

CORPORATE HEALTH & SAFETY SERVICES: CORPORATE RISK ASSESSMENT – RETURN TO WORK COVID-19 SECURE LBTH

Education settings must be able to achieve the following controls as defined by the Department of Education before opening the school to the full opening in September. The Risk Assessment must be reviewed by Head Teachers point by point and where actions are implemented, they must be reworded if necessary to show how the controls have been applied, add/amend for your school environment. The risk assessment should be reviewed at SLT and with the Governing Body. The risk rating for each identified hazard and overall risk assessment must be considered and decided/changed to Low, Medium, or High by the school on how the school proceeds with the control measures and the wider opening of the school.

The current Government guidance for detailed review to assist in your risk assessment link is <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Description of Activity	COVID 19 Secure Educational Settings Preparing for Full Opening of School		
Location	Stepney Green		
Completed by	Corporate Health and Safety Services (CHSS) draft template for school risk review and planning		
Date of Assessment	1.16th July 2020 2.updated 16 th September 3. updated 23 rd September 4. updated 1 st March 2021 amendments in red 5. Updated 17 th March amendments in red v6	Review Date	On-going*

PREVENTION

What are the hazards?	Who & how might someone be harmed?	What are you currently doing to control risks?	Risk Rating L / M / H	What else do you need to do (if applicable)?	Action by who / when?	Date Completed
(1.Minimise contact) People unwell/ Coronavirus (COVID-19) (CV19)	Employees, agency, Pupils, visitors	1 Minimise contact with staff, pupils, visitors who are unwell with Covid-19, showing symptoms, or have tested positive in last 10 days, by sharing of communications, instructions, advice to staff, pupils, parents on what the symptoms are and actions required 2 Anyone presenting Covid-19 symptoms (new persistent cough	M	<ul style="list-style-type: none"> Awareness training, raising profile for school communications of the importance of what the symptoms are and the need to stay away Sharing risk assessment Campaigns of symptom awareness 	SLT GHB WOB	From 1 st September 17 th July

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<p>Someone entering the school/workplace/offices with CV19</p>	<p>Causing severe infection/disease</p>	<p>or a high temperature or has a loss of or change in, their normal sense of taste or smell/anosmia) at school will be sent home as soon as possible and advised to follow guidance for households</p>		<ul style="list-style-type: none"> • Educational training for Pupils on symptoms and awareness • Dedicated medical room in reception room in the event 	<p>HOYs HT</p>	<p>September ongoing - In place</p>
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		<p>with possible or confirmed Covid – 19 infection <u>stay at home guidance</u>, they should self isolate for at least 10 days and arrange for a test PCR. if a pupil is awaiting collection they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>3. If someone has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.</p> <p>4. Other members of their household including any siblings should self-isolate for 10 days from when the symptomatic person first had symptoms.</p> <p>5. PPE must 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). More information on PPE use can be found in the safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance.</p> <p>6. Any staff that have been in close contact with someone in school with Covid-19 symptoms do not need to self-isolate/go home unless have symptoms, in which case they should arrange a test or if</p>		<p>of potential covid-19 concern/waiting room for parents to collect pupil.</p> <ul style="list-style-type: none"> • Space for one student – door to be left open. • Schools must do this and have evidence of staff understanding • PPE in the event of point.3 – if cannot social distance to at least 2m whilst dealing with pupils presenting covid 19 symptoms PPE to include; • Mask, shield, gloves, apron – when in close proximity 	<p>HT</p> <p>OST</p>	<p>1st September</p> <p>1st Sept</p>
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		the symptomatic person tests positive or they have been requested to do so by NHS test and trace.				
<p>(2.Face Coverings)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Hand hygiene</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Follow local restriction measures from Public Health and Health Protection Units (in areas of local lockdown or restrictions are in place) and or school decisions due to difficulty of ensuring 1m distance in classrooms - face coverings are worn by adults and pupils in years 7 and above) Follow any exemptions from wearing of face coverings.</p> <p>1a – ensure a communication plan is in place about use of face coverings</p> <p>2 Have a supply of face coverings in the event of local restrictions and implementing any preventative measures at short notice</p> <p>3 Schools year 7 and above – complete an assessment of areas where school bubbles/groups may mix/cross over such as reception, atrium, corridors, dining hall (not when eating), stairwells and implement any face covering zones, ensuring the school has a supply of face coverings, and the pupils/parents/staff/visitors are all aware of the changes and required control measures, this could be extended to staff areas where social distancing of 2m cannot be implemented</p> <p>4 All visitors, and contractors such as cleaning teams and catering teams (not whilst working in kitchen – but based on their risk assessment) will be instructed to wear face coverings</p> <p>5 School should ensure a constant supply of face coverings in the event of pupils or staff/visitors not having a face covering when needed to wear one</p>	M	<p>In place</p> <p>Resources held by school business manager.</p> <p>Assessment completed</p> <p>SGMSC all staff, students and visitors must wear masks or face coverings at all times, including parents and carers of Year 7s. There are large numbers of students in bubbles and sizeable class groups –classrooms are communal areas – wearing of masks will help to mitigate risk. If visors are used masks must also be worn Those who cannot wear face mask due to medical reasons must wear face visor.</p> <p>In place</p>		

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		<p>7 Staff and Pupils should be informed on type of face covering, the hygiene arrangements of wearing and storing these items, the requirement for clean face coverings, and use of sealed plastic bags for storage. The need not to touch the face coverings once put on.</p> <p>8 Not to dispose of these in recycling bins</p> <p>9 Implementing hand washing/sanitising around the times of use and removal</p> <p>10 Face coverings are required on public transports except for children under the age of 11, and on school minibus/transport face covering should also be worn for those 11 and over</p> <p>*Links to face covering guidance - face-coverings-in-education</p>		<p>In place</p> <p>PSHE</p> <p>Signage</p> <p>PSHE</p>		
<p>(3.Hand hygiene)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Poor Hand hygiene</p>	<p>Employees, agency, pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Clean hands more often than usual is the schools control measure, for staff, pupils, visitors, soap and running water is available throughout the school, this is supported with hand sanitation stations</p> <p>2 This is supported with communication plan that includes when to wash your hands, including when arriving into the school, returning from breaks, when changing rooms, before and after eating</p> <p>3 An assessment of hand hygiene procedures have been completed and implemented, what areas/toilets can be used, and at what time, to ensure this doesn't become a crowding concern these areas will be supervised, supported with mobile</p>	L	<p>15 hand washing stations</p> <p>Lead campaign encouraging hand washing.</p> <p>Sanitizing stations on entry to school for all</p> <p>On entry to school lunch.</p> <p>Duty staff to instruct students with packed lunch to wash hands or sanitise.</p> <p>Signage</p> <p>PSHE activities</p>	<p>HT</p> <p>CHZ</p> <p>HOY</p> <p>HT</p> <p>GHB</p> <p>CHZ</p> <p>ANC</p>	By 1 st September

