

This is a Framework Risk Assessment. It must be amended and adapted to accurately reflect the hazards presented by each individual site and the activities undertaken there-on.

GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

SEVERITY - the most likely worst case scenario that could result from the hazard Catastrophic – 5 (multiple death) Major – 4 (single death or permanent disability) Moderate – 3 (broken bones, several days off work) Minor – 2 (basic first aid treatment required) Insignificant – 1 (minor scratch or bruise)	LIKELIHOOD of the risk occurring (with any outcome) Probable – 4 (could happen perhaps once a term) Likely – 3 (could happen perhaps once a year) Conceivable – 2 (might happen perhaps once in 5 years) Improbable – 1 (will probably never happen)	Certainty – 5 (could happen at any time and on any day)	SEVERITY 5 4 3 2 1  LIKELIHOOD 1 2 3 4 5
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Activity: V11 Schools Open for Pre-school Pupils, Vulnerable Children and and Critical Worker's Children (inc. Staff's Own Children) During Lockdown Commencing 5 January 2020	Date: 8 January 2021
Assessor: Sarah Arnold	Re-assessment date:

This is the 'Whole School Precautions' Sheet This risk assessment is on 3 separate sheets - see the tabs at the bottom of the page: 1. Whole School Precautions 2. Staff Activities 3. Pupil Activities

What is the hazard?	Coronavirus / COVID -19 - including new variants of the virus
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

Guidance for Full Opening of Schools
Restricting attendance during the national lockdown: schools - January 2021
Coronavirus (COVID-19) Contingency Framework for education and childcare settings
Contingency Framework - Your questions answered
Face Coverings in Education
Use of the NHS Covid App in Schools
Covid-19 - Contain Framework - Tiers of National Restrictions for Education
National Lockdown - Stay at Home
Children of Critical Workers and Vulnerable Children Who can Access Schools
Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19
DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus'
Mass asymptomatic testing in schools (Lateral Flow Tests / Rapid Testing)
Safe Working in Education, Including the Use of PPE & Action if a Pupil Becomes Unwell Whilst at School
Managing school premises during the coronavirus outbreak
Covid-19 - Cleaning in Non-Healthcare Settings
Stay at Home - Guidance for Households with Possible Coronavirus
Stay Alert & Safe (Social Distancing) Guidance

Who Can Come to School?

<p>English Schools - From 5 January 2021 pupils in the following groups (eligible pupils) are allowed to come into school in person and receive face to face education:</p> <ul style="list-style-type: none"> - vulnerable children and young people - children of critical workers - pre-school aged pupils, eg in nursery classes <p>If the Government adds any other groups to the list of pupils who can come into school in person, they will also be included</p> <p>Welsh Schools - where the Welsh Government guidance differs from the English Government guidance, Howell's School should follow the Welsh Government guidance</p>	Tolerable	<p>National Lockdown - Stay at Home</p>
<p>Routine Vaccination Programmes</p> <p>Schools can continue to host routine NHS vaccination programmes for pupils during the Lockdown, eg for the HPV vaccination, providing that they strict Covid secure procedures are followed.</p> <p>The National Lockdown Guidance specifically allows people to leave their home to attend medical appointments,</p>	Tolerable	<p>https://www.england.nhs.uk/2020/05/nhs-urges-public-to-get-essential-vaccines-despite-coronavirus-outbreak/</p>
<p>Staff who are 'clinically extremely vulnerable' (CEV):</p> <p>CEV staff who have previously received a shielding notification from the NHS or their GP must not attend work in person, but instead shield and work from home if possible. Staff who live with someone who is CEV, but who are not CEV themselves, can attend work at school in person.</p> <p>CEV Staff who did not receive a written shielding notification can go to work in the workplace providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. Alternatively, if roles can be done effectively from home, arrangements can be made for CEV staff to do so. If staff are unable to work in school and working at home is not an option, they could be considered for furlough</p> <p>When completing the personal risk assessment consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc) - whether strict social distancing measures can be implemented at all times - specify what the social distancing measures will be <p>Staff who live in a household with someone who is 'clinically extremely vulnerable' can go to the workplace but they should do what they can to support the CEV person and carefully follow the guidance on social distancing</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	Tolerable	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<p>Eligible pupils who are 'clinically extremely vulnerable' (CEV):</p> <p>CEV pupils who have previously received a shielding notification from the NHS or their GP must not attend school in person, but instead shield and undertake Guided Home Learning. Pupils eligible to study in school in person who live with someone who is CEV, but who are not CEV themselves, can attend school but they should do what they can to support the CEV person and carefully follow the guidance on social distancing.</p> <p>CEV Pupils who have not had a written shielding notification and are eligible to come into school (eg one of their parents is a critical worker) can do so providing strict social distancing measures are in place and Covid risks have been mitigated to an acceptable level. A personal risk assessment must be completed to identify their particular vulnerabilities and any extra control measures that are required. When completing the personal risk assessment consider:</p> <ul style="list-style-type: none"> - the particular vulnerability of the individual - where and how the work / lessons will take place (including getting to/from school, access and egress, use of toilets / lunch / rest facilities, etc) - whether strict social distancing measures can be implemented at all times - specify what the social distancing measures will be 	Tolerable	<p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Personal Risk Assessment template available on Coronavirus page on the HUB</p>
<p>Clinically vulnerable' members of staff and eligible pupils can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <p>Arrangements should be made for Clinically Vulnerable staff to work in the safest suitable and available role in school with protective measures in place, eg social distancing and PPE. If this is not possible, consideration should be given for vulnerable staff to work from home if their job allows. An individual risk assessment should be undertaken for all 'Clinically vulnerable' members of staff and they should discuss any concerns with their manager.</p> <p>Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers'</p>	Tolerable	<p>Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <p>Staying alert and safe (social distancing)</p>
<p>Pregnant women who are healthy and up to 28 weeks gestation can come into school / work unless they have specific advise to the contrary from their medical practitioner. However, as they are in the 'clinically vulnerable' category, they should take particular care and be diligent about hand washing, respiratory hygiene and social distancing, staying 2 metres away from others wherever possible.</p> <ul style="list-style-type: none"> - A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months (a Pregnancy Risk Assessment template, including the risk of coronavirus, is available on the HUB) The pregnant woman should discuss any concerns with their manager. - Pregnant women after 28 weeks gestation, or with underlying health conditions, may be at greater risk and additional controls may be required eg further social distancing measures and / or the provision of PPE, suitable alternative work or accommodating working from home. - Further guidance is available in the TO HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers' - Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology 	Tolerable	<p>Occupational advice for employers and pregnant women - Royal College of Obstetrics and Gynaecology</p>

