

Schools General Risk Assessment – For Opening to all pupils during Covid-19

8th June 2021



Date of Assessment: 3-3-21 <u>Updates in RED</u>	Assessed by: Elaine Jackson
Review date: This risk assessment will be frequently and dynamically reviewed going forward, as the government advice and local staffing levels change	Role: Head Teacher

What is the task, activity, person or environment you are assessing?
Coronavirus effects within school, following government guidance for schools to open for all pupils from 8 th March 2021 onwards. <u>School attendance became mandatory from March 8th</u>

What hazards are present or may be generated?	Who might be harmed by the hazards and how?	What control measures/ precautions are in place to eliminate or reduce the risk?	Is the residual risk acceptable?		If no to the previous question, what additional control measures/ precautions are needed to manage the risk?	Additional control measures implemented:		
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Contamination/ spread of Coronavirus (surfaces)	Staff, pupils, contractors' visitors Virus spread in water droplets that are expelled from the body through sneezing, coughing, talking and breathing.	Additional cleaning provided of hand-contact surfaces within the school, such as doors, chairs, desks, bannisters, sinks, toilets, light switches, gates, external railings etc. More frequent cleaning of toys and educational equipment where possible and cleaned between use by different groups. Sharing of stationery and other			Further guidance can be found on the link below from Public Health England: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings Revised guidance on cleaning non-healthcare settings will be			

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	These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer.	<p>equipment between pupils reduced where possible. Staff/ pupils to have their own frequently used items e.g. pens</p> <p>Pupils are asked to only bring in essential equipment into school e.g. lunch boxes, hats, coats, books, stationary and mobile phones (bags are allowed).</p> <p>Classroom based resources such as books and games can be used and shared within bubble and these should be regularly cleaned. Resources shared between classes or bubbles e.g. sport, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated (unused and out of reach for 48hrs and 72hrs for plastic)</p> <p>Shared resources e.g. library books, can be taken home although unnecessary sharing should be avoided. Rules on cleaning of the resources and rotation apply as above.</p> <p>Where extra bins are needed for tissues etc., additional bins are provided, and all bins emptied frequently.</p>			published by PHE by the end of the summer term in addition to the currant advice			

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		<p>Doors propped open to reduce the need for direct contact, where possible (e.g. where not a fire door and not needed for safeguarding reasons).</p> <p>More frequent cleaning of rooms/shared areas that are used by different groups.</p> <p>Discussions had with cleaning staff/ contractors/ suppliers to ensure effective cleaning schedule in place that is compