

## Safety, Health and Environment (SHE)

# GCC COVID-19 RISK ASSESSMENT PROCESS HARDWICKE PAROCHIAL PRIMARY ACADEMY (Revised for full reopening in September 2020)



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

Community and controlled schools must send their risk assessment to [she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk) by 4<sup>th</sup> September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

# COVID-19 Risk Assessment for reopening schools

1<sup>st</sup> November 2020 update

29<sup>th</sup> November 2020 update 4<sup>th</sup> January 2021 update

6<sup>th</sup> January 2021

ASSESS					
Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.					
<p>*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.</p> <p><b>Who may be at risk:</b> Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.</p> <p><b>Vulnerable groups:</b> Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.</p>					
PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<p><b>Buildings</b></p> <ul style="list-style-type: none"> <li>All health and safety compliance checks have been undertaken by <b>2<sup>nd</sup> September</b> (see action plan) e.g. fire alarm, emergency lighting, water hygiene</li> <li>Reviewing emergency and evacuation procedures e.g. fire wardens, escape routes, roll-call, assembly areas <b>WD meeting with Rob 16.9.20</b></li> </ul>	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken <b>completed July 2020. Feedback from School Teacher Union Rep shared and suggestions implemented 4.1.20</b></li> <li>Consider personal risk factors: age, pregnancy, existing health conditions and</li> </ul>	<p><b>Access</b></p> <ul style="list-style-type: none"> <li>Entry points to school controlled – <b>identified on the road map – return to school July 2020-adapted so that main school gates are used to avoid large group gatherings 8.9.20-adapted so that Year 3 use the football gate for drop off and collection to reduce gatherings further 4.1.20</b></li> </ul>	<p>Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this.</p> <p><b>'Bubbles'</b></p> <ul style="list-style-type: none"> <li>Small, consistent groups of pupils split into <b>class</b> bubbles.</li> <li>Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups.</li> </ul>	<p><b>Minimise contact with individuals who are unwell:</b></p> <ul style="list-style-type: none"> <li>Refer to PHE guidance .</li> <li>Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school.</li> <li><b>Shared July 2020</b></li> <li>If anyone becomes unwell at school they will be isolated, sent home and provided with information on</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with employees and trades union Safety Reps on risk assessments.</li> <li>Risk assessment published on school website.</li> <li>SLT tasked to monitoring protection measures.</li> <li>Members of staff are on duty at breaks to ensure compliance with rules.</li> </ul>

<ul style="list-style-type: none"> <li>• Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. <b>Medical room identified as isolation room</b></li> <li>• Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> <li>• <b>Bins with lids in all classrooms</b> and rooms to support pupils and staff to follow the 'catch it, bin it, kill it' approach.</li> <li>• Provide sufficient tissues in all rooms.</li> <li>• <b>School site, including playground</b> has been split into separate zones where groups of pupils can remain to minimise mixing.</li> <li>• Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely(<b>shared toilets and cloakrooms</b>) so where distancing and</li> </ul>	<p>ethnicity and where necessary conduct individual risk assessments-<b>additional risk assessment in place for one member of staff 11.9.20</b></p> <ul style="list-style-type: none"> <li>• <b>Risk assessment for another pregnant staff member</b></li> <li>• <b>Risk assessment for staff member return to work after long term absence</b></li> <li>• <b>Discussion with staff over 60 with regards to additional safety measures in place including wearing a mask at all time, regular hand washing and remaining 2metres from other adults</b></li> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment <b>Completed July 2020</b></li> <li>• Regular staff briefings.</li> <li>• Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security-(<b>appoint a</b></li> </ul>	<ul style="list-style-type: none"> <li>• Building access rules clearly communicated through signage on entrances. <b>Completed by September 2020</b></li> <li>• <b>School start times staggered so bubbles arrive at different times. Completed July 2020 and September 2<sup>nd</sup></b> <b>Adapted 7.9.2020 so that ALL staff are on the playground by 8:40 so parents can drop swiftly and go –avoids hanging around</b></li> <li>• Floor markings outside school to indicate distancing rules (if queuing during peak times). <b>Completed March 2020 – limited in places</b></li> <li>• Screens installed to protect employees in reception. <b>In place</b></li> <li>• Shared pens removed from reception <b>Completed adapted 7.8.20 as need to track and trace any visitors into school so pen required- sanitise, use and wipe.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>As a result of staff isolating, Y4 is now two bubbles rather than 3 as from 30.12.20</b></li> <li>• <b>As a result of a Y4 teacher invoking section 44 &amp; 100 of ERA, Year 4 will remain as three bubbles in school (two classes and one class with vulnerable and key worker children) while the remaining children will complete remote live learning from home.</b></li> <li>• <b>As a result of a Reception teacher who is extremely clinically vulnerable, the children in this class will receive remote learning unless they are vulnerable or key worker.</b></li> <li>• <b>All children to access live remote learning from home via TEAMS unless they are key worker or vulnerable where they will attend school.</b></li> <li>• <b>Teachers and TA to remain strictly within their bubble to reduce the need</b></li> </ul>	<p>what to do next. <b>(shared July 2020)</b></p> <ul style="list-style-type: none"> <li>• An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child) <b>(shared July 2020)</b></li> <li>• Staff caring a child awaiting collection to keep a distance of 2 metres. <b>(shared July 2020)</b></li> <li>• <b>PPE to be worn by staff caring for the child, including:</b></li> <li>• <b>a face mask worn if a distance of 2 metres cannot be maintained.</b></li> <li>• <b>if contact is necessary, then gloves, an apron and a face mask should be worn</b></li> <li>• <b>eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting.</b></li> <li>• <b>Additional full-face shield visors have been offered to all staff 4.1.20.</b></li> <li>• <b>Gloves have been offered to all staff to</b></li> </ul>	<ul style="list-style-type: none"> <li>• Staff encouraged to report any non compliance.</li> <li>• The effectiveness of prevention measures will be monitored by school leaders.</li> <li>• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</li> </ul>
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<p>other measures are required.</p> <ul style="list-style-type: none"> <li>Consider separate facilities be provided for meals and refreshments in different zones – <b>meals will be eaten in the classrooms</b></li> <li>Evaluate the capacity of rooms and shared areas.</li> <li>Staggered lunches (in classrooms) <b>with additional cleaning in classrooms-staff rota in place</b></li> <li><b>Consider door signs mounted to identify max number in room / toilets at one time.</b></li> <li>COVID-19 posters/ signage displayed.</li> <li>Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered.</li> <li>Consider one-way system if possible for circulation around the building.</li> <li>Put down floor markings along the middle of two-way corridors/ to keep groups apart and 'keep left' signs- <b>groups of children are not walking</b></li> </ul>	<p><b>mental health champion September 2020)</b></p> <ul style="list-style-type: none"> <li>Regular communications that those who have coronavirus symptoms, or who have someone in their household who does, are not to attend school.</li> <li>Information shared about testing available for those with symptoms.(<b>complete d July 2020-updated 10.9.20</b>)</li> <li>Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) teachers should refer to curriculum specific guidance.</li> <li>Teachers to identify shared resources and how to prevent mixed contact –<b>all bubbles have their own play equipment and children will have own resources so to avoid sharing from Y2-Y6</b></li> <li>Identify and plan lessons that could take place outdoors.</li> <li>Consider how online resources can be</li> </ul>	<ul style="list-style-type: none"> <li>Touch screen signing in devices in reception cleaned regularly.</li> <li>Hand sanitiser provided at all entrances.</li> <li><b>Completed</b></li> <li>Pupils, staff and visitors to wash hands immediately on arrival.</li> <li>Covered bins provided on entrances to dispose of temporary face coverings.</li> <li>Sealable plastic bags provided for reusable face coverings to take home with them.</li> <li>Gathering at the school gates prohibited. – <b>encouraged at all times via communication from school</b></li> <li>Staff on duty outside school to monitor protection measures.</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>Wherever possible keep meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.).</li> </ul>	<p><b>to close other bubbles if a positive case occurs.</b></p> <ul style="list-style-type: none"> <li><b>ALL staff to wear facemasks when moving around school/ seeing parents/ talking to colleagues within year group.</b></li> <li><b>Teachers can choose to wear a visor as well as a mask.</b></li> <li>If the design of the school means class bubbles cannot be kept apart, split the building into 'zones' and implement zonal bubbles.</li> <li>Keep a record of pupils and staff in each bubble, lesson or close contact group. (<b>see TA timetable</b>)</li> <li>School breakfast and after-school clubs to keep to the bubbles used during the school day <u>where possible</u>-<b>WD to receive copy of risk assessment by external providers September 2020 – received 7.9.20</b></li> </ul> <p><b>Minimise mixing</b></p>	<p><b>reduce contact with children's books.</b></p> <ul style="list-style-type: none"> <li><b>Teachers can choose to wear a visor as well as a mask.</b></li> <li>Staff to wash their hands after caring for a child with symptoms.</li> <li>All areas where a person with symptoms has been to be cleaned after they have left. (<b>shared July 2020</b>)</li> <li>Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days. (<b>shared July 2020</b>) <b>All staff who have had close hands-on contact will self-isolate for 10 days.</b></li> </ul> <p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning)(<b>Shared July 2020</b>).</li> <li>Sufficient handwashing facilities are available.</li> </ul>	
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<p><b>through the school so not required</b></p> <ul style="list-style-type: none"> <li>• In areas where queues may form, put down floor markings to indicate distancing.</li> <li>• <b>Separate doors identified and planned for in</b> and out of the building (to avoid crossing paths).</li> <li>• <b>Doors identified that can be propped open</b> (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary.</li> <li>• <b>Reduction of movement around school</b> (teaching staff to not enter reception area and office staff to remain in reception area). Communication to be carried out via email.</li> <li>• <b>All classrooms can be accessed directly from outside</b> (to avoid shared use of corridors).</li> <li>• Organise classrooms for maintaining space between seats and desks (<b>see return to school information for parents and staff</b>).</li> </ul>	<p>used to shape remote learning-<b>applied for funding for Office 365 4.9.20</b></p> <ul style="list-style-type: none"> <li>• <b>Plans now in place and on the website for remote education for pupils alongside classroom teaching in case of a lockdown or pupils having to isolate.</b> (See website).</li> </ul> <p><b>Parents/pupils</b></p> <ul style="list-style-type: none"> <li>• SENDCO has reviewed EHCPs and plans in place to review further where required.</li> <li>• Educate pupils before they return about the need to stay apart from others and expectations around hygiene. <b>Completed July 2020</b></li> <li>• <b>Updated via TEAMS Monday 2<sup>nd</sup> November</b></li> <li>• Communicate to parents on the preventative measures being taken. (<b>Completed July 2020</b>)</li> <li>• <b>Updated through regular communication through newsletter</b></li> <li>• Post the risk assessment or details</li> </ul>	<ul style="list-style-type: none"> <li>• Parents/carers and visitors coming onto the site without an appointment is not to be permitted.<b>(communicated July 2020)</b></li> <li>• Site guidance on physical distancing and hygiene is explained to visitors on or before arrival-<b>in place on entry</b></li> <li>• Where possible visits arranged outside of school hours.</li> <li>• A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> <li>○ the name;</li> <li>○ a contact phone number;</li> <li>○ date of visit;</li> <li>○ arrival and departure time;</li> <li>○ the name of the assigned staff member.</li> </ul> </li> </ul> <p><b>Open Days/ Parents Evenings</b> GCC recommends:</p> <ul style="list-style-type: none"> <li>• <b>Open days, parent's evenings and other</b></li> </ul>	<ul style="list-style-type: none"> <li>• Whatever the size of the bubble, they are to be kept apart from other groups where possible.<b>(Y4 now 2 bubbles rather than 3 as a result of staff isolating 30.11.20)</b></li> <li>• <b>Year 4 have returned to 3 separate bubbles</b></li> <li>• <b>3W staff and children who attended school on 6.1.20 will self-isolate until 15.1.20</b></li> <li>• Groups use the same classroom or area of a setting throughout the day.</li> <li>• Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure- pupils have <b>zones to play in and therefore cross contamination avoided (Y4 bubbles now 2 so will join Y4C and Y4W 29.11.20) Y4 returned to 3 bubbles 6.1.20</b></li> <li>• Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing.</li> </ul>	<ul style="list-style-type: none"> <li>• Where there is no sink, hand sanitiser provided in classrooms-<b>cleaning pods in ALL classrooms</b></li> <li>• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</li> <li>• Pupils to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs).</li> <li>• Use resources such as "e-bug" to teach effective hand hygiene etc.<b>(shared in guidance July 2020)</b></li> </ul> <p><b>Respiratory hygiene</b></p> <ul style="list-style-type: none"> <li>• Adults and pupils are encouraged not to touch their mouth, eyes and nose.</li> <li>• Adults and pupils encouraged to use a tissue to cough or</li> </ul>	
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<ul style="list-style-type: none"> <li>• Arrange desks seating pupils side by side and facing forwards. <b>(see return to school information for parents and staff).</b></li> <li>• Inspect classrooms and remove unnecessary items and furniture to make more space.</li> <li>• Clear arrangements with cleaners in place that enhances the cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.<b>(see timetable)</b></li> </ul> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>• <b>Staggered finish times helped to keep groups apart. All gates open from 8:40 for Y1-6 to avoid parents gathering. YR and playgroup start 8:55 groups.</b></li> <li>• <b>Year 3 enter via football field to reduce further congestion at the main entrance.</b></li> <li>• <b>Staggered break times and lunch times to avoid mixing</b></li> </ul>	<ul style="list-style-type: none"> <li>• of measures on school website.</li> <li>• Parents and pupils informed about the process that has been agreed for drop off and collection.<b>(Completed July 2020 and September 2<sup>nd</sup>) Updated Jan 4<sup>th</sup> 2021 with amended Year 3 drop off area and parents notified.</b></li> <li>• Ensure parents have a point of contact for reassurance as to the plans put in place.<b>(completed July 2020)</b></li> <li>• Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books and stationery <b>(completed July 2020)</b></li> <li>• Bags are allowed.</li> <li>• <b>All pupils will be provided with personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class from Y2 upwards</b></li> <li>• Parents informed only one parent to accompany child to</li> </ul>	<p>events will be avoided.</p> <ul style="list-style-type: none"> <li>• <b>Events will be held on a virtual platform to avoid gatherings in school.</b></li> </ul>	<ul style="list-style-type: none"> <li>• Groups will stay within a specific “zone” of the site to minimise mixing.</li> <li>• The number of pupils in shared spaces (e.g. halls, dining areas for lunch and exercise is limited to specific bubbles.</li> <li>• Large gatherings such as assemblies or collective worship with more than one group to be avoided.<b>-all forms of collective worship will be via zoom/remotely</b></li> <li>• <b>Pre-recorded Collective worship and celebration assembly delivered via TEAMS</b></li> <li>• Separate spaces for each group clearly indicated.</li> <li>• Multiple groups do not use outdoor equipment simultaneously.</li> <li>• Limiting the number of pupils who use the toilet facilities at one time.<b>(signage in place September 2020)</b></li> <li>• Allow pupils to have access to toilets at all times during the day to prevent queues</li> </ul>	<p>sneeze and use bins for tissue waste ('catch it, bin it, kill it')<b>(Posters in school September 2020)</b></p> <ul style="list-style-type: none"> <li>• Tissues provided.</li> <li>• Bins for tissues provided and are emptied throughout the day.</li> </ul> <p><b>Ventilation</b></p> <ul style="list-style-type: none"> <li>• <b>Increase the supply of fresh air by opening windows and doors (where safe to do so).</b></li> <li>• <b>Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends.</b></li> </ul> <p><b>Music</b></p> <ul style="list-style-type: none"> <li>• <b>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.</b></li> <li>• <b>Measures to be taken when playing instruments or singing in small groups such as in music lessons include:</b> <ul style="list-style-type: none"> <li>◦ <b>physical distancing;</b></li> </ul> </li> </ul>	
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<p>and time for cleaning surfaces in the dining hall between groups.</p> <ul style="list-style-type: none"> <li>• <b>Allocated time to collect lunches have been arranged to reduce adults coming into contact.</b></li> <li>• When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits.</li> <li>• Remote learning in place should a partial or full closure of the school, or individual child or class bubble be required to self-isolate at any point in this academic year.</li> <li>• Live remote teaching is set up in every classroom so all children are able to access learning with their class teacher (vulnerable and key worker in school/ all other children at home)</li> </ul> <p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Update policies <b>completed and shared by 2<sup>nd</sup> September</b>) to reflect changes brought</li> </ul>	<p>school.<b>(completed July 2020)</b></p> <ul style="list-style-type: none"> <li>• Parents and pupils encouraged to walk or cycle where possible.</li> </ul> <p><b>Staggered drop-off and collection times planned and communicated to parents.(completed July 2020 and September 2<sup>nd</sup>. Adapted 11.9.20</b></p> <ul style="list-style-type: none"> <li>• Made clear to parents that they cannot gather at entrance gates or doors. <b>(completed July 2020 and September 2<sup>nd</sup>)</b></li> <li>• Reminded through regular communication - newsletter</li> <li>• Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). <b>.(completed July 2020 and September 2<sup>nd</sup>)</b></li> <li>• <b>TEAMS set up for parents evening autumn term 2</b></li> </ul> <p><b>Others</b></p>		<p>developing at social times.</p> <ul style="list-style-type: none"> <li>• The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same.</li> <li>• Staff that move between classes and year groups, to keep their distance from pupils and other staff- <b>Updated Jan 4<sup>th</sup>- timetable organised to reduce adult movement/ keep within bubbles. Class TA to cover (PPA) where possible and negotiate break covers accordingly. January 6<sup>th</sup>- Teachers and TAs will remain with their class and not mix between any other bubble</b></li> <li>• To avoid mixing during breakfast and after-school clubs, a carousel system to be operated with children from different bubbles rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups.</li> </ul>	<ul style="list-style-type: none"> <li>○ playing outside wherever possible;</li> <li>○ limiting group sizes to no more than 15;</li> <li>○ positioning pupils back-to-back or side-to-side;</li> <li>○ avoiding sharing of instruments;</li> <li>○ ensuring good ventilation.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>• Thorough cleaning of rooms at the end of the day.</li> <li>• Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</li> <li>• Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and</li> </ul>	
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<p>about by COVID-19, including:</p> <ul style="list-style-type: none"> <li>○ Safeguarding/child protection</li> <li>○ Behaviour</li> <li>○ Curriculum</li> <li>○ Special educational needs</li> <li>○ Visitors to school</li> </ul> <ul style="list-style-type: none"> <li>• Ensure website is compliant with regards to the publishing of policies.</li> <li>• Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.</li> <li>• Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available.</li> </ul> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>• Leadership understands the NHS Test and Trace</li> </ul>	<ul style="list-style-type: none"> <li>• Communication with contractors and suppliers that will need to prepare to support plans for full opening (catering, food supplies, hygiene suppliers).</li> <li>• Assurances that caterers comply with the guidance for food businesses on COVID-19. <b>(evidence of risk assessment September 2<sup>nd</sup>)</b></li> <li>• Discussion with caterers to agree arrangements for staggered lunches <b>(September 2<sup>nd</sup>)</b></li> <li>• Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.)-<b>Further advice from DGAT to be discussed WD September 2020-FGB 1.10.20</b></li> <li>• Limit visitors by exception</li> </ul> <p><b>Lettings and non-school users-nothing agreed until further guidance has been sought by WD</b></p> <ul style="list-style-type: none"> <li>• Out of school settings for children are permitted if those responsible for them</li> </ul>		<p><b>Distancing</b></p> <ul style="list-style-type: none"> <li>• Staff to keep 2 metres from other adults as much as possible <b>(as per guidance July 2020)</b></li> <li>• Where possible staff to maintain distance from their pupils, staying at the front of the class.</li> <li>• Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>• Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. Peripatetic/supply teachers to wear face masks or shields <b>All staff to wear masks in communal areas and at the start and end of the day. And when in contact with any other member of staff not in their bubble.</b></li> <li>• The occupancy of staff rooms and offices limited.</li> <li>• Use of staff rooms to be minimised.</li> </ul>	<p>always between bubbles.</p> <ul style="list-style-type: none"> <li>• Outdoor equipment appropriately cleaned frequently.</li> <li>• Toilets to be cleaned regularly.</li> <li>• Hand sanitiser provided for the operation of lifts.</li> <li>• Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> </ul> <p><b>PPE</b></p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>• 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</li> </ul>	
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<p>process and how to contact their local Public Health England health protection team-clear guidance shared with staff and parents 2<sup>nd</sup> September)</p> <ul style="list-style-type: none"> <li>Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> <li>book a test if they are displaying symptoms;</li> <li>inform the school immediately of the results of a test;</li> <li>provide details of anyone they have been in close contact with;</li> <li>self-isolate if necessary.</li> </ul> </li> </ul>	<p>are ready to do so and they can do so safely, following COVID-19 Secure guidelines-</p> <ul style="list-style-type: none"> <li>The use of indoor facilities by adults should remain closed until guidance changes, apart from toilets and throughways.</li> <li>A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines.</li> <li>Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines.</li> <li>The school can ask any hiring organisation to provide evidence of their risk assessment.</li> <li>Review existing lettings/hire agreements and amend or supplement as necessary to</li> </ul>		<ul style="list-style-type: none"> <li>Staff in shared spaces (e.g. office) to avoid working facing each other.</li> <li>Use a simple 'no touching' approach for young children to understand the need to maintain distance.</li> <li>Older children to be encouraged to keep their distance within bubbles.</li> </ul> <p><b>Minimising contact</b></p> <ul style="list-style-type: none"> <li>Doors propped open, where safe to do so to limit use of door handles. Ensure closed when premises unoccupied</li> <li>Taking books and other shared resources home limited, although unnecessary sharing avoided.</li> <li>Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens.</li> </ul> <p><b>PE and School Sport</b></p> <ul style="list-style-type: none"> <li>Pupils kept in same consistent bubbles where possible during PE and sport.</li> </ul>	<ul style="list-style-type: none"> <li>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p><b>(In place September 2020)</b></p> <p><b>Face coverings</b> (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p> <ul style="list-style-type: none"> <li>Face coverings to be worn by staff or visitors (unless exempt), where social distancing cannot be maintained moving around the premises (e.g. in corridors).</li> <li>Staff or visitors will be asked to wear face coverings in areas outside of classrooms where social distancing is not possible (e.g. staffrooms or offices).</li> <li>Staff and visitors will be expected to provide their own face covering.</li> <li>A supply of face coverings will be available for anybody that does not have one due to having forgotten it or it has</li> </ul>	
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	<p>include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). #</p> <ul style="list-style-type: none"> <li>• Wrap around care</li> <li>• Risk assessment shared with HT</li> <li>• Equipment cleaned and not shared</li> <li>• Children play in bubbles</li> <li>• Handwashing and sanitiser accessible</li> </ul>		<ul style="list-style-type: none"> <li>• Sports equipment thoroughly cleaned between each use.</li> <li>• Contact sports avoided until guidance changes.</li> <li>• Outdoor sports should be prioritised where possible.</li> <li>• Large indoor spaces used where it is not.</li> <li>• <b>Swimming pools/lessons are not used until guidance changes.</b></li> <li>• Distance between pupils from mixed bubbles will be maximised.</li> <li>• Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements-<b>WD to receive risk assessment Montague Academy.</b></li> <li>• <b>Received 7.9.20</b></li> </ul> <p><b>Educational Visits and journeys</b></p> <ul style="list-style-type: none"> <li>• From the autumn term, non-overnight educational visits only. <b>Not applicable</b></li> <li>• Risk assessments of visits and journeys to be undertaken by visit leaders.</li> </ul>	<p>become soiled or unsafe.</p> <ul style="list-style-type: none"> <li>• Cleaning of hands before and after removing or putting on face covering.</li> <li>• Face coverings placed in sealable plastic bags between use.</li> </ul> <p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• Check if qualifications run out. Consider enrolling more staff on training.</li> <li>• Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted:</li> <li>• washing hands or using hand sanitiser, before and after treating injured person;</li> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>• if CPR is required on a child, use a resuscitation face</li> </ul>	
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<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> <li>• <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>					