Stay Alert & Safe (Social Distancing) Guidance					
Members of staff who have some additional degree of vulnerability as a result of other factors, should discuss their particular concerns with their line manager and, where possible, be offered roles where they can stay 2 metres away from others.	Tolerable				
Avoiding Contact With Anyone Who is Unwell					
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), pupils, parents and carers that if they have had a positive PCR Covid test in the last 10 days they must not come to school, and the must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Tolerable	Stay at Home : Guidance for households with possible or confirmed coronavirus infection			
Rapid Result (Lateral Flow) Testing of Asymptomatic Staff and Pupils As part of the national public health initiative all GDST schools will participate in the mass testing programme of staff and students during the spring term using rapid result (lateral flow) test kits. From 4 January 2021 : - All members of staff (senior and junior school, academic and support staff, contractors staff e.g. caterers and cleaners, peripatetic and supply staff) working on the school premises will be offered, and are encouraged to take, a test each week until the end of the spring term - All senior school students who are eligible to come to school will be offered and are encouraged to take a 2 tests 3 - 5 days apart when they return to school. Parent's consent required for pupils aged under 16 Anyone who has a positive lateral flow test must arrange to have a PCR Covid-19 test asap Arrangements for testing junior school pupils with rapid results (lateral flow) tests will be announced by the Government in due course A negative lateral flow test result is not a cast iron guarantee that the person does not have the infection, and strict Covid secure practices should continue to be practised by everyone	Tolerable	https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges			
Rapid Result (Lateral Flow) Testing of Asymptomatic Staff and Pupils - Relevant staff in all schools must complete training in how to set up and run a Covid Rapid Result Testing Centre on the school premises - The DfE guidelines and DoH Standard Operating Procedures on setting up and running a Covid Rapid Result Testing Centre on the school premises must be followed precisely - A risk assessment must be completed using the NHS template and the controls implemented - Tests should be given to the following priority groups first - staff, vulnerable children, the children of critical workers and pupils in exam year groups	Tolerable	Standard Operating Procedure for Mass Testing v2.3 31 Dec 2020			
All senior school pupils eligible to attend the school in person and members of staff (senior and junior school, academic and support staff) working on the school premises who are identified as a close contact of someone who has had a positive Covid-19 PCR test do not have to self isolate, and can continue to attend / work in school in person providing: 1. they do not have Covid-19 symptoms 2. they participate in 'serial' testing using lateral flow test kits for 7 consecutive days (excluding weekends & bank holidays) 3. the results of the lateral flow tests are negative If they do not fully participate in the serial testing, or have a positive lateral flow test result, they must follow the Government's 'Stay at home guidance for household with possible coronavirus infection' or 'Guidance for contacts of people with confirmed coronavirus infection who do not live with that person'	Tolerable	Serial Contact Testing See also appendix 1 (at bottom of document)			
Remind all staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) that if they start feeling unwell with symptoms of Covid-19 during the school day , they must go home as soon as possible and arrange to have a PCR Covid-19 test asap. This will enable staff to quickly come back to school if the test proves to be negative. A positive test will require rapid action to protect their colleagues and pupils. - Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home - Staff should be alert for signs of pupils developing symptoms of Covid-19 - commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough	Tolerable				
Tell all suppliers and delivery drivers that if they, or anyone in their household or close contacts is feeling unwell / exhibiting symptoms of Covid-19, they must not come on site, and they must follow the governments 'Stay at home guidance for household with possible coronavirus infection'	Tolerable	Link to 'Stay at Home Guidance'			
Coronavirus Testing Kits All schools have been provided with a small number of PCR Covid-19 testing kits by the NHS / PHE (additional limited supplies can be ordered). These are only to be used by members of staff or pupils in exceptional circumstances (not members of their families or households). The exceptional circumstances are: • They have developed symptoms whilst at school, and • You believe they may have barriers to accessing a test elsewhere • You believe that if you sent the individual home without a kit, they would not receive a test at all. The test is suitable for use by pupils and staff of all ages. Staff at school must not conduct the test. Pupils under 18 - the test kit should be given to their parent or carer. Schools can also provide members of staff with a BUPA test kit if they are not able to access a NHS test		https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers			
The Government encourages all staff and pupils over the age of 16 to download and use the NHS COVID-19 app on their phones to help them identify if they have been to a venue, such as a café, restaurant, cinema, leisure centre or hairdresser, which is linked to a Covid-19 outbreak	Tolerable	Use of the NHS Covid App in Schools			
Promoting Good Health					
Encourage all staff to have a seasonal flu vaccination in the autumn term.		Prepare for the winter email sent to OHS staff by School nurse on 18th September encouraging them to get a flu vaccination which the school will reimburse and with advice as to best places to book.			
Encourage all staff to have a Covid 19 vaccination as soon as they are eligible for it					
Whole School Precautions					
Visitors 'Unless it is an emergency, or essential to the safe operation of the school, parents, visitors, contractors, delivery staff should not enter school buildings during school hours	Tolerable		No planned on site visitors. Entrance assessments need to be sat on site in designated room, wearing face coverings etc. Completed papers will be quarantined. Invigilating member of staff to wear face covering and endeavour to maintain social distancing. Visitor will be taken straight to room and then leave once finished so no contact with anyone else. Room will be aired, cleaned and /or quarantined.		
Meetings with Visitors Meetings should take place virtually; only the most essential or emergency on-site visitor meetings may take place, when the strictest coronavirus controls must be implemented. A record should be made explaining why the on-site meeting has to take place and a specific risk assessment / protocol should be completed.	Tolerable				
Visitors Providing Educational Activities External educational activities provided by visitors should either take place virtually or be postponed until lockdown has ended	Tolerable				
Peripatetic Staff As much as possible lessons / pupil activities taught / supervised by peripatetic staff should take place virtually. If a peripatetic member of staff comes onto the school premises to undertake their activities, they should follow usual strict social distancing (2m or 1m+) from all pupils and other staff members, at all times.	Tolerable	All VMTs will work virtually			
Supply Staff Where possible all lessons / pupil activities should be taught by permanent school staff. Where it is essential to use supply staff strict social distancing should be followed at all times	Tolerable				
Entrances and Reception Areas - Consider fitting non-touch systems / proximity readers on access control systems, particularly on gates & entrance doors used by the majority of staff pupils and visitors - Consider fitting additional hand washing facilities (ideally operated by sensors) outside the entrances used by the majority of staff and pupils - Where it is not possible / appropriate to have handwashing facilities at entrances, provide supplies of sanitiser preferably activated by a sensor or pedal, rather than manually NB Be aware of the need to supervise younger pupils if they need to use sanitisers - Depending on the design of your reception areas, consider providing protective screens - Ask staff and visitors to use their own pens to sign in, or clean signing in /out touch screens after each person has used it. - Everyone should wash their hands / use hand sanitiser on arrival at the school - display notices to remind people to do this - Receive / check post deliveries in a designated area, respecting social distancing, and be aware of the need to wash / sanitise hands immediately after handling items and using any shared signing devices.	Tolerable	Protective screens in place at reception, staff wear visors or masks. Visitors to complete sheet verifying they understand protocols in place at the school and are not exhibiting symptoms of Covid. They also have to leave state their contact details. Sheets are kept secure and destroyed after 21 days.	Perspex screens in Reception areas and hand sanitiser at all entry points. Hand washing built into first and last sessions of the day.		

Stay Alert & Safe (Social Distancing) Guidance					
<p>As far as possible, everyone should minimise contact between each other and maintain social distancing whilst on the school premises.</p> <p>For pupils this means:</p> <ul style="list-style-type: none"> - being in consistent groups / bubbles which have limited contact with other groups / bubbles - where possible, keeping 1m+ away from other pupils - not directly facing each other when it is not possible to be at least 1m+ away from other pupils - keeping at least 2m away from members of staff and other adults (it is recognised that younger pupils will not be able to do this) <p>For staff, visitors, contractors and all other adults this means:</p> <ul style="list-style-type: none"> - trying to stay 2m away from all other members of staff, other adults and pupils. Where this is not possible, mitigations should be out in place, eg - being outside - not directly facing another person - minimising the time spent in closer contact - having a screen between people 	Tolerable	Students and staff reminded regularly			
<p>Provide signage in prominent positions around the school to remind everyone of the importance of regular handwashing, keeping a safe distance from everyone else, staying within your teaching group / 'bubble', and not coming into school if you have symptoms of Covid-19, however mild. Ensure everyone practices these important measures.</p>	Tolerable				
<p>All staff and pupils to be regularly reminded to follow recommended precautions to reduce the risk of catching / spreading infections</p> <ol style="list-style-type: none"> 1. Avoid contact with people who are unwell 2. Wash your hands regularly and thoroughly, or use of hand sanitiser (min 60% alcohol) where hand washing facilities are not available 3. Try not to touch your eyes / nose / mouth 4. Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) 5. Clean surfaces that are touched frequently 6. Minimise contact with other individuals and groups / 'bubbles' 	Tolerable	Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions			
<p>Remind all staff and pupils that they must follow the governments 'Stay Home' requirement when they are not in school</p>	Tolerable	Link to 'Stay Alert & Safe Guidance'			
<p>Moving around the site</p> <ul style="list-style-type: none"> - Where possible have clearly identified 'one-way' systems around the buildings and allocate entrances/exits to particular groups of people. - Where this is not possible divide wider corridors in two (tape markers on the floor) with reminders to walk in single file, 'keep left' to maintain distance as you pass people; and identify 'safe waiting points' at pinch points. - Where appropriate, doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and be aware of security issues with external doors - Everyone should be reminded that wherever possible social distancing should be maintained between themselves and other people when they move around the site - Passenger lifts should not be used unless this is the only way that individual staff or pupils can move around the school site - Staff that do not need to interact with pupils should keep away from areas occupied by them when they are on site. 	Tolerable	Bubble group routes in place with signage. Allocated stairs for some year groups. Only staff required to be in bubble areas to enter the settings.	Girls movement around buildings led by staff to ensure corridors are clear and distances are maintained. Different year groups allocated different routes wherever possible.		
<p>Ensure social distancing is maintained in cloakrooms & handwashing facilities, e.g. by designating specific cloakrooms / handwashing facilities to specific groups of staff / pupils, marking out social distancing spacing and monitoring compliance. NB as handwashing is one of the main ways to reduce Covid-19 infection, it is not recommended that wash handbasins are taken out of use even if they are less than 1m apart.</p> <ul style="list-style-type: none"> - Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities. Where possible disconnect the hot air hand dryers operated by pressing a button 	Tolerable	Signage on doors stating capacity of wash rooms, "one-in-one out" basis for entry, and social distancing for queuing.	Hand dryers are disconnected and alternate toilets/sinks blocked off. Staff to control use and avoid groups of girls going to the toilet at the same time.		
<p>In order to enable handwashing to be as effective as possible staff and pupils should not wear bracelets and rings (other than plain wedding bands), finger nails should be kept short</p>	Tolerable				
<p>Provide supplies tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary - 'catch it, bin it, kill it'.</p> <ul style="list-style-type: none"> - Bins should be emptied at least daily. Ideally bins should have lids on them 	Tolerable	Bins in all classrooms and offices			
<p>Recommend that all staff and pupils wear clean clothing on the top half of their body to school each day. Skirts, trousers and shorts should be changed regularly - ideally at least twice / week</p> <ul style="list-style-type: none"> - Recommend that clothes that cannot be regularly machine washed, e.g. blazers, suits, jackets and ties should be avoided or rotated with 72 hours break in-between wear 	Tolerable				
<p>Face Coverings</p> <ul style="list-style-type: none"> - Face coverings must be worn by all staff, adult visitors, contractors and senior school pupils whilst moving around the school in areas where social distancing is difficult to maintain, eg corridors, staircases, communal areas and queue's for lunch service - Face coverings may also need to be worn whilst giving First Aid, Caring for Pupils with Covid-19 Symptoms and Cleaning Areas Occupied Someone with Covid 19 Symptoms (see paras below). <p>- Individual staff or pupils may choose to wear face coverings at all times. If staff would like to wear a face covering whilst they are teaching, then a clear face visor is recommended as this will have less impact on teaching / communication than a close fitting face covering, however they must still stay 2m away from everyone else to reduce the risk of viral transmission</p> <p>If schools ask staff and pupils to wear face coverings in communal areas, they must also advise them to:</p> <ul style="list-style-type: none"> - refrain from touching their face covering when wearing it, - when not wearing it keep it in their pocket, or a small bag (eg money belt) that they keep with them at all times (it's important to avoid face coverings being placed on tables and other surfaces in areas such as the dining hall) - not put face coverings down on desks, benches and other surfaces (contamination risk) - wash or sanitise their hands immediately after handling their face covering - not touch face coverings that don't belong to them - a clean face covering should be worn each day, and used face coverings washed on a hot washing machine cycle (60oC). <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in the normal waste stream</p>	Tolerable	<p>Face Coverings in education guidance. OHS has asked pupils and staff to wear masks in communal areas and in teaching spaces at the discretion of the teacher depending on the activity.</p> <p>See also appendix 2 (at bottom of document)</p>	face coverings for Prep girls optional. Staff to wear face coverings when moving around the site and in communal areas eg staff room, office.		
<p>Fire Drills & Emergency Evacuations</p> <p>In an emergency, exiting the building quickly and calmly will be the number 1 priority, but having exited the building, social distancing between everyone should be reinstated, including at the assembly point - Year and Class markers may need to be repositioned to achieve this</p> <p>Ensure that any children / pupils not familiar with the schools emergency procedures, (eg children of staff who are not pupils at the school), or the layout of the parts of the building they are occupying, have the fire alarm / lock down drill explained to them, and the exit routes shown to them. Consider practising a fire drill with good social distancing at the assembly point.</p>	Tolerable	Social distancing written into amended fire drill.			
<p>First Aid</p> <ul style="list-style-type: none"> - Pupils should be encouraged to care for their own small / superficial injuries, e.g. applying a plaster to a graze or small cut, if they are old enough and not distressed. - Where it is not possible to maintain a 2m or more distance from the injured person, disposable gloves and an apron should be worn. Avoid touching your mouth, eyes or nose - Full PPE (disposable gloves and aprons, an appropriate face mask e.g. fluid resistant surgical mask or CE marked FFP2 respirator and visor) should be worn where first aid provision requires close contact (within 2m for more than 15 minutes, either as a one-off or cumulatively throughout the day) with the injured person, if there is any risk of bodily fluids splashing (coughing, crying, vomiting), or where face-to-face treatment is necessary - After first aid treatment has been given, used PPE can be disposed of with normal waste, wash your hands thoroughly with soap and water at the earliest opportunity - All first aiders and first aid kits are supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely) 	Tolerable	Guidance for First Aid Responders			
<p>Assemblies and Other Large Group Gatherings</p> <p>With the exception of fire drills or emergency evacuations, all gatherings of several groups together at the same time and in the same place should be avoided. Assemblies, all-staff meetings and other group events can take place virtually using online facilities</p>	Tolerable		Year group bubble assemblies may take place IF cleaning regime permits		

