

**Risk Assessment**

<b>Department</b>	<b>Re-opening Buckswood School during COVID-19</b>	<b>Activity &amp; Ref. No.</b>	<b>COVID-19-03</b>
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<b>Assessor</b>	<b>Status</b>	<b>Signature</b>	<b>RA Date</b>	<b>Review Date</b>
<b>Anthony Hougham AISOH</b>	<b>HHS</b>		<b>17/07/2020</b>	<b>Weekly and in line with any government changes</b>

- Risk assessment to work alongside,
- Risk assessment to work alongside, Floor plan document

<b>What are the Hazard(s)? Potential to cause harm</b>	<b>Who might be harmed? Staff/Pupils/Others</b>	<b>How might they be harmed? Injury/Ill-health</b>	<b>Control Measures in place? To remove or reduce risk to lowest levels possible</b>	<b>Is further action(s) required to control this risk – Yes/No? If YES, give details/person responsible/dates</b>
<b>Spread of COVID -19</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• Implement all advice and communicate to pupils/ parents, staff and contractors. Currently any person developing a new continual cough, a temperature in excess of 37.8C or a loss of, or change in their normal sense of taste or smell whilst at school must be sent home and advice to self-isolating and contact NHS 111</li> <li>• Any person who is considered extremely clinically vulnerable and shielding should continue to shield and will not be expected to attend, (Guidance on shielding &amp; protecting extremely vulnerable persons form COVID-19).</li> <li>• Clinical vulnerable people including pregnant women should take extra care in observing social distancing and should work from home where possible. We will endeavour to support this working with your line manager. Individuals cannot work from home, they will be offered the safest available in the school, staying 2 m away from others wherever possible with PPE i.e. face covering, gloves and face shields</li> <li>• New boarding student to be tested when arriving at the school and isolated until test results come back.</li> </ul>	N/A

			<ul style="list-style-type: none"> <li>• Staff will do an E-Learning course for COVID-19 for Employees before starting back in the school.</li> <li>• Anyone who lives in a household with someone who is extremely clinically vulnerable and shielding, should only attend if stringent social distancing can be adhered to and the child is able to understand and follow those instructions. We will pay particular regard to “young carers” who may fall into this category</li> <li>• Staff who live alone and have symptoms of COVID-19, however mild, will be directed to stay at home for 7 days from when their symptoms started.</li> <li>• Those living with others and they are the first in the household to have symptoms of COVID-19, then they will be directed to stay at home for 7 days others in the household 14 days.</li> </ul>	
<b>Any person coming unwell at school</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• If anyone becomes unwell with a new, continuous cough, a high temperature or a loss of taste or smell Day Students and staff will be sent home if a boarding student they will be taking to Res-8 and advised to follow the COVID-19 (stay at home guidance for households with possible COVID-19 infection).</li> <li>• If a pupil who is unwell is awaiting collection, they will be moved to West Room in Residence 1 where they can be isolated behind a closed door, where available, a window will be open for ventilation. And supervision in the local area.</li> <li>• If the pupil needs to go to the toilet while waiting to be collected or prior to them leaving for home, they will be directed to use a separate toilet. The toilet area will then be cleaned and disinfected using standard cleaning products before used by anyone else.</li> <li>• If a pupil needs direct personal care until they can return home. A supervising staff if a distance of 2m cannot be maintained. If contact with the pupil is necessary, then disposable gloves, a disposable apron and surgical face mask with a face shield will be worn by the supervising staff.</li> <li>• If a student is seriously ill or injured member of staff will call 999.</li> <li>• If a member of staff has helped someone who was unwell with COVID-19 symptoms, they do not need to go home unless they develop symptoms themselves and told to contact NHS 111. The staff member will wash their hands thoroughly for 20seconds after any contact with someone who is unwell. Cleaning the affected</li> </ul>	N/A

			<p>area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Refer to COVID-19 cleaning of non-healthcare settings guidance.</p> <ul style="list-style-type: none"> <li>• If a pupil start displaying COVID-19 symptoms whilst at school they should, wherever possible, be collected by a member of their family or household.</li> </ul>	
<b>There is a confirmed case of COVID-19</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• When a pupil or staff member develops symptoms compatible with COVID-19, they will be sent home or boarder to Res-8 and advised to self-isolate for 7 days for single person and 14 days for households members. All staff and pupils who attending school will have access to a test if they display symptoms of COVID-19 will be required to have a test by NHS 111.</li> <li>• Where a pupil or staff member test negative, they can return to school and fellow household members can end their self-isolation.</li> <li>• Where the pupil or staff member test positive, the rest of their class or social bubble within the school will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or social bubble do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.</li> <li>• As part of the national test and trace programme, if other cases are detected within the social bubble or in the wider setting, Public Health England’s local health protection team will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases a large number of other students may be asked to self-isolate at home or boarders at Res-8 as a precautionary measure – perhaps the whole class or social bubble. Where setting are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole school will not generally be necessary.</li> </ul>	N/A
<b>Cleaning (School, surfaces, clothing)</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• <b>Deep cleaning for reopening of the school</b> – we will deep clean ahead of reopening depending on various factors, including: whether buildings have been accessed during the lockdown period (and if recently occupied may therefore be contaminated with COVID-19); whether staff have been on site.</li> </ul>	N/A

			<p><b>Measures for cleaning/ maintenance</b></p> <ul style="list-style-type: none"> <li>• Staff instructed to observe social distancing in line with government guidance.</li> <li>• In order to facilitate appropriate hand washing, staff should not wear jewellery other than a plain wedding band for work and should be bare below the elbow (sleeves can be rolled up for handwashing purposes); finger nails should be short and false nails removed. Any cuts or abrasions should be covered with a plaster.</li> <li>• Tie up long hair</li> <li>• On returning home, staff should remove their clothes and treat them as a healthcare worker would place them all in a bin liner.</li> <li>• Hands should be washed thoroughly on return to home.</li> <li>• Work clothes should be transferred to the washing machine and washed in accordance with the manufactures instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other peoples items.</li> <li>• Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.</li> <li>• Carefully clean the outside of the machine and wash hands for 20 seconds with liquid soap and warm water.</li> <li>• Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above or dispose of.</li> <li>• Then have shower or bath.</li> <li>• In order to minimise the risk to others from used personal protective equipment (PPE), it is essential that it is removed in a safe manner; remove apron, if you have worn gloves, remove them next by turning them inside out in one single motion (disposable gloves and aprons for cleaning are available for cleaning tasks).</li> <li>• If PPE has been used in cleaning an area where a symptomatic individual has been, it should be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish. Disposable items should be placed in the bin immediately. Rubber or washing-up gloves should be washed and dried properly before</li> </ul>	
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			<p>reuse. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</p> <ul style="list-style-type: none"> <li>• Sneeze into a tissue or sleeve NEVER into hands. Wash hands immediately after (as below)</li> <li>• Used tissues will be put in a bin immediately (as above – all waste bins to be lined)</li> <li>• Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.</li> <li>• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including.       <ol style="list-style-type: none"> <li>1. Objects which are visibly contaminated with body fluids;</li> <li>2. All potentially contaminated high-contact areas such as work surfaces, computer keyboards/ mice, telephone, toilets areas, door handles, door push plates, bannisters and stairwells.</li> </ol> </li> <li>• Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles/ plates and sanitary fittings, following one of the options below:       <ol style="list-style-type: none"> <li>1. Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or a household detergent followed by disinfection (10000 ppm). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants.</li> <li>2. If an alternative disinfectant is used within the school, this should be checked and ensure that it is effective against enveloped viruses.</li> </ol> </li> <li>• Avoid creating splashes and spray when cleaning.</li> <li>• Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined above.</li> <li>• When item cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam clean should be used.</li> <li>• Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• If possible keep an area closed off and secure for 72 hours. After this time the amount of virus contamination will have decreased substantially and you can clean as normal with your usual products.</li> <li>• Wherever possible, cleaning and site staff should have their own equipment. Regularly used equipment may need to be dispersed to</li> <li>• Site staff may have their working hours amended. Cleaning hours may also be amended to allow for social distancing and thorough daily cleaning regimes. All bins will be lined and the liner removed at the end of the day. Waste will be stored safely and securely kept away from pupils. This waste does not require a dedicated clinical waste collection in the above circumstances.</li> <li>• Bin bags to be placed in the dedicated waste bins store located by the kitchen.</li> <li>• The cleaning staff and Matron will regularly check stocks of chemicals, bin bags etc. and will requisition additional supplies as necessary from Matron.</li> <li>• Staff will be briefed regularly, at least in line with changes to government guidance.</li> </ul> <p><b>Cleaning throughout the day</b></p> <ul style="list-style-type: none"> <li>• Cleaning with suitable cleaning products will continue; door handles/plates, bannisters, taps, toilet seats and toilet flushing mechanisms.</li> <li>• Classrooms should be decluttered with only the minimum items permitted on work and other surfaces. This allows for more intensive cleaning and reduces the risk of the virus landing on multiple surfaces.</li> <li>• Frequently touched hard surfaces should be cleaned using normal cleaning products and disposable cloths or anti-viral wipes.</li> <li>• Telephone keyboards/mice, light switches, electronic entry systems, iPad used by pupils and staff, etc., will be cleaned with anti-viral wipes on a regular basis throughout the day.</li> <li>• Ensure that electronic entry systems and keypads are regularly sanitised particularly first thing in the morning and where possible after each use.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Regularly check stocks of cleaning chemicals, liquid soap, paper towels, tissues, toilets tissue, bin bags etc. and request additional supplies as necessary.</li> <li>• Ensure disposable tissues are available in each room for both staff and pupils.</li> <li>• Ensure arrangement are in place for the disposal of clinical and general waste where required.</li> <li>• To dispose of waste from staff or pupils with symptoms of COVID-19, such as disposable cleaning cloths, tissues and PPE:             <ol style="list-style-type: none"> <li>1. Put in a plastic rubbish bag and tie it when full.</li> <li>2. Place the plastic bag in a second bin bag and tie it.</li> <li>3. Put it in a suitable and secure place marked for storage for 72 hours.</li> </ol> </li> <li>• Safe systems of work to be developed locally to ensure appropriate measures are in place for laundering, cleaning and decontamination of soiled item/ equipment in line with national guidance.</li> <li>• There is no need for anything other than normal personal hygiene and washing of clothes.</li> </ul>	
<b>Hand washing</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• Everyone will be reminded to wash their hands before leaving home, on arrival to school and before and after handling cleaning chemical, eating, using the toilets, sports activities, using transport and after coughing or sneezing and not to touch face (eyes, mouth, nose) with hands that are not clean.</li> <li>• Where present, toilets lids must be closed prior to flushing and remain closed after use.</li> <li>• Wash with liquid soap &amp; water for a minimum of 20 seconds ( see hand washing guidance)</li> <li>• Alcohol based hand cleansers/gel (containing at least 60% alcohol) can be used if soap and water are not available but is not substitute for hand washing.</li> <li>• Hands must be dried properly to prevent infection and drying out. Pat dry rather than rub to avoid discomfort.</li> <li>• Additional hand sanitiser unites to be installed in the school where possible at the main entrance to the school and in the dining hall.</li> </ul>	N/A

<b>Personal protection &amp; PPE</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• Determine what PPE will be required and in what quantities – ensure adequate PPE ordered as necessary in advance of setting reopening and where necessary, supplies maintained.</li> <li>• When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.</li> <li>• In order to minimise the risk to others from used Personal Protective Equipment (PPE), it is essential that it is removed in a safe manner. Remove apron. If you have worn gloves, remove them next by turning them inside out in one single motion, these should be double bagged, then stored securely in a specified place for 72 hours then thrown away in the regular rubbish. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> <li>• For further information on the use of PPE for supervising a child who has become unwell see section on ‘Any person becoming unwell at school’ – page 2 and 3 above.</li> <li>• If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as spitting), they should continue to receive care in the same way, including any existing routine use of PPE.</li> <li>• In line with Coronavirus Covid-19 safer travel guidance for passengers , should wear a face covering on public transport., it is important to use face coverings properly (How to wear &amp; make a cloth face covering ) and wash your hands before putting them on and after taking them off.</li> <li>• Responsible adults or carers travelling with children on public transport should follow this guidance, wear face coverings, minimise the surfaces they touch and maintain their distance from others, where possible.</li> </ul>	N/A
<b>social distancing</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• All to observe social distancing in line with government guidance as much as possible (Coronavirus (COVID-19): implementing protective measures in education and childcare settings).</li> <li>• Where possible, limit the areas of the school frequented by each member of staff – suitable cleaning of frequently touched surfaces to take place.</li> </ul>	N/A

			<ul style="list-style-type: none"> <li>• We will limit the number of shared resources that are taken home by staff and limit the exchange of such resources. Teachers should make sure they wash their hands and surfaces, before and after handling pupils' books</li> <li>• Staff to work at least 1m apart. Office staff to work in separate offices where possible. Wherever, possible, staff should work from their own workstation only. Where not possible due to social distancing, establish cleaning rules before and after each use of another's workstation you must clean the key board and mouse.</li> <li>• Staff to remain 1m from others when using photocopying equipment – key pads etc., one person only in each part of the school to carry out all photocopying (pupils NOT to use copiers).</li> <li>• Keeping distance between individuals when speaking or sharing a room, regular hand washing and sanitising surfaces when the Individual leaves including telephones, keyboards/mice etc.</li> <li>• Staff are not to congregate during break times.</li> <li>• Staff will be briefed regularly, at least in line with changes to Government guidance.</li> <li>• Car sharing to and from school is not currently advised unless the individuals are from the same household and the use of public transport should be avoided <b>if</b> possible.</li> <li>• School service cars will be one driver and one passenger in the rear seat opposite the driver.</li> <li>• Plan work to minimise contact between staff and avoid skin-to-skin and face-to-face contact. Where possible, staff working together (such as site teams for example) should work side by side or facing away from each other as opposed to face to face. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Consideration should be given to wearing face coverings in this situation.</li> <li>• As much as possible, keep groups of staff working together in teams that are as small as possible (social Bubble).</li> </ul>	
<b>identify vulnerable pupils/ safeguarding</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• We will continue to have regard to statutory guidance 'Keeping</li> </ul>	N/A