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		<p>hand sanitising stations where needed as part of the assessment.</p> <p>4 Signage installed throughout, education teaching resources used to train pupils and staff how to clean hands properly</p> <p>5 Monitoring and cleaning of toilets, increasing the cleaning regime in place, including touch points, and removal of waste on a more regular basis</p> <p>6 Resources have been increased for the additional supply of cleaning products, supported with a cleaning schedule pack that details what is required, the supplier, when to reorder to prevent supplies not running out</p> <p>7 Repeated communications and campaigns on this very important control measures</p> <p>8 COSHH risk assessment updated to ensure storage and use of chemicals are assessed with appropriate control measures, this includes the strict assessment and control measures of hand sanitiser being used and located around the school, with hand and soap preferred, but assessed to ensure the risk of ingestion and skin concerns using hand sanitiser is assessed</p> <p>9 Promoting the hand cleaning if touching your face</p> <p>10 Reviewing the easiness of access to hand washing for pupils, staff, visitors</p> <p>11 Change behaviour promotion of implementing this control measure, aware of the break of pupils and staff not being in the school for a while and they may not have been washing their hands at home, now the school is creating a 'behaviour change' of a very important control measure</p>		<p>Allocated toilets for Year groups</p> <p>Duty Rota</p> <p>Ensure supply of hand sanitizer</p> <p>Agree location of signage Print posters</p> <p>Implement enhanced cleaning regime</p> <p>Weekly meeting with HT to monitor</p> <p>PSHE programme amended</p> <p>Weekly meeting with HT to monitor</p> <p>PSHE programme</p> <p>Duty staff to monitor</p> <p>PSHE programme to be amended Duty responsibilities to be amended</p>	<p>G4S</p> <p>GHB</p> <p>OST</p> <p>CZU ANC</p> <p>G4S</p> <p>G4S</p> <p>GHB HOY</p> <p>GHB</p> <p>GHB</p> <p>GHB</p> <p>GHB</p>	
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		<p>12 For the younger children and for those children who may need support on this must be detailed here, and how you implement this</p> <p>13 To clean your hands, you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, although hand soap and running water is much preferred in schools wherever possible this is supported under strict risk control measures with mobile hand sanitising stations, ensuring that all parts of the hands are covered.</p> <p>14 Supervision of hand sanitiser use especially for younger children and the risk of ingestion, very young children and those with complex needs should be supported in cleaning their hands properly and skin friendly cleaning wipes can be used as an alternative.</p>		<p>Supervised students will be taken to wash hands before eating</p> <p>Posters in hand washing areas</p> <p>Supervision at lunchtime</p>	<p>Inclusion staff</p> <p>CHZ ANC</p>	
<p>(4.Respiratory hygiene)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Training, awareness, communication planning to promote this vital control measure in place, focusing on the ‘catch it, bin it, kill it’</p> <p>2 Supported by signage</p> <p>3 Educational resources used as ongoing ‘change behaviour’ and importance of ‘catch it, bin it, kill it’, school classroom media training etc</p> <p>4 Assessment completed on resources required, including tissues/bins, waste supplies, and locations of increased tissue stations to ensure easy access to tissues throughout school</p> <p>5 Washing of hands after use of tissues, coughing, sneezing</p> <p>6 Supporting and assisting younger children and other pupils who may need assistance in understanding respiratory hygiene, or pupils with complex needs that cannot maintain respiratory hygiene should be detailed here</p>	M	<p>PSHE programme</p> <p>Print posters</p> <p>Buy tissues Pedal bins in place throughout</p> <p>Amend behaviour policy</p> <p>Monitor students with EHCP and other needs</p>	<p>GHB HOYs</p> <p>CHZ ANC</p> <p>OST</p> <p>WOB HOY WOB SENDCO</p> <p>HT</p>	<p>By 1ST September</p>

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<p>(5.Cleaning regime)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19 and there is poor cleaning standards</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Cleaning schedule in place that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms / shared areas that are used by different groups • frequently touched surfaces being cleaned more often than normal • detailed listing of areas being cleaned, by whom whether this is external resource or internal or mixture of both • Areas that are shared between groups such as halls, canteens, corridors, toilets, need to be assessed and part of the enhanced cleaning regime <p>2. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	<p>M</p>	<p>Follow PHE guidelines Cleaning rotas established</p> <p>Canteen cleaned after every year group sitting. Specialist rooms cleaned after use between bubbles – schedule agreed with G4S</p> <p>No food at break time.</p> <p>Allocated toilets for each year group. Regular cleaning of toilets Posters in toilets encouraging hygienic behaviour</p> <p>Letter to parents informing them of requirements re equipment</p> <p>Text books not to be used outside of bubble.</p> <p>Exercise books to be kept by students Homework on FROG Paper resources copied in advance</p>	<p>G4S HT</p> <p>Tower Hamlets Catering</p> <p>HT</p> <p>CHZ ANC</p> <p>HT</p> <p>HT</p> <p>MCJ</p>	<p>By 1st Sept</p>
<p>(6.Minimise contact social distancing)</p>	<p>Employees, agency, Pupils, visitors</p>	<p>1 School has completed a full assessment to minimise contacts and mixing between people reduces transmission of coronavirus (COVID-19) where ever possible. For children old</p>	<p>M</p>	<p>Adjusted timetable to minimise contact between bubbles. Year group bubbles in learning zones.</p>	<p>JEM</p>	<p>July 2020</p>

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<p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19 coming close to others, poor social distancing, mixing of groups, lack of infection control separation</p>	<p>Causing severe infection/disease</p>	<p>enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help. When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space. Throughout this risk assessment is the awareness of risk control knowing that maintaining a distance between people whilst inside and reducing the amount of time they are face to face lowers the risk of transmission</p> <p>2 Having an implementation plan of how the pupils and staff will be grouped, and this will be monitored from September, but staff within the school are permitted to operate across different classes and groups in order to facilitate the delivery of the school timetable, particularly in secondary school. Distance should be kept wherever possible and when working with younger pupils, moving between groups should only be used where necessary to deliver the full curriculum</p> <p>3 The focus is that we must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum, consistent groups limit those in contact with each other and therefore limit the risk of transmission. Maintaining</p>		<p>Outdoor zones for year groups Demarcations</p> <p>Rearranging furniture to ensure 2m exclusion zone for teachers</p> <p>Students sat front facing side by side</p> <p>Implementation plan in place.</p> <p>Staff operating across bubbles. Full curriculum delivered. Infection control measures in place. Clear surface policy.</p> <p>Consistent groups within year bubbles Year groups 9, 10, 11, 12, 13 mix across classes within bubble</p>	<p>G4S HT</p> <p>G4S HT</p> <p>HT</p> <p>JEM</p> <p>G4S</p> <p>JEM</p>	<p>August 2020</p> <p>July 2020</p> <p>From Sept 1st</p> <p>By September 1st</p>
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		<p>these groups will also make it quicker and easier to identify those who need to self-isolate if a case of Covid-19 arises within the group.</p> <p>4 The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> •children's ability to distance •the lay out of the school •the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary) <p>5 It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>*follow the guidance on how to group children guidance-for-full-opening-schools (page 13/51)</p> <p>6 <u>Measures within the classroom</u></p> <ul style="list-style-type: none"> • Reducing face to face contact • Secondary schools that staff stay at the front of the class and away from colleagues. 2 metres should be maintained where possible, whilst ensuring all pupils, including those with complex needs, continue to receive the best education possible whilst reducing risk. • Children encouraged to maintain distance and not touch staff or peers. • Smaller groups can help reduce risks. 		<p>Admin areas out of bounds to students. Staff use limited to identified personnel, to allow for social distancing</p> <p>1M not always possible, therefore, face coverings are mandatory</p> <p>Face furniture forward</p> <p>Teachers to have two metre exclusion zone</p> <p>Review behaviour policy Posters Amended prayer schedule</p>	<p>G4S</p> <p>WOB CHZ</p> <p>G4S</p> <p>HOF</p>	<p>August 2020</p> <p>By September 1st</p>
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		<ul style="list-style-type: none"> Where possible, classrooms should be adapted by removing excess furniture and seating pupils side by side rather than face to face or side-on. <p><u>7 Measures outside the classroom</u></p> <ul style="list-style-type: none"> Groups will kept apart from each other, wherever possible avoiding large gatherings such as assemblies and collective worship. Timetabling to allow groups to be kept separate and minimise movement around the site wherever possible. <ul style="list-style-type: none"> Staggered breaks and lunchtimes, giving time for cleaning between groups Shared staff spaces to help to distance, ensuring staff have a reasonable break <p><u>8. Arriving and leaving school</u></p> <ul style="list-style-type: none"> Where travel patterns allow, schools will consider staggered start and finish times to keep groups apart (This should not reduce overall teaching time) Condensing/staggering free periods and break times Starting or finishing earlier or later to avoid busy times Communicating changes to parents so they understand drop off and collection processes and visiting the site with or without an appointment. <p>9. Pupils with SEND or EHCP will need specific help for the routine changes and new processes, plans need to be in place (For example, social stories and educational resources)</p>		<p>All assemblies to be virtual Reduced prayer facility. No prayers in school Mon – Thursday Staff and Year 11 only Friday 12 and 13 directed to local mosque.</p> <p>Two separate bubbles established for 12 and 13. No mixing Sixth form allocated independent study space.</p> <p>.Staggered lunch for all</p> <p>Staff allocated work and break space</p> <p>School will keep to normal start times and timings throughout day</p> <p>Dismissal will be staggered from 3.30</p> <p>Dismissal from break, lunch, end of day staggered – managed by HOY</p> <p>Letter to parents</p> <p>SEND and EHCP plan in place to support identified students</p>	<p>HT</p> <p>HOY HOA</p> <p>FIM</p> <p>FIM HT</p> <p>JEM</p> <p>HT</p> <p>HOY</p> <p>HOY</p> <p>HT</p> <p>HOY</p>	<p>SEPT – OCT in first instance</p> <p>From Sept</p> <p>From Sept</p> <p>From 1st September</p> <p>From 1st September</p> <p>From 1st September</p>
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		<p>10. Supply/peripatetic teachers and other temporary staff can move between schools but should ensure distancing is maintained where possible, and a review from school management of how to minimise the numbers of visitors to the school wherever possible,</p> <p>11. Specialists, therapists, clinicians and other support staff should provide interventions as usual, following safety guidelines where possible. . A review of their covid-19 risk management, sharing of the schools control measures, and ensuring strict signing in and record keeping of visitors, keeping data for at least 21 days (for all visitors)</p> <p>12. Management of other visitors to site such as contractors should be considered as part of this risk assessment and explained to visitors on arrival. They must be recorded and should be kept outside of school hours where possible.</p> <p>Seeking their covid-19 risk assessment, training, competent in managing covid, and ensuring the contractors follow the schools covid risk management, such as wearing face coverings. All visitors can be asked to wear face coverings as a school control measure, if they are not teaching in classrooms etc (example cleaning staff, contractors that may be all over the school and come from site to site)</p> <p>13. Where a child routinely attends more than one setting on a part-time basis, a system of controls to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>14. For essential equipment, such as pencils and pens, staff and pupils have their own items that are not shared. Classroom-based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly,</p>		<p>Special consideration for students who are hearing impaired</p> <p>Supply and peripatetic teachers issued with PPE on arrival and guidance on routines. Supply agencies informed of SGMSCC guidelines TAs to follow TA guidance</p> <p>Safe space allocated. PPE made available. Risk assessments done as necessary</p> <p>Signing in procedures to be applied. Masks to be worn during school day</p> <p>Risk assessment to be done by SENDCO if relevant</p> <p>Teacher equipment packs made</p> <p>Glue sticks provided by school for all students. Green pens</p>	<p>SENDCO WOB</p> <p>OST MCJ / CHZ</p> <p>WOB</p> <p>STL</p> <p>WOB SENDCO</p> <p>HOF HT</p> <p>HT</p> <p>Teachers and students</p> <p>SMM DAP HUA</p>	<p>Ongoing</p> <p>Ongoing</p>
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		<p>along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p> <p>15. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p> <p>16. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>17. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p> <p>Note – In secondary schools, and certainly in the older age groups at key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</p>	<p>Students instructed to bring all equipment. Shared resources cleaned.</p> <p>Shared resource cleaned between use.</p> <p>Students taught in year groups 7– 12 190 students Year 13 109 students) To facilitate full teaching of curriculum as directed by government</p>	<p>JEM</p> <p>HOFs</p> <p>HT</p>	
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		<p>Note - Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized ‘bubbles’. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Note - Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.</p>		<p>Broad and balanced curriculum in place. Year group bubbles established.</p> <p>Curriculum reviewed to allow for catch up</p> <p>Social distancing – behaviour policy change</p> <p>Year 9, 10, 11, 12, 13 mix in wider groups for specialist teaching</p>	<p>HOFS</p> <p>HOY</p> <p>JEM</p>	
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		Note - All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.		All teachers and staff operate across year bubbles – risk minimised by provision of ppe, mandatory wearing of face masks – exclusion zone – no circulating in class.		
(7.PPE) Coronavirus (COVID-19) (CV19) Someone entering the school/workplace/offices with CV19	Employees, agency, Pupils, visitors Causing severe infection/disease	1 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: <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and <u>only then if a distance of 2 metres cannot be maintained</u> 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 Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.	M	PPE issued to all staff –staff must wear face coverings throughout day when in shared spaces Students must wear face coverings at all times – except when eating. PPE available in medical room. Posters re proper use of PPE in room Guidance made available to First Aiders Lead First Aider identified Training provided	OST HT HOY OST CHZ ANC SHJ	From June 2020 Ongoing From June 2020 Ongoing Ongoing
(8.Test and trace) Coronavirus	Employees, agency, Pupils, visitors	1 Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team . Schools must ensure that	M	Staff INSET – first day of term Twilight training in year Information posters in all work spaces	HT WOB	September 1 st September 23 rd On going

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<p>(COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Causing severe infection/disease</p>	<p>staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit • provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19) <p>2 Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>3 Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> • if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they 		<p>Clear instructions given to staff, students and parent / carers – frequently revisited.</p> <p>Part of SLT morning meeting and other meetings</p> <p>Clear direction re what to do. Embedded through training 2020 - 2021</p>	<p>HT SLT HOY</p> <p>GHB</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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		<p>are better. Other members of their household can stop self-isolating.</p> <ul style="list-style-type: none"> if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. Secondary schools should offer pupils testing at an on-site ATS from 8 March. Testing and return of pupils can be phased during the first week to manage the number of pupils passing through the test site at any one time. You should offer 3 tests, 3 to 5 days apart. You have the flexibility to consider how best to deliver testing on a phased basis from 8 March, depending on your circumstances and local arrangements, but you should prioritise vulnerable children and children of critical workers, and year groups 10 to 13. Pupils should return to face-to-face education following their first negative test result. 		<p>Students will be tested 3 times on site from 8th March. Thereafter school will supply home kits for twice weekly testing until further notice. Consent forms to be provided by parents for students 7 – 11 Consent forms to be provided by Sixth Form students</p> <p>Testing space established – hygiene measures and social distancing in place</p> <p>Staff trained on line</p> <p>All students in year group held until last test result for group becomes available</p>	<p>BHP</p>	<p>From March 8th 2021</p>
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		<ul style="list-style-type: none"> • Pupils not undergoing testing should attend school in line with your phased return arrangements. • Testing is voluntary. If consent is provided, pupils will be asked to self-swab at the on-site ATS and after 30 minutes they should be informed of their results. • Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection. Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). They should continue to apply the measures in the system of controls to themselves and the wider school setting. • Schools should retain a small on-site ATS on site so they can offer testing to pupils who are unable or unwilling to test themselves at home. We will provide further information about funding available to support this. • Staff to take 2 tests every week • Both pupils and staff in secondary schools will be supplied with LFD test kits to self swab and test themselves twice a week at home. Staff and pupils must report their result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit. Staff and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing. 		<p>Students can only attend lessons if their test result proves to be negative.</p> <p>Students to be informed within 30 mins.</p> <p>Testing team to manage the sending home of students who test positive. Log to COVID log.</p> <p>Team in place</p> <p>Logged as appropriate</p>		
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		<p>Pupils aged 18 and over should self-test and report the result, with assistance if needed. Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary. Children aged 11 attending a secondary school should be tested by an adult.</p> <p>Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home. Those with a negative LFD test result can continue to attend school and use protective measures.</p>				
<p>(9. Confirmed cases)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>2 Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p>	M	<p>School has clear published protocol with relevant contact details shared and readily known.</p> <p>Health protection team contacted immediately before any other partners.</p> <p>Follow guidance Embed understanding of guidance</p> <p>Lead person identified in school to respond to Public Health England instructions</p>	<p>HT SLT WOB</p> <p>WOB</p> <p>HT</p>	<p>Ongoing</p> <p>ongoing</p> <p>By September 1st</p>

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		<ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual • sexual contacts • travelling in a small vehicle, like a car, with an infected person. <p>A template letter will be provided to schools on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with COVID-19 unless essential to protect others.</p> <p>3 Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test, and:</p> <ul style="list-style-type: none"> • if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 		<p>Ensure seating plans are in place for all classes – including PSHE</p> <p>Letter template to issue when student sent home setting out actions to follow</p> <p>Instructions as above</p>	<p>WOB</p> <p>WOB</p>	<p>September</p> <p>September</p>
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		days from the onset of their symptoms (which could				
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		<p>mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</p> <p>4 Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on testing and tracing for coronavirus (COVID-19).</p> <p>*Note – In most cases parents and schools will be in agreement that a child with symptoms should not attend school, given the potential risk to others, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with COVID-19.</p> <p>*Note - Some school staff may be eligible for a one-off Test and Trace Support Payment of £500. This is payable in one lump sum from your local authority. To be eligible for a Test and Trace Support Payment, you must:</p> <ul style="list-style-type: none"> • be on a low income • be unable to work from home • be at risk of losing income as a result of self-isolating • be living in England • meet the eligibility criteria • have been formally advised to self-isolate by NHS Test and Trace, who will provide you with an NHS Test and Trace Account ID 				
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<p>(10.Outbreak)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p> <p>2 If schools are implementing controls from this list, addressing</p>	<p>M</p>	<p>Communicate and respond to Local Health Protection Team. Protocols in place and understood</p>	<p>HT</p>	<p>When necessary</p>
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		<p>the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>3 In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>				
<p>(11.Educational Visits)</p> <p>Coronavirus (COVID-19) (CV19) with CV19</p> <p>Travel to other countries</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p> <p>Infection</p>	<p>1 Residential visits and school trips are not recommended</p> <p>Staff, pupils, parents to follow rules re red list, quarantine and testing for those travelling abroad</p>	L	<p>All visits suspended</p> <p>PE utilizing outdoor spaces in year bubbles. Parental permission sought</p> <p>Information provided to staff- instructing need to adhere to guidance</p>	<p>HT</p> <p>SMS</p> <p>BHP</p>	<p>From March 2020 – still ongoing</p> <p>From September 1st</p> <p>From September 1st 2020</p>

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<p>12 staff individual Coronavirus (COVID-19) (CV19)</p> <p>Individuals/Staff with existing medical conditions</p>	<p>Employees, agency, visitors</p> <p>An employee being asked to come into work that have existing medical conditions and</p>	<p>1 Staff that are clinically extremely vulnerable who would have received a letter confirming this or have been told directly by your GP or hospital to shield, this has now paused.</p> <p>2 The school will follow specific guidance on what will happen if there is a local lockdown .including any direct or national advice for any changes to shielding. Upper tier local authorities (UTLAs) are leading local outbreak planning, within a national framework, and with the support of NHS Test and Trace, PHE and other government departments. You could be advised to</p>	<p>M</p>	<p>Advice followed from direct advice for changes.</p> <p>Contact readily available for relevant agencies</p>	<p>PA</p>	<p>From September</p>
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<p><i>(Protecting staff at higher risk of covid-19)</i></p> <p>Someone entering the workplace/offices with CV19</p>	<p>are clinically extremely vulnerable</p> <p>Causing severe infection/disease</p>	<p>shield again if the situation changes and there is an increase in the transmission of COVID-19 in the community.</p> <p>3 CEV staff are advised not to attend the workplace (Feb 2021). Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required), and there is guidance for everyone in this group. It provides advice on what additional measures individuals in this group can take.</p> <p>4 Staff who are clinically vulnerable must follow the covid secure building control measures, including observing good hand and respiratory hygiene, adults being able to social distance from each other wherever possible, and minimising time spent within 1 metre of others (people who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the school/workplace)</p> <p>4 Pregnant staff are in the 'clinically vulnerable' category and follow the above control measures, in addition to this an individual pregnant/expectant mother risk assessment should be completed</p> <p>5 Pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19). We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations.</p> <p>6 Staff who may be otherwise be at increased risk from coronavirus such as factors including</p>		<p>Individual risk assessments</p> <p>Individual risk assessments</p>	<p>BHP</p> <p>BHP</p>	<p>From Feb 2021</p>
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		age/sex/deprivation/ethnicity all are able to at work as the control measures of having buildings covid-secure, with controls measures identified within this risk assessment				
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		<p>7 The school buildings have been confirmed as covid-secure workplaces, a covid-secure assessment was completed as part of this risk assessment all based on current government guidance.</p> <p>8 There are individual risk assessment for every member of staff</p> <p>9 Provide support for staff with mental health and wellbeing concerns, following your individual risk assessment completion</p> <p>10 All school staff are advised that the control measures within this assessment, will reduce the risk of transmission, but is an ongoing behaviour action that includes observing good hand and respiratory hygiene and maintaining social distancing as set out in this risk assessment wherever possible</p> <p>*Note - National Annual flu programme</p> <p>As part of the 2020 to 2021 flu vaccination programme, all other members of households of those who are identified as clinically extremely vulnerable at the time of the flu programme delivery are eligible for free flu vaccinations.</p> <p>Most people who are clinically extremely vulnerable will already be eligible for a free flu vaccination.</p>		<p>Deadline for risk assessment 31st July Feedback to staff</p> <p>Importance of flu vaccinations for staff highlighted</p>	<p>HT</p> <p>HT</p> <p>HT</p>	
<p>(13. Wraparound provision and extra-curricular activity)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Breakfast and after school provision in place, covid risk assessments reviewed for all external provision, with controls measures in place, cleaning of areas, numbers agreed, recording of all visitors for at least 21 days</p> <p>2 Bubbles and groups will be maintained wherever possible for these provisions, or small consistent groups maintained, working with supporting vulnerable children, parents, providing</p>		<p>Breakfast club suspended. All other clubs suspended</p>		