Stay Alert & Safe (Social Distancing) Guidance					
<p>Lunch / Food Preparation Consider moving to a very simple / limited lunch service which needs only a few staff to prepare/serve, or move to a system whereby staff and pupils eligible to be in school bring their own lunch into school. Be mindful of allergy risks posed by home made lunches.</p> <p>If a school lunch service is provided:</p> <ul style="list-style-type: none"> - The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service - Organise catering staff into groups / partners built around natural work teams to reduce the amount of mixing between staff members; each group / partnership should work together, take breaks together and change together - If possible stagger starting / finishing times to minimise crowding at entrances and in changing rooms - Restrict access to the catering department to as few as people as possible and strictly maintain social distance with all delivery staff - Staff involved in food preparation and service should try to maintain social distancing - 2m (or '1m plus') at all times - Where possible arrange workstations which give 2m distance between each staff member, avoid working directly opposite someone else - In cramped areas, eg walk-in fridges, smaller store rooms, pot wash areas or changing rooms, set a maximum limit on the number of people allowed in the room at any one time, or consider using screens or barriers to separate people from each other - Implement a one-way system in the kitchen, food preparation and service areas - Encourage staff to wash their hands very regularly, and increase the frequency that high contact surfaces, eg fridge door handles, are sanitised - Maintain good ventilation in all parts of the catering department by keeping doors and windows open (fly screening must be in place) - Hold meetings virtually or in well ventilated rooms with plenty of space - Staff changing rooms / toilets / locker rooms / rest rooms should be cleaned more regularly and thoroughly with emphasis in hand-contact surfaces 	Tolerable	Lunch is not provided to staff or students while the school is in guided home learning			
<p>Lunch Service The catering staff must comply with the <i>Guidance for Food Businesses on Coronavirus (COVID-19)</i> during food preparation and service</p> <p>Steps must be taken to keep staff and pupils in different bubbles / groups separate from each other during lunch service. This could include:</p> <ul style="list-style-type: none"> - Making arrangements for lunch to be served / eaten in other rooms, eg staff rooms, common rooms, outside (if the weather is suitable) - Staggering the lunch service - Reducing the number of tables and chairs in the dining rooms to enable greater spacing between them - Allocating specific tables to specific groups / bubbles - Thoroughly cleaning tables and chairs between use by different groups / bubbles - Ensuring everyone follows social distancing in queues, at the service counter, in the dining room and at pinch points eg entrance/exit doors or the dirty plate return point - use of floor markings, signs, one-way systems - Self service should be limited to prevent the shared use of serving spoons / utensils etc - Where face-to-face contact between catering staff and pupils/teaching staff cannot be avoided, eg at the food service counter or till, install screens - Shared containers, eg drinking water jugs or condiment dispensers should be removed or thoroughly cleaned after each use - Crockery, glasses/cups and eating utensils should not be shared and must be washed in a dishwasher on a hot wash cycle - Remind everyone to wash their hands immediately before and after eating their lunch - Ensure the dining room is well ventilated by keeping doors and windows open - Where possible cashless systems should be used for all transactions 	Tolerable	Guidance for food businesses on coronavirus (COVID-19)			
<p>Libraries and Communal Learning Resources</p> <ul style="list-style-type: none"> - Libraries can be used as a learning environment, provided members of different groups don't mix together (consider allocating each year group specific times) or having wide gaps between different groups; consider a one way system and ensure thorough cleaning regimes are in place - Items that are difficult or impossible to clean, eg newspapers and periodicals should be removed / cancelled - Seating and desks should be arranged so that the people using them are not facing each other (if closer than 2m) and are socially distanced from each other - As it is not practical to regularly clean all the books etc in the library, staff and pupils should be instructed to wash / sanitise their hands after handling resources in the library. - The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. - Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves. If you have space, try and spread out (don't stack) quarantined books / resources, as this has been shown to increase the rate that the virus dies off 	Tolerable	Library taken out of use from September and used as a staff area. Any books returned in September to be stored for 72 hours before being returned to shelves. Staff have been allocated specific work stations that are socially distanced from each other.	Class teachers may go and select sets of books to place in their classrooms for their own class. Girls who will need to take books home eg Reception/Year 1 will be able to select books from specific sets and then a quarantine box system will be in place whereby books cannot be touched for min 72 hours.		
<p>Wrap-Around' Care and Extra Curricular Clubs</p> <p>Early Birds / After School Care and Extra-curricular clubs can operate for all pupils. Where possible pupils should stay in the groups / bubbles they are in during the school day. If this is not possible, the groups should have a consistent and identifiable membership, as far as possible keep separate from / not mix with other groups, and additional Covid controls appropriate to the activity employed eg take place outside or in large well ventilated rooms, equipment designated for use only by specific pupils, etc</p> <p>A daily record should be kept of pupils and staff in each group, and any close contact** that takes places between children and staff in different groups, so that potentially infectious people can be quickly identified and isolated in the event that a member of the school community tests positive for Covid-19</p> <p>**Close contact means:</p> <ul style="list-style-type: none"> - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group] - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes, either as a one-off or cumulatively throughout the day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport] - travelling in a small vehicle, like a car, with an infected person 	Tolerable	After school care was introduced on 28th September with a register of pupils attending and seating within year group bubbles as much as possible. Parents are not permitted to enter school to collect. A risk assessment has been produced and cleaning measures in place.			
<p>Lets Lets can only take place if they are providing childcare for early years settings, vulnerable children & children of critical workers</p> <p>Where lets are allowed to take place, strict controls must be implemented to minimise the risk of transmission of Covid-19 to the school community, eg separation by time and distance, cleaning regimes of areas / equipment used, and the steps that the let takes to register their participants are at each session.</p>	Tolerable	All lets cancelled			
<p>Lets</p> <ul style="list-style-type: none"> - Lets that can operate should have and use a unique NHS QR code so that customers / members can 'check in' using this option, and therefore support the NHS Test & Trace system. - Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Some of the factors to consider include: <ul style="list-style-type: none"> - How the let checks the health status of their customers - How the let records which customers attends each of their sessions, and the process for notifying the school in the event that any of them subsequently test positive for Covid-19 (temporary records of customers should be kept for 21 days) - How the let will ensure social distancing, regular handwashing / hand sanitisation, and good ventilation during the let - When and where the lets customers will enter the school site / buildings - Any facilities / equipment that will not be available, eg if it is not possible to clean effectively between use by different groups - Any overlap with school staff / other lets - Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with - Responsibilities for cleaning of facilities before / after the let - Insurance 	Tolerable	All lets cancelled			
<p>School Pets The welfare of all school pets is essential and they must continue to be properly looked after.</p> <ul style="list-style-type: none"> - Anyone who looks after or touches a school pet should wash their hands immediately afterwards 	Tolerable	n/a			
<p>School Trips will not take place during lockdown</p>	Tolerable				
<p>Duke of Edinburgh Award Expeditions will not take place during lockdown</p>	Tolerable				
<p>Open Days On-site open days, face-to-face meetings with prospective pupils and parents, and private schools tours will not take place during lockdown</p>	Tolerable				
<p>Exams</p> <ul style="list-style-type: none"> - Candidates or invigilators who are unwell / self-isolating must not attend; alternative arrangements should be made for the candidate to sit the exam - Public Exams and vocational assessments planned for January 2021, eg BTECs, can go ahead - Mock and internal exams must be postponed or take place virtually <p>Entrance Exams and Scholarship Assessments</p> <ul style="list-style-type: none"> - Where possible, entrance exams and scholarship assessments should be undertaken remotely / virtually. If this is not possible, children taking the entrance exams / scholarship assessments should be kept separate from the school's current pupils, e.g. by setting the exam/assessment on a Saturday, or in a separate part of the school. Strict Covid controls must be implemented. Any scholarship assessments should take place on the same day as entrance exams to reduce the need for additional visits to the school 	Tolerable				

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<p>Exams</p> <p>Arrival and Departure</p> <ul style="list-style-type: none"> - Discourage group travel to the exam. Avoid groups of people congregating together by staggering arrival times. Parents should be discouraged from congregating at the school. - If children need to be escorted to the exam, this should be limited to one parent/adult - Spaces where candidates wait before and after the exam should be sufficient to enable good social distancing, and have easy access to hand washing and toilet facilities which are regularly and thoroughly cleaned - Candidates should be supervised to ensure good social distancing is maintained inside and outside the exam room. <p>Exam Room</p> <ul style="list-style-type: none"> - All exam rooms must be well-ventilated and thoroughly cleaned before and after the assessment - Where possible, candidates should be divided up into small groups in separate rooms. - Maximise the space between candidates as much as possible; candidates must not sit face-to-face - For candidates in the same bubble the minimum distance in all directions from centre to centre of candidates' chairs must be 1.25 metres – but they should be further apart – ideally 2m, if the available space in the room allows this. - All other candidates, whether in different bubbles, private candidates or those returning to school to take exams, should be seated at least 2 metres apart from each other in all directions. They can be in the same room as other candidates, but separate rooms should be used for different bubbles where possible. - It is recommended that invigilators wear face coverings whilst walking around the exam rooms - Invigilators must have areas where they can stand at least 2 meters from the nearest desk and see all candidates in the room. Invigilators and staff should be advised to stand alongside candidates when interacting with them rather than face to face - Hand sanitiser should be available around the exam rooms - Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles <p>Marking exam papers - if it is not possible to quarantine papers for 72 hours before marking, people marking papers should not touch their face whilst working on them, and wash their hands / sanitise pens etc and any work surfaces well afterwards</p>	Tolerable	DfE Public Health Arrangements for Autumn 2020 Exams			
Assessment Days for Prospective EYFS / KS1 Pupils must take place virtually, or be postponed until after lockdown has ended	3	2	6	Tolerable	
Music and LAMDA Exams Official Music and LAMDA exams must take place virtually, or be postponed until after lockdown has ended	Tolerable				
Taster Days can only take place virtually, or be postponed until after lockdown has ended	Tolerable				
Parents Evenings must take place virtually	Tolerable	Virtual parents' evenings to take place			
Interviews for New Staff Where possible, initial interviews / selection processes should take place virtually, but final interviews can take place in person providing all the necessary controls are implemented, e.g. confirming interviewees are not symptomatic or isolating on the day of the interview, social distancing at all times, appropriately sized and well ventilated rooms if an outside interview is not possible, not shaking hands, cleaning of all surfaces, handwashing or sanitising	Tolerable	Some recruitment has taken place but risk assessments have been written and controls implemented.			
Cleaning					
<p>Each school should have a documented cleaning schedule which states 'who, what, when and how' all rooms, furniture and equipment will be thoroughly and regularly cleaned and disinfected. The schedule should include a record sheet to confirm that the task has been completed.</p> <ul style="list-style-type: none"> - People undertaking routine cleaning duties do not need to wear personal protective equipment or clothing e.g. gloves & aprons over and above what is usually specified in the activity risk assessment (See paragraph below for requirements for cleaning areas occupied by someone with suspected coronavirus COVID-19) - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' 	Tolerable	Link to 'Cleaning Guidance' NB this document was updated 15 July 2020. Cleaning schedule to be in place for September including additional staff for cleaning of contact points, additional cleaning of washroom, and large spaces where these change over between year groups and for topping up cleaning supplies. Weekly review of cleaning stocks to ensure sufficient levels so that orders can be placed on a timely basis. COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, eg use of fogging, misting or UV cleaning systems - click here for HSE guidance			
<p>Every day all desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected.</p> <ul style="list-style-type: none"> - Rooms / areas used by different groups / bubbles throughout the day (e.g. specialist teaching areas such as music rooms, IT suites, language labs, libraries, science labs, art studios, DT workshops, food tech rooms and changing rooms) should be cleaned more regularly. For example, cleaning staff should thoroughly clean the room at lunch time and at the end of each day. In addition each pupil should wipe down the desk surface and chair/stool they have been using at the end of each lesson using a sanitiser spray and paper towels (after being instructed on how to use the products safely) NB alcohol based sanitiser should not be used in labs or classrooms with Bunsen burners / naked flames due to the fire risk. - All surfaces and tables in dining rooms should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period. - All surfaces in indoor sports / exercise facilities should be thoroughly cleaned between use by different classes / bubbles / groups because of the way in which people breathe during exercise - All high frequency hand-contact surfaces should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out). - Classroom based resources, such as books and games, should be cleaned and disinfected regularly. Resources and equipment shared between classes / groups / bubbles, eg sports, art, DT, musical, science and playground equipment should be thoroughly cleaned between bubbles, or rotated and left unused and out of reach for a period of 48 hours (72 hours for plastic) between use by different bubbles. - The covers of all books/resources taken out of the library should be wiped over with sanitising spray as it is issued. Returned books/resources can either be wiped over with sanitising spray or left untouched for at least 48 hours (72 hours for plastic covers) before being returned to the shelves - Toilets and additional handwashing facilities should be frequently and thoroughly cleaned and disinfected several times throughout the day, particularly after break times when they have been heavily used. 	Tolerable	Link to 'Cleaning Guidance' NB this document was updated 15 July 2020. See above, note that bubbles will have lunch in their classrooms, specialist teaching areas will be allocated to year groups for large portions of time and then cleaned in between, this lessens the amount of cleaning required across the week. Pupils and staff to be provided with wipes in each classroom, to clean equipment which will be allocated to individual pupils. A minimal amount of equipment will be used and the library taken out of use for pupils. Alcohol based sanitisers present a fire risk - see mail from Clare Cunningham to DFOs dated 24th August 2020 for precautions.			Triage rooms WR: medical room and then if Covid identified, any other medical need would be managed in the office/library or ideally on location. BR: music room triage room and then if non-covid can be moved to the medical room.
Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School					
Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day. If EYFS children are present, at least one person with a current full (2 day) Paediatric First Aid certificate must also be present					
<p>Where possible, nurses should have access to 3 areas in order that they can look after all pupils with medical needs safely, and keep themselves safe too:</p> <ol style="list-style-type: none"> 1 - a 'triage room / area' where an initial assessment of a pupil's condition can be made (easy to clean / disinfect in case they have Covid-19 symptoms) 2 - a dedicated 'isolation room' where pupil's with symptoms of Covid-19 could be isolated until they can go home. 3 - an office / work area where pupils that need treatment unrelated to Covid-19 can be treated. A separate room, where pupils who are unwell with non-Covid conditions can rest, may also be required <p>All areas which may be occupied by people suffering from Covid symptoms should have minimal contents and all surfaces and furniture should be very easy to thoroughly clean</p>	Tolerable				
<p>PPE for School Nurses and Other Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</p> <p>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal <p>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p> <p>Face fit testing is required for wearers of Filtering Face Piece (FFP) masks (e.g. FFP2 Masks). Accredited face fit testers for your area can be found at : https://www.fit2fit.org/find-a-tester/</p>	Tolerable	FFP2 masks available in school but not being used as a medical grade mask as no face fit testing done. Additional precautions in place			
All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.	Tolerable				
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal household waste stream.</p>	Tolerable				

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Members of staff that give direct personal care to / supervise someone who is taken unwell with symptoms of Covid-19 whilst at school should avoid touching their mouth, eyes or nose and wash their hands thoroughly for 20 seconds immediately after leaving the sick person They do not need to go home and isolate unless they develop symptoms themselves.	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings			
Pupils developing symptoms of Covid-19 whilst at school should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in 'Coronavirus (COVID 19) - Implementing Protective Measures in Education & Childcare Settings'. If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE (see row 77) if this is not possible. If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.	Tolerable	Coronavirus (COVID-19): Implementing protective measures in education and childcare settings			
Cleaning areas occupied by someone with suspected coronavirus (COVID-19) - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings'- If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of	Tolerable	Link to 'Cleaning Guidance' NB this document was updated 15 July 2020			
Action in the Event of a Confirmed Case of Covid-19 in School If a pupil or member of staff develops Covid-19 symptoms whilst in school they will be sent home. They must have a PCR Covid-19 test, and let the school know the results. Tests are free and can be booked online through the NHS Testing and Tracing for Coronavirus website www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ - If the PCR test result is positive the school will act swiftly and contact the local authorities. Some areas have introduced a single point of contact, but in the absence of this the default procedure is contact the DfE Helpline on 0800 046 8687 and select option 1 (Monday to Friday from 8am to 6pm, Saturday and Sunday from 10am to 4pm). There is no need to contact the DfE if the person has symptoms but has not tested positive. The school should also report all confirmed, positive cases using the online attendance form daily return AND inform your local authority. - The Covid-19 positive person must self-isolate for a minimum of 10 days, and all members of their household must also self-isolate for 10 days (or more if they develop symptoms themselves). - The school must inform the Health Protection Team which members of staff and pupils have been in close contact with the person during the infectious period - Junior school pupils will all be asked to self isolate for 10 days; Senior school pupils and members of staff will be offered 'Serial Contact Tracing' or they must also self-isolate for 10 days - see row 42. 'Close contact' means: - 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). [People likely to fall into this category will have had a close conversation with the positive person, or be in their immediate friendship group] - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes, as a one-off or cumulatively throughout the day) with an infected individual. [People likely to fall into this category will have within a circle with a 2m radius of the positive person – sitting next to them / in front of them / behind them in lessons, at lunch, during sports activities, in clubs, on school transport, on public transport] - travelling in a small vehicle , like a car, with an infected person Household members of the contacts who are sent home do not need to self-isolate unless the contact subsequently develops symptoms, in which case they must isolate too, unless the contact has a negative Covid-19 test If confirmed cases of Covid-19 include any EYFS pupils or staff Ofsted must be informed	Tolerable	Guidance for full reopening of schools DfE Guidance Note 'What to do if a pupil is displaying symptoms of Coronavirus' - updated 22 Oct 2020			
Communication and Training					
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded					
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors					
Area / Activity Risk Assessments					
All Heads of Department/Heads of Year (for bubble zones) must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented					
Monitoring					
All Heads of Department/Head of Year (for bubble zones) should undertake monitoring activities, such as spot checks or the completion of checklists, to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times within their department					
It is essential that: - Staff are consulted on the risk assessment. This must be through the NEU rep(s) as per GDST's Recognition Agreement, but you should also consult more widely, perhaps via the Staff Consultative Committee, Heads of Department or directly. Staff will have a good insight into how the daily tasks and activities happen in practice, and what alternative or additional controls might be necessary. - The controls identified in the risk assessment are communicated to the people that need to know about them, e.g. staff, pupils, parents, contractors, people making deliveries, and other visitors. This could be in the form of a training session, notices reminding people what to do in certain situations, provision of guidance notes or reference documents, the issuing of the risk assessment itself, or a combination of some, or all of these things. It is <u>not</u> necessary for all staff to 'sign off' the risk assessment, but it is recommended that you keep records of how you are informing all the affected people of the controls they must implement and new practices they must follow. In addition: - The risk assessment should be signed off by the Head, Junior Head and DFO - You should publish your site specific risk assessment on your school's website https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely - Once the school has reopened, the risk assessment should be kept under regular review , and updated as necessary					
Further Action Log					
Action Required		Responsible Person	Date for completion	Completed	
1					
2					
3					
4					