			<p>Children Safe in Education' 2020 and this will be reflected in our Child Protection and Safeguarding Policy and Procedure s - COVID-19 appendices.</p> <ul style="list-style-type: none"> <li>• We will identify all those children whom we believe to be vulnerable in addition to those classed as vulnerable under current DfE guidance. This will include children on the edge of receiving support from children's social care, adopted children, those at risk of becoming NEET, those living in temporary accommodation and those who are young carers.</li> <li>• We will take the opportunity to contact all parents to confirm correct emergency numbers and ask for additional emergency contacts where these are available.</li> <li>• The DSL/senior manager will keep under review their list of vulnerable children who should be attending the provision so that they can be appropriately monitored.</li> <li>• Where the parents of a vulnerable child do not want their child to attend school, the reasons will be explored by the school/social worker.</li> <li>• Where a vulnerable child has a social worker and fails to attend school, we will contact the social worker concerned.</li> <li>• We will work with the LA to monitor the welfare of vulnerable children who are not attending school and other pupils who for safeguarding purposes we wish to keep in touch with. When assessing whether vulnerable pupils should be in school we will work with others and consider factors such as the balance of risk, including health vulnerabilities, family circumstances, risks outside the home, and the child or young person's assessed special educational needs, where relevant.</li> <li>• We will aim to have vulnerable children in school on a full-time basis, wherever possible. Covid-19 Safeguarding Risk Register</li> </ul>	
<b>Opening the school to Staff and pupils</b>	Staff Pupils Visitors	Covid-19	Preparations will need to be agreed and implemented for re-occupation by pupils and staff numbers. There are currently no plans to operate wraparound care but this may be considered at a later date.	N/A

