> ○ inform the school immediately of the results of a test; ○ provide details of anyone they have been in close contact with; ○ self-isolate if necessary. <p>Academy office to use Gov. test and trace guidance and PHE proforma letters for parents and staff when required.</p> <p>Reviewed and maintained – to use GCC published guidance Covid Response Guidance 8/3/21</p>	<p>Visitors Policy shared with contractors and suppliers.</p> <p>Reviewed and maintained SEND Social Care, intervention to be allowed - 8/3/21</p> <ul style="list-style-type: none"> ● Hire to external providers permitted for before and after-school educational activities and wraparound childcare for your pupils permitted (for vulnerable children and to support parents to work, attend education or access medical care). Copy of RA for DOOSC received and approved 8/3/21 ● No other lettings at this stage. 8/3/21 		<p>unnecessary sharing avoided. Books to be given for the week and returned books only to be reused following weekend decontamination.</p> <ul style="list-style-type: none"> ● Reviewed and maintained 8/3/21 ● Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. These to be stored on their tables ● Reviewed and maintained 8/3/21 <p>PE and School Sport</p> <ul style="list-style-type: none"> ● Pupils kept in same consistent bubbles where possible during PE and sport. PE in class bubbles. ● Reviewed and maintained 8/3/21 ● Sports equipment thoroughly cleaned between each use. 	<ul style="list-style-type: none"> ● Review list of pupils regularly requiring intimate care and replenish PPE <p>PPE for protection against COVID-19 will include:</p> <ul style="list-style-type: none"> ● fluid-resistant surgical face masks (Type IIR); ● disposable gloves; ● disposable plastic aprons; ● eye protection (for example a face visor or goggles). <p>8/3/21</p> <p>Face coverings (all schools)</p> <ul style="list-style-type: none"> ● Face coverings to be worn by staff or visitors (unless exempt), outside classrooms and when moving around the premises. ● Pupils, staff and visitors will be expected to 	
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			<ul style="list-style-type: none"> • Contact sports will be avoided until guidance changes. • Outdoor sports to be prioritised where possible • 05/01/21 PE in hall and gym paused until confirmed guidance for lockdown 3 released • Start to use Gym for PE on a morning and afternoon rota • 8/3/21 • Swimming lessons not to occur in Autumn 1/2 or until guidance changes. • Large indoor spaces used where it is not. Reviewed and maintained 8/3/21 Adequate ventilation through opening windows and doors or using air conditioning 	<p>provide their own face covering.</p> <ul style="list-style-type: none"> • A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has become soiled or unsafe. • Cleaning of hands before and after removing or putting on face covering. • Face coverings placed in sealable plastic bags between use. <p>Face visors or shields only used after assessing the specific situation in addition to a face covering and not to be worn as an alternative to face coverings.</p> <p>8/3/21</p> <p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling 	
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			<p>systems. Reviewed and maintained 8/3/21</p> <ul style="list-style-type: none"> • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. Reviewed and maintained 8/3/21 • Staff fully aware of COVID-19 guidance issued by the relevant sports governing bodies for team sports and the required actions for each sport. Competition between different schools not to 	<p>more staff on training. Sufficient First Aid at Work, Paediatric First Aid and First Aid training in date 1/9/20 05/01/21 Further training in Autumn 1 and 2 have ensured continued appropriate levels of trained staff in all areas above.</p> <ul style="list-style-type: none"> • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest. 	
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			<p>take place until wider grassroots sport for under 18s in permitted. Reviewed and maintained 8/3/21</p> <p>Educational Visits and journeys</p> <ul style="list-style-type: none"> • From the autumn term, non-overnight educational visits only. • Risk assessments of visits and journeys to be undertaken by visit leaders. • No overnight and overseas visits until government guidance changes. • Pupils grouped together on transport in the same bubbles that are adopted within school where possible. • Journey's planned to allow distancing within vehicles (this may mean large 	<ul style="list-style-type: none"> • dispose of all waste safely. 8/3/21 	
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			<p>vehicles or more are used).</p> <ul style="list-style-type: none"> • Use of hand sanitiser upon boarding and/or disembarking • Cleaning of vehicles between each journey. • School visits will not occur in Autumn 1 and will then be reviewed. • 05/01/21 School visits still not to occur. • Reviewed and maintained 8/3/21 		
<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools • https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak • https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 					