Appendix 1

NHS Test and Trace

A new approach to close contacts – 'serial contact testing'

Printable guidance for Schools and Colleges

A new approach known as 'serial contact testing' has been developed to help find more asymptomatic cases. This will allow those (pupils/students and staff) who are in close contact with someone who has tested positive for COVID-19 to return to school/college. If they agree to be tested for 7 days* following their last contact with a positive case.

IMPORTANT! If, at any point, a student/pupil or staff member begins displaying symptoms they must follow government guidelines, order a PCR test and self-isolate.

I want to take the daily test...
You'll need to take a lateral flow test at the start of each day for 7 days*
You can choose to opt out from daily testing at any time and self-isolate.

If your lateral flow test is negative
Continue with your normal activities until your next test is due.

If your lateral flow test is positive
Follow the national guidance, and take a confirmatory PCR test. Self-isolate until the result of your PCR test is available.

If your PCR test is positive
Complete 10 days self-isolation. All other identified close contacts and household members of this positive case will now also follow the national guidance.

If your PCR test is negative
Continue with your normal activities until your next LFD test is due.

I'd rather stay at home...
If you do not wish to be tested daily or are unable to be tested for any reason, you must self-isolate in accordance with national guidance until 10 days after the person they are a contact of tested positive.

Any new positive cases during serial contact testing will reset the clock for the serial contact testing (daily testing) to the start of 7 days.

***If the participant cannot take a test (e.g. on the weekend), they should self-isolate for that day, and resume serial contact testing on their return to school/college. If they return after the 7 days are finished, then they should take one test to complete the self-isolation period, and if it is negative they can return to school/college and their testing period is complete (even if they have not taken 7 tests in total).**

Appendix 2

Background

The latest [government guidance face coverings](#) in schools will help schools identify when face covering must be worn (i.e. in communal areas if local restrictions apply) and when to recommend face coverings are worn (for example outside the classroom if social distancing cannot be maintained).

Additional [Government guidance](#) provides information on how to work safely in specific situations, including where PPE may be required.

Name	Description	Use scenario	Purpose	Considerations
Face coverings	A facial covering of the mouth and nose, that is made of cloth or other textiles and through which you can breathe, it may be home made and could include a scarf.	Schools may ask visitors, staff, students and pupils to wear face coverings in communal areas such as corridors where social distancing cannot be achieved. Unless there is a local outbreak, this is not a requirement, it is up to individual schools to consider their use. In the event of a local outbreak, School may be required to implement wearing of face coverings in communal areas outside of the classroom.	There is growing evidence that using a face covering where social distancing cannot be achieved may reduce the spread of infection.	Advantages – may reduce risks from airborne transmission where social distancing cannot be achieved. Disadvantages - Face coverings can cause complacency and are not a replacement for maintaining social distances, minimising time spent in contact, increasing hand and surface washing. Touching the face covering before, during and after use can contaminate the hands increasing the likelihood of contaminating surfaces. Face coverings are not personal protective equipment which is designed to protect the wearer.
Fluid Resistant Surgical face mask (also known as Type IIR)	A three ply face mask with integrated nose clip. Manufactured to EN 14683:2019	Government recommended PPE for use by a member of staff 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 OR where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used	To protect from larger droplets of bodily fluid emitted from coughing, sneezing.	Advantages – Recommended type of PPE by the Government. Protects the wearer from splashes and sprays released by others when for example sneezing or coughing. Easy to use (no face fit testing required). Disadvantages - The masks are “leaky” at the sides and therefore does not filter all the air that is inhaled. Not suitable for use with close expo-
Filter Face Piece 2 (FFP2)	Moulded style respirator mask that meets the EN 149 FFP2 and EN149:2001+A1:2009	Should be worn by staff if there may be close exposure to infectious aerosols. These masks may be worn by a member of staff 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	Filters solid and liquid particle sizes up to 0.6um with a minimum filter efficiency of 92%.	Advantages :- Higher level of protection than type IIR mask (filters a greater percentage of inhaled air than a type IIR mask). Disadvantages - To ensure adequate filtering of inhaled air, the user must pass a face fit test for the type of filtering mask to be used (see below*) . The mask cannot be worn by individuals with facial hair. Only Trust Office approved FFP2 masks can be procured (there are a high number of fake masks in circulation). Further information :- Accredited face fit testers for your area can be found at the following URL :- https://www.ft2fit.org/find-a-tester/