			<p><b>Arrival and finish times</b></p> <ul style="list-style-type: none"> <li>• Under no circumstances should anyone (staff, pupils, contractors or visitors) displaying symptoms of COVID-19 attempt to enter the school site. This information will be included in the letter to parents, suppliers and contractors prior to the school opening. Notice to be displayed on the main school entrance door. All parents will be asked to confirm this when dropping off their child.</li> <li>• Arrival and finish times will be informed to parents/carers</li> <li>• Check details of who is eligible to drop off/collect children – they may be different.</li> <li>• Parents will be advised that only one parent should bring the Pupils to school by car, pupils cannot leave the car until their temperature has been taken. If pupil's temperature is above 37.8 they will be sent home if below they will be sent to wash their hands then sent to their social bubble.</li> <li>• Parents will be advised that their child may bring one bag to school which must contain their water bottle and any other essential equipment required during the school day (this should include sun cream). Non-essential books, equipment must not be transferred between home and school.</li> <li>• Parents will be advised to wipe the bag with anti-viral wipes before coming to school and once their child returns home.</li> <li>• Any face coverings that staff or pupils are wearing when they arrive at school may be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</li> <li>• It will be best practice for staff and pupils to tie hair back out of the face to minimise the need to touch the face.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• At the end of the school day, parents may collect their children from the same location where they will be supervised by staff.</li> <li>• Where necessary, parents will be made aware of recommendations provided by GOV UK on transport to and from school (including avoiding peak times), particularly where they travel by public transport (Coronavirus (COVID-19): safer travel guidance for passengers).</li> </ul> <p><b>Movement around the school</b></p> <ul style="list-style-type: none"> <li>• Once pupils have arrived in school they will be sent to wash their hands thoroughly for 20 seconds and dry them using disposable hand towels. This regime will also take place before they leave the school for home.</li> <li>• Where considered wide enough to do so, corridors will be marked with tape to provide for a one-way system. The risk to Pupils and staff passing briefly in the corridor is considered low.</li> <li>• Where there are multiple stairways to upper floors, these will be allocated as an ‘up stairway’ and a ‘down stairway’. Where appropriate, these will be marked and signed accordingly.</li> <li>• Floor marking tape should also be used where queues may develop indicating 1m spacing.</li> <li>• Normal shielding will be used for reception staff – where this is not in place, an area will be marked over which any visitors will be informed not to cross.</li> </ul> <p><b>During the school day</b></p> <ul style="list-style-type: none"> <li>• At all times, staff must be ‘alert’ to the signs and symptoms of COVID-19 either from themselves or from the pupils. If</li> </ul>	
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			<p>in any doubt, advice must be sought from BHS staff or other senior leader immediately.</p> <ul style="list-style-type: none"> <li>• Pupils will be in the same social bubble at all times each day, and different social bubbles will not be permitted to mix during the day, or on subsequent days.</li> <li>• Teacher(s) and other staff will be move between social bubble and will wash hands before leaving and when joining the next social bubble.</li> <li>• Wherever possible pupils will use the same area and setting throughout the day, with a thorough cleaning of the rooms at the end of the each lesson change over.</li> <li>• Pupils and staff will be asked to bring in their own water bottles. Pupils and staff may use drinking water taps in the school which should be disinfected after use by each staff member or pupil or bottled water.</li> <li>• Breaks for staff may be required to eat in their designated classroom.</li> <li>• Each classroom will be labelled with the number of pupils it can safely hold.</li> <li>• Although it will be difficult to ensure that pupils maintain social distancing, we will use a wristband system with a track and Tracey system. Our best endeavours to promote this. Staff should always try to ensure a safe distance from pupils although this is not always possible. Where close contact is made, staff should ensure they practice regular hand washing or use anti-viral hand gel on a regular basis throughout the session.</li> <li>• It is, however, more realistic to ensure that social bubble of pupils are kept apart and not allowed to mix, both during the school session and at break times.</li> <li>• The layout of the room will be considered to reduce the space between pupil 'areas' or zones which would allow a</li> </ul>	
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			<p>small group to work in different zones – whilst this will not always ensure social distancing of 1m, it will reduce the risk.</p> <ul style="list-style-type: none"> <li>• In planning the room and zones, we will ensure that fire escape routes are not compromised.</li> <li>• Spaces used will be well ventilated using natural ventilation where possible.</li> <li>• Doors may be held open to avoid them being touched by those coming and going from the classroom. This will also aid ventilation. This is only permitted where the room is occupied and doors must be closed once the group has left the room. At the end of the day, all doors to all rooms must be closed for fire purposes.</li> <li>• Wherever possible, specific toilet areas will be allocated to each social bubble of pupils. Toilet area use will be limited to small groups of pupils. These will be cleaned using normal cleaning products after use by each social bubble.</li> <li>• Where there is no sink nearby, adequate supplies of hand-gel will be provided in the classroom or work area. pupils will be encouraged to wash their hands:             <ol style="list-style-type: none"> <li>1. Throughout the day/session;</li> <li>2. After coughing or sneezing;</li> <li>3. After using the toilet;</li> <li>4. Before and after eating including snack time.</li> </ol> </li> <li>• Pupils &amp; staff will be encouraged to make use of tissues and to dispose of them appropriately, they will also be regularly reminded not to touch their mouth, eyes or nose. Supplies of tissues will be made available in each classroom. Lined bins used for tissues will be emptied throughout the day and particularly between each social bubble.</li> <li>• Equipment in each classroom will be kept to a minimum. All used hard surfaces (tables and chairs, doors, bannisters, light switches, sinks and toilets) will be sanitised or wiped using detergent between each social bubble and regularly throughout the session.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Where possible, external doors from classrooms will be used to access outside areas thus reducing the need to use internal areas.</li> <li>• Lunchtimes will be spaced/staggered to reduce the risk of social bubbles coming into contact with each other.</li> <li>• IT suites can be used by pupils but the numbers kept to a minimum so that there is a computer workstation between each pupil i.e. alternate screens. Disinfection of workstations, keyboard, headphones and mouse after each social bubble use will be necessary.</li> <li>• Practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children in one day, or properly cleaned between social bubbles.</li> <li>• PESSPA guidance suggests that team games involving any contact at all cannot happen; each pupil should have their own working zone, equipment to be used should have an approved cleaning regime; equipment sharing should be minimised and where possible pupils should have individual equipment that is not shared. Opportunities/facilities should exist for washing hands before and after every session</li> </ul> <p><a href="https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf">https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf</a></p> <ul style="list-style-type: none"> <li>• During breaks, where there is more than one social bubble using the outdoor space, the space will be zoned so that social bubble are kept apart.</li> <li>• Assemblies, performances, parents' evenings, sports fixtures, will resume once the government and school leadership team agree that it is safe to do so.</li> <li>• A quarantine room "west room" will be identified for children who may become ill during the day. The room and any toilet area used by a child who is ill or displaying signs and symptoms of COVID-19 and awaiting collection must be</li> </ul>	
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			<p>fully sanitised prior to use by anyone else in the school. Where it is not possible to isolate a pupil, they will be moved to an area which is at least 2m away from other people. Any supervising staff will use appropriate PPE whilst waiting for the child to be collected. See sections above on 'People who become unwell' and 'PPE' use for further information</p> <ul style="list-style-type: none"> <li>• School meals will be provided for pupils in their social bubbles.</li> <li>• Social distancing should be maintained in the school kitchens. We may need to reduce the number of staff and consequently the choice of meal will be minimal.</li> <li>• Where staff are working in the kitchens, they will have their own utensils for preparation and clean the equipment after each use.</li> <li>• Deliveries will be kept to a minimum and we will limit those accepting and putting away deliveries.</li> <li>• Regard will be taken of those pupils with allergies or food intolerances.</li> </ul> <p><b>Resident Staff and Families</b></p> <ul style="list-style-type: none"> <li>• Resident staff have been made aware of restricted areas within the school site.</li> </ul> <p><b>Curriculum</b></p> <ul style="list-style-type: none"> <li>• Schools continue to be best placed to make decisions about how to support and educate all their pupils during this period, based on the local context and staff capacity.</li> <li>• Where year groups are returning to school, we will: - consider their pupils' mental health and wellbeing and identify</li> </ul>	
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			<p>any pupil who may need additional support so they are ready to learn; - assess where pupils are in their learning, and agree what adjustments may be needed to the school curriculum over the coming weeks;</p> <ul style="list-style-type: none"> <li>• We will use our best endeavours to support pupils attending school as well as those remaining at home due to COVID-19, making use of the available remote education support - Remote education through Teams.</li> <li>• In our regular communications with parents we will continue to emphasise and promote online safety for those pupils who are not attending school due to COVID-19.</li> <li>• For guidance regarding Science in relation to preparing to re-open and running practical activities, refer to CLEAPSS Guidance: - <b>GL345</b> – Guidance for science departments returning to school after an extended period of closure - <b>GL336</b> – CLEAPSS Advice during the COVID-19 / Coronavirus Pandemic.</li> </ul> <p><b>Behaviour</b></p> <ul style="list-style-type: none"> <li>• In light of the need for children to behave differently when they return to school, and any new systems we will have put in place to support that, we will need to reinforce the following points to staff and students;</li> <li>• following any altered routines for arrival or departure;</li> <li>• following school instructions on hygiene, such as handwashing and sanitising;</li> <li>• following instructions on who pupils can socialise with at school</li> <li>• moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing);</li> <li>• expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands;</li> </ul>	
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			<ul style="list-style-type: none"> <li>• tell staff if you are experiencing symptoms of coronavirus;</li> <li>• rules about sharing any equipment or other items including drinking bottles;</li> <li>• Amended expectations about break times.</li> <li>• Use of toilets; access and where possible would benefit from printed resources.</li> </ul> <ol style="list-style-type: none"> <li>1. clear rules about coughing or spitting at or towards any other person;</li> <li>2. clear rules for pupils at home about conduct in relation to remote education;</li> <li>3. Rewards and sanction system where appropriate.</li> </ol> <ul style="list-style-type: none"> <li>• Identify any reasonable adjustments that need to be made for Students with more challenging behaviour.</li> <li>• Staff to be trained in the new rules and routines, including the use of sanctions and rewards, so that they can support pupils to understand them and enforce them consistently.</li> </ul>	
<b>Inadequate staffing ratios</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• We will ensure that suitable staffing / supervision ratios are established in advance considering group size, needs and individuals and build in resilience in case of staff illness or emergency.</li> <li>• Our possible approaches to managing a shortfall in staffing include: <ul style="list-style-type: none"> <li>- bringing additional teachers in to help, who may be teachers from another part of the school or supply teachers</li> <li>- asking suitably experienced staff to assistants who are willing to do so to work with groups under the supervision of a teacher;</li> <li>- using some senior leadership time to cover groups</li> </ul> </li> <li>• Key telephone numbers of all available DSL's/deputies to be displayed in school.</li> <li>• Ensure the contact details of the Safeguarding Hub/Early Help Team/LADO are available to all staff on duty.</li> <li>• Ensure sufficient competent staff on duty to administer or supervise the administration of medication within the bubble. Wherever possible, children to self-administer, witnessed by staff. Where not possible (age, SEND etc.) social distancing cannot be</li> </ul>	N/A