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<p>with CV19</p>		<p>enrichment activities and healthy breakfast in a safe covid-secure way</p> <p>3 Follow guidance produced for providers here protective-measures-for-holiday-or-after-school-clubs</p> <p>4 School will access on risk based approach any lettings, provision, or letting of areas of school, reviewing the provider covid risk assessment including test and trace measures, communication, control measures including social distancing, agreed numbers, areas of use, cleaning measures, outbreak concerns</p>			
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<p>14. <i>Pupil's shielding</i> <i>Pupils shielding/</i> <i>Self-isolating</i> Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, Pupils, visitors Causing severe infection/disease</p>	<p>1 The majority of pupils will be able to return to school, but we note that:</p> <ul style="list-style-type: none"> a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) <p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice.</p> <p>They are advised not to attend school while shielding advice applies nationally. All 16 to 18 year olds with underlying health conditions which put them at higher risk of serious disease and mortality will be offered a vaccine in priority group 6 of the vaccination programme. At present, these children should continue to shield, and self-isolate if they have symptoms or are identified as a close contact of a positive case, even if they have been vaccinated. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.</p> <ul style="list-style-type: none"> Patients can only be removed from the shielding list by their GP/Specialist The School will provide access to remote education and support for those pupils unable to come into school this will 	<p>M</p>	<p>Cev students to be logged and monitored</p> <p>Advised to work from home.</p> <p>Risk assessment to be done for individual students if they wish to return to school – to be carried out in tandem with parents</p> <p>Work for remote learning to be made available</p>	<p>WOB SENDCO</p> <p>WOB SENDCO</p> <p>HOYs</p>	<p>Sept 2020 - ongoing</p>
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		<p>cover and form part of the schools BC planning for short term and longer term pupils/situations</p> <ul style="list-style-type: none"> School to discuss with parents of pupils with significant risk factors, the Covid risk management in place <p>Where pupils who are self-isolating are vulnerable, it is important that you put systems in place to keep in contact with them.</p> <p>When a vulnerable pupil is required to self-isolate, you should:</p> <ul style="list-style-type: none"> notify their social worker (if they have one) agree with the social worker the best way to maintain contact and offer support <p>You should have procedures in place to:</p> <ul style="list-style-type: none"> check if a vulnerable pupil is able to access remote education support support them to access it (as far as possible) regularly check if they are accessing remote education 		To be item on inclusion panel	WOB SENDCO	Sept 2020
<p>(15.Physical Education)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>2 Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>3 Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene</p>	L	<p>In depth risk assessment in place. All PE staff trained in managing risk</p> <p>Cleaning rota in place</p> <p>Outdoor sports prioritised</p>	SMS	Ongoing

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		<p>This is particularly important in a sports setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Schools should refer to the following advice:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisations such as the Association for Physical Education and the Youth Sport Trust <p>4 Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so.</p> <p>5 Schools should consider carefully how such arrangements can operate within their wider protective measures.</p>		<p>No external coaches to attend school</p>	<p>SMS</p>	
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		6 Activities such as active miles, making break times and lessons active and encouraging active travel help enable pupils to be physically active while encouraging physical distancing.				
<p>(16.Pupil Wellbeing)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Schools should consider the provision of pastoral and extra-curricular activities to all pupils designed to:</p> <ul style="list-style-type: none"> •support the rebuilding of friendships and social engagement •address and equip pupils to respond to issues linked to coronavirus (COVID-19) •support pupils with approaches to improving their physical and mental wellbeing <p>2 Schools to ensure the promotion of awareness of the virus suitable for the age group, with the repeated gentle reminders of control measures</p>	L	<p>PSHE programme to be revised</p> <p>Engage with Trail Blazers</p> <p>PSHE</p>	<p>GHB HOY</p> <p>WOB MCJ</p> <p>GHB</p>	<p>By September and ongoing through year.</p> <p>From September</p>
<p>(17.Staff wellbeing)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Change management and information sharing is vital</p> <p>2 Support for staff wellbeing as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing</p>	L	<p>Communications to all. Communication strategy. Establish lines of consultation. Involve stakeholders.</p> <p>Trail Blazers to deliver session as appropriate. Twilight tbc</p>	<p>HT</p> <p>WOB</p>	<p>July 2020</p> <p>From September</p>

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<p>(18. Behaviour change/support/expectations)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Assessment and implementation of ‘change management’ for behaviour, recognising that the school’s control measures for the virus is actually all based on human behaviour to manage, i.e. washing hands, respiratory health, cleaning, staying at home when have symptoms, staying at a distance, all of which requires training, support, guidance, correction, monitoring</p> <p>2 Staff need to make themselves be accountable for their own actions for hand and respiratory hygiene measures and actions, and social distancing control measures, this should be a focus and support set up, where if you notice staff and or visitors/pupils not being covid secure, you are able to ‘remind’ ‘advise’ ‘correct’ to ensure the vital control measures are being completed</p> <p>3 A review of the school’s behaviour policy around the covid-secure and risk management required, including what is expected and the consequences for poor unsafe behaviour</p>	<p>L</p>	<p>Review and amend behaviour policy amend PSHE</p>	<p>WOB HOY</p>	<p>From September</p>
<p>(19. Ventilation)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Keep ventilation systems maintained regularly and adjusting systems where necessary. Follow the current HSE, government and CIBSE guidance https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown</p> <p>2 Premises maintain/monitor ventilation systems</p> <p>3 Premises to check service and or adjustments required, so that they do not automatically reduce ventilation levels due to lower than normal occupancy. follow expert mechanical/electrical engineer advice for covid-ventilation-heating assessments/reviewing/servicing</p> <p>4 Opening windows and doors frequently to encourage ventilation where possible</p>	<p>L</p>	<p>Staff instructed to keep windows and doors ajar. Make door wedges. Air con switched off</p>	<p>HT G4S G4S</p>	<p>From June 2020</p>

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		<p>Increased ventilation may make school buildings cooler than usual over the winter months. Consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.</p>		<p>Rule change coats allowed</p>	<p>STAFF</p>	
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		5 Keep the systems operating continuously, i.e. not shutting down at weekends				
<p>(20. First aid)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 There are no additional PPE requirements because of coronavirus (COVID-19) for first aid, or for non-symptomatic children who present behaviours which may increase the risk of droplet transmission or who require care that cannot be provided without close hands-on contact</p> <p>2 It is accepted that 2m social distancing cannot be maintained during the delivery of first aid, but physical contact should be kept to a minimum e.g. pupils apply cold pack, wipe, plaster where able to do so.</p> <p>3 First aid rooms can be very busy and are often small rooms. Schools should make arrangement for only one person being treated in the first aid room at a time and allocate another room / area as a waiting/collection area.</p> <p>4 If daily medication is administered from 1st aid rooms then consider if this needs relocating to reduce demand on space</p>	M	<p>PPE to be used whenever administering first aid.</p> <p>Medical room relocated</p> <p>Training for all first aiders. September 2020</p> <p>Signage</p> <p>Collection area established opposite N001</p>	<p>SHJ</p> <p>CHZ</p>	<p>From June 2020</p> <p>By September 1st</p>
<p>(21 Staff room/kitchens)</p> <p>Kitchen staff</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Social distancing in place with signage</p> <p>2 Zip taps/Kettles to be cleaned</p> <p>3 Staff reminded with signage next to Zip taps NOT to allow their cups to touch the Zip tap</p> <p>4 Staff behaviour staying alert to others around them and keeping to the 2 metre rule as a minimum wherever possible</p> <p>5 Staff to wash their hands before / after eating for at least 20 seconds</p> <p>6 Staff to dispose of their food waste into the bins provided, and clean their cutlery and put away</p> <p>7 Staff not to share cups and cutlery</p>	L	<p>Kitchen staff directed by Health and Safety guidance provided by Tower Hamlets.</p> <p>Compliance to be monitored by school</p>	<p>OST</p>	<p>From June 2020</p>

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		<p>8 Staff to be encourage to go outside during breaks</p> <p>9 These areas to have an increased cleaning regime in place managed and monitored</p>				
<p>(22. Kitchens)</p> <p>Main kitchen</p> <p>Coronavirus</p> <p>(COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 kitchen's will be fully open from the start of the autumn term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.</p> <p>School kitchens can continue to operate, but must comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>2 Ensure social distancing is in place for the kitchen and kitchen staff wherever possible, and ask to review the contract kitchen Covid-19 risk assessment, as significant changes due to the full opening of the school</p> <p>4 Social distancing at the servery which is managed and monitored</p> <p>5 If the social distancing cannot be managed in this area a review of shielding/sneeze screens to be considered to protect the kitchen staff serving</p> <p>6 Staff and pupils to be encouraged to wash their hands before / after eating for at least 20 seconds and frequently during the day</p> <p>7Communication with contract company/service re covid-19 sickness procedures in place to ensure that the school to be informed of any covid-19 related staff/agency sickness, without delay, including BC plan if the whole kitchen crew have to self-isolate, re Test and Trace planning</p>	<p>L</p>	<p>Staggering lunchtimes for students.</p> <p>Students to enter in year bubbles.</p> <p>Cleaning takes place after each Year bubble.</p> <p>Social distance managed between bubbles in dining room zones</p> <p>Screens over food</p>	<p>HT</p>	<p>By September</p>
				<p>Senior Team Duty at all times.</p> <p>Duty points in school at all times</p>		
				<p>Screens in place</p> <p>Enhanced duty rota in place.</p> <p>Protocols established</p> <p>Sanitizer at entrance to dining rooms – students instructed to sanitise</p> <p>Liaison with Tower Hamlets Catering</p>	<p>GHB</p> <p>HT</p>	<p>Ongoing</p> <p>By September</p> <p>By September</p>

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<p>(23. Water fountains) Coronavirus (COVID-19) (CV19) Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors Causing severe infection/disease</p>	<p>1 Switch the water fountains off and provide water via bottles, or having the pupils use their own personal bottle 2 Having a designated area for pupils to store or/have access to water 3 If have water coolers provide disposable cups</p>	<p>L</p>	<p>Water fountains switched off Parent letter informing of need for water bottle</p>	<p>G4S HT</p>	<p>From June 2020 Ongoing</p>
<p>(22. Swimming pools) swimming Coronavirus (COVID-19) (CV19) Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors Causing severe infection/disease</p>	<p>1 Follow current Government guidance (this will be changing with new guidance expected) and update risk assessment before opening 2 Ensure the pool equipment receives the required maintenance, and recommissioning required in preparing to open 3 Assess the changing rooms and pool area for social distancing, to ensure a restriction of numbers, limits are decided before re-opening, this will include pool side and all areas of pool, changing rooms 4 Review the area for touch points, shared equipment, commonly used equipment, that may have to have an increased cleaning regime, and/or removal of some equipment 5 Ancillary equipment such as hoists, plant room equipment, will require an assessment review of compliance re service/maintenance schedules 6 Health and safety inspection of all areas in preparation for opening 7 Cleaning to be completed as part of the recovery stage planning</p>	<p>L</p>	<p>No swimming</p>		

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<p>(23. building/estate)</p> <p>Building preparedness/Statutory compliance</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional wash basins. This will be at the discretion of individual schools, based on their particular circumstances.</p> <p>2 It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on Legionella risks during the coronavirus outbreak.</p> <p>3 Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on emerging from lockdown.</p> <p>4 Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>5 In classrooms, it will be important that schools improve ventilation (for example, by opening windows).</p> <p>6. Fire doors must not be propped open</p> <p>7. Statutory compliance completed and up to date</p>	<p>L</p>	<p>Additional handwashing stations</p> <p>Routine checks carried out focus on prevention of legionnaires disease.</p> <p>Air con off. Windows and doors ajar. Not fire doors</p>	<p>HT</p> <p>HT G4S</p> <p>G4S</p>	<p>By September</p> <p>Ongoing</p> <p>Ongoing</p>
<p>(24. Contractor/visitor)</p> <p>Contractors/Visitors/ Parents Coronavirus</p>	<p>Employees, agency, Pupils, visitors</p>	<p>1 Only necessary contractors to be allowed on site, and approved/authorised by managers, covid-19 risk assessments must be sent by contractors and reviewed and works/visits agreed/authorised before the works/visits commence</p>	<p>L</p>	<p>Questionnaire to assess health communicated before visit.</p> <p>Informed of protocols on arrival</p>	<p>HT G4S</p> <p>STL</p>	<p>From June 2020</p>