			maintained – think about how this can be done safely – PPE, vigilant personal hygiene etc.	
<b>Visitors</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• Visitors to the premises will be discouraged, will be by appointment only and will remain under supervision at all times.</li> <li>• Access to contractors/external maintenance personnel will only be granted by arrangement for <b>essential maintenance / statutory inspection</b> needs only (guidance on what statutory inspections must take place) – see also ‘Maintenance’ – Part 2 below.</li> </ul> <p><b>In an emergency situation</b> where access is required urgently to undertake maintenance – appropriate hygiene and social distancing arrangements must be followed</p>	N/A
<b>Fire, lockdown and Emergencies</b>	Staff Pupils Visitors	Covid-19	<ul style="list-style-type: none"> <li>• In preparing for reoccupation, we will review the fire risk assessment and the fire management arrangements contained within it.</li> <li>• Review the first aid ‘assessment of need’ to ensure that it is still sufficient. Based on this, more first aiders may need to be trained to ensure that there is adequate coverage. Review levels of first aid equipment to ensure that these are still adequate. In particular, consideration should be given to the purchase of additional resuscitation face shields, disposable gloves and aprons.</li> <li>• Where necessary, staff to undergo induction in the fire, lockdown and emergency routines and accident/first aid procedures. This may not be the usual routes and normal nominated fire wardens may not be in attendance. Repeat as necessary.</li> <li>• Review site staff cover to ensure the site is safe – including the operation of fire/lockdown alarms.</li> <li>• Ensure staff are inducted/ familiarised with key emergency/ management information – e.g. security / access procedures, emergency and fire risk etc.</li> <li>• Fire/lockdown alarms. Ensure all staff and pupils are made aware of fire and lockdown alarm sounds, procedures and assembly points and protocols.</li> <li>• Clarify means of summoning emergency assistance, particularly when operating social distancing.</li> </ul>	N/A

			<ul style="list-style-type: none"> <li>• Make available any instruction on the use of any relevant equipment – e.g. emergency controls for fire panels.</li> <li>• Access to essential contractors / statutory inspections will need to be considered and managed.</li> <li>• Ensure that emergency cut-off points for water, gas and electric are clearly marked and known by the senior member of staff and that details of emergency contacts for utilities are readily available.</li> <li>• Propping fire doors open by any other means other than proprietary hold open devices triggered by the fire alarm is normally not permitted. <b>However</b>, all reasonable methods of preventing infection spread will need to be introduced. The risk of a fire starting is probably lower than the risk of infection spread.</li> <li>• If fire doors are held open, alter your documented and practical procedures to ensure that more staff are appointed to ensure ALL fire doors are closed if the fire alarm sounds or fire is discovered.</li> <li>• Ensure fire doors to rooms not being used are closed. Use wedges to hold open doors – these can be easily kicked out should there be an emergency situation. Only hold doors open where access through them is required during the day and where the room beyond is occupied. This will reduce the risk of contamination.</li> <li>• All staff within each bubble will need to ensure that external doors have been shut in the event of a lockdown.</li> <li>• At the end of each day, <b>ALL</b> fire doors <b>must</b> be closed. Wipe down contact points with a proprietary cleaning product ready for the next day.</li> </ul>	
<b>Lack of building/ property maintenance – preparing to re-open</b>	Staff Pupils Visitors	Covid-19	<p><b>Health &amp; Safety Inspection:</b></p> <p><b>Fire Safety Systems:</b></p> <ul style="list-style-type: none"> <li>• In terms of reoccupation, all relevant fire safety equipment and systems must be tested <b>before</b> employees and others are allowed back on site. This would typically include: <ol style="list-style-type: none"> <li>1. a full functional test of the fire detection and alarm system (using multiple call points across the site);</li> <li>2. a visual inspection of all fire extinguishers to ensure that they are correctly located, full and not obviously damaged;</li> </ol> </li> </ul>	N/A