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<p>(COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Causing severe infection/disease</p>	<p>2 Agency staff and contractors to be inducted to the normal health and safety induction processes, including the current COVID-19 risk assessments and social distancing requirement, and promotion of hand cleaning and hygiene</p> <p>3 Pre-communicated to ensure a health check question-set is asked regarding any symptoms of COVID-19, and information given to them before they get to site on the social distancing and COVID-19 management standards in place</p> <p>4 Normal risk assessment, method statements review, considering your own COVID-19 risk assessment to review if the works will compromise social distancing for others, such as increasing of numbers of people by contractors working in staff areas breaking the social distancing requirements</p> <p>5 Normal management and monitoring of contractor works, wellbeing on site</p> <p>6 School to assess to keep the parents off site and reduce the concerns of gatherings, this is a school based review/plan, supported by regular communication</p>		<p>Parents not allowed on site for drop off or collection. Communicated in parent letter Exception is parents of Year 7. Allowed on site to collect children. Space allocated, social distancing required. Pick up managed strategically.</p>	<p>HT</p>	<p>From Sept</p>
<p>(25.Change management)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Providing clear consistent and regular communication to improve understanding for all staff throughout the pandemic</p> <p>2 Providing early information instruction before any changes to working practices</p> <p>3 Keeping all risk assessments/changes in risk updated as government guidance seems to be updating daily, weekly</p> <p>4 Full guidance to staff on changes to work environment and procedures in advance of any physical changes</p>	<p>L</p>	<p>Communication strategy established. Bi weekly briefings Daily SLT Issues raised through line managers</p> <p>Risk assessment updated. Changes communicated to staff</p> <p>Full guidance provided</p>	<p>HT</p> <p>HT</p>	<p>Ongoing.</p> <p>Ongoing</p>

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<p>Someone entering the school/workplace/offices with CV19</p>		<ul style="list-style-type: none"> • Access to resources e.g. Employee Assistance Programme (EAP) • Wellbeing and Health on HR website (includes stress risk assessment) <p>4 Review of pupils that present stress and anxiety due to the covid-19 fears</p> <p>5 Pupils and families who are anxious about return to school</p> <p>All other pupils must attend school.</p>		<p>Enhanced Keeping Children Safe in Education Policy. Training of staff Engagement with Trail Blazers Monitor attendance – daily returns to DFE</p>	<p>WOB</p>	<p>From September - ongoing</p>
<p>(27.Transport)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 Social distancing has significantly reduced available transport capacity. The new DFE guidance sets out a new framework for supporting transport to and from schools from the autumn term.</p> <p>They have made a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> • by dedicated school transport, they mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only 	<p>L</p>			

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		consider using 'walking buses' (a supervised group of children being walked to, or from, school), or working with their local authority to promote safe cycling routes.				
<p>(28.Music)</p> <p>Music</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 We are aware that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <p>2 Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.</p> <p>3 Singing, wind and brass playing will not take place in larger groups such as school choirs and ensembles, or school assemblies. <u>Further more detailed DfE guidance will be published shortly.</u></p> <p>4 External provision/clubs will have their covid-19 risk assessment reviewed before any activity is agreed</p> <p>5 Everything will be done to minimise contacts and mixing, to reduce the number of contacts between pupils and staff, through bubbles/groups, and maintaining social distancing between individual where possible, this means numbers will be limited for these classes</p> <p>6 Background music should be then make staff and pupils raise their voices, use microphones where possible, that are not shared, keeping them clean</p>	L	<p>Music will be in form of music appreciation. There will be no instruments used during music lessons.</p> <p>No singing</p> <p>Peripatetic music lessons suspended</p>	GHB	From September
					GHB	From September

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		7 Individual music and performance lessons will follow the above control measures, with social distancing implemented and good ventilation in place				
<p>(29.Contingency planning)</p> <p>Coronavirus (COVID-19) (CV19)</p> <p>Someone entering the school/workplace/offices with CV19</p>	<p>Employees, agency, Pupils, visitors</p> <p>Causing severe infection/disease</p>	<p>1 If a local area sees a spike in infection rates that are resulting in localised community spread, appropriate authorities will decide which measures to implement to help contain the spread. 2 The Department for Education will be involved in decisions at a local and national level affecting a geographical area and will support appropriate authorities and individual settings to follow the health advice.</p> <p>3 For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19).</p> <p>4 In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.</p> <p>5 Schools will need a contingency plan for this eventuality. This may involve a return to remaining open only for vulnerable children and the children of critical workers and providing remote education for all other pupils.</p>	L	<p>Await guidance from Tower Hamlets and DFE</p> <p>Remote action plans formulated and implemented</p> <p>Be aware – prepare for remote learning</p> <p>Staff to be aware of contingency. Enhancement of remote offer.</p>	<p>HOY</p> <p>HOFs</p> <p>HT HOF</p>	<p>From September</p> <p>From September</p> <p>When necessary</p>
<p>(30. Science)</p> <p>Coronavirus (COVID-19) (CV19)</p>	<p>Employees, agency, Pupils, visitors</p>	<p>1 Science lessons and heads/leads should follow the specific covid-science related CLEAPSS guidance and have detailed within this section or specific risk assessment</p> <p>http://science.cleapss.org.uk/Resource/GL343-Guide-to-doing-practical-work-during-the-COVID-19-Pandemic-Science.pdf</p>	L	<p>Science developing subject specific risk assessment</p>	<p>HUA JEM</p>	

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Someone entering the school/workplace/offices with CV19	Causing severe infection/disease					
31. RIDDOR reporting of COVID-19	Reporting of occupational exposure through serious incident	<p>There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of members of the public, patients, care home residents or service users from COVID-19.</p> <p>The reporting requirements relating to cases of, or deaths from, COVID-19 under RIDDOR apply only to occupational exposure, that is, as a result of a person's work. Report within 10 days</p>	L	<p>When deciding if a report is required, the responsible person (usually the employer) must make a judgement, based on the information available, as to whether or not a confirmed diagnosis of COVID-19 is likely to have been caused by an occupational exposure, that is, whether or not there is reasonable evidence that a work-related exposure is the likely cause of the disease.</p> <p>The report should specify a disease due to exposure to a biological agent and use the case of disease report form.</p>	BHP	On going

Overall Residual Risk for Activity (L / M / H):	MEDIUM
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Level of Risk	Suggested Action
LOW	Control measures are adequate but continue to monitor and review; ensure that they remain satisfactory and appropriate
MEDIUM	Control measures need to be introduced within a specified time period; continue to monitor and review
HIGH	Unless control measures can be immediately introduced to reduce the risk so far as is reasonable practicable, the task or activity should be suspended