			<ol style="list-style-type: none"> <li>3. checking that fire escape routes are clear of any obstructions;</li> <li>4. checking that final fire escape doors are unlocked and operational;</li> <li>5. checking the operation of internal fire doors to ensure that they close properly;</li> </ol> <p><b>Water management – control of Legionella bacteria:</b></p> <ul style="list-style-type: none"> <li>• Hot and cold water outlets are flushed weekly to prevent water stagnation in accordance with advice from our contractor.</li> </ul> <p><b>Asbestos Containing Materials (ACMs):</b></p> <ul style="list-style-type: none"> <li>• Complete a thorough visual inspection of all ACMs prior to reoccupation to confirm that there has been no damage during lockdown. Where any damage to ACMs is observed, the area should be isolated immediately and advice sought from a specialist asbestos management company.</li> </ul> <p><b>Restarting plant and equipment:</b></p> <ul style="list-style-type: none"> <li>• Establish a clear plan for restarting any equipment that has been taken out of service during lockdown to ensure the safety of those who are undertaking the maintenance as well as protecting the equipment from damage. The restart process may require electrical and mechanical isolations to be reconnected, fluids to be refilled and plant and equipment to be reenergised in a specific sequence or order. Planning should therefore be based on manufacturers’ instructions, commonly accepted technical guidance and by making reference to specialist contractors (where required). Ensure that those who are carrying out the work are competent to do so and the work is correctly coordinated between them to avoid risks.</li> </ul> <ul style="list-style-type: none"> <li>•</li> </ul> <p><b>Statutory inspections:</b></p> <ul style="list-style-type: none"> <li>• Whilst the HSE ‘recognises the potential challenges when carrying out legal requirements for thorough examination and testing</li> </ul>	
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			<p>(TE&amp;T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (Covid-19)' they have stated that 'the law for Lifting Operations and Lifting Equipment Regulations (LOLER) and Pressure Systems Safety Regulations (PSSR)' remain in place. As such, employers must ensure that statutory inspections on lifting equipment (including passenger lifts and stair lifts), pressure systems, fixed electrical systems, PAT, gas appliances, etc. are 'in date' prior to the reoccupation of buildings.</p> <ul style="list-style-type: none"> <li>• Consider whether equipment which has not been used for an extended period of time needs a statutory inspection even if one is not due. For example, where personal lifting equipment has been left in a condition which may have compromised its structural integrity or where a lift needs servicing to ensure it is going to be operated normally and safely.</li> </ul> <p><b>Training and supervision:</b></p> <ul style="list-style-type: none"> <li>• In returning plant and equipment into full use, ensure that employees have retained adequate knowledge to use it safely. As such, it may be necessary to run refresher training for certain items and/or systems. This is particularly relevant to employees who only had limited experience prior to the lockdown. Review the status of any planned periodic refresher training which may have been missed during the lockdown.</li> <li>• Ensure that there is adequate supervision of those using plant and equipment, particularly if sites operate for an extended period of time and/or experienced supervisors are not available.</li> </ul> <p><b>Routine In-House Maintenance</b></p> <ol style="list-style-type: none"> <li>1. Testing of fire Manual Call Points (MCPs) – weekly on a rota system;</li> <li>2. Testing of any battery-operated smoke detectors - weekly;</li> <li>3. Testing of Emergency Lights – monthly;</li> <li>4. Checking fire-fighting equipment – monthly;</li> <li>5. Checking fire doors and fire exits;</li> </ol>	
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			<ol style="list-style-type: none"> <li>6. Conducting fire drills – usually termly;</li> <li>7. Temperature testing of sentinel outlets (those closest, intermediate &amp; furthest away from the water tank or calorifier) – monthly</li> <li>8. Flushing of all hot and cold outlets including seldom used outlets such as showers, spray taps and bib taps – weekly;</li> <li>9. Disinfection of shower/spray tap heads – termly;</li> </ol>	
<b>Guidance documents Used for the Risk Assessment</b>			<ol style="list-style-type: none"> <li>1. Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers</li> <li>2. Coronavirus (COVID-19): implementing protective measures in education and childcare settings</li> <li>3. Actions for schools during the coronavirus outbreak</li> <li>4. Critical workers who can access schools or settings</li> <li>5. Opening schools for more children and young people: initial planning framework for schools in England</li> <li>6. Stay at home guidance for households with possible Covid-19 infection</li> <li>7. Guidance on shielding &amp; protecting extremely vulnerable persons from Covid-19</li> <li>8. Staying alert &amp; safe social distancing</li> <li>9. Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak</li> <li>10. Coronavirus (Covid-19) Getting tested- Essential Workers</li> <li>11. COVID-19: cleaning of non-healthcare settings guidance</li> <li>12. Coronavirus Covid-19 safer travel guidance for passengers</li> <li>13. Coronavirus Covid-19 Safer transport guidance for operators</li> <li>14. Safe working in education, childcare and children’s social care settings, including the use of PPE</li> <li>15. HSE Face Fit Testing Guidance</li> <li>16. How to wear &amp; make a cloth face covering</li> <li>17. Remote education during Coronavirus (Covid-19)</li> <li>18. DfE Managing school premises during the coronavirus outbreak</li> <li>19. HSE: Legionella Risks during the Coronavirus Outbreak</li> <li>20. Preparing for the wider opening of schools from 1 June</li> </ol>	

			21. Conducting a SEND risk assessment during the coronavirus outbreak 22. Guidance on cleaning for non-healthcare settings.	
Review date	Name	Status	Actions	Signature
Review date	Name	Status	Actions	Signature
Review date	Name	Status	Actions	Signature
Risk Assessment can only be review for 3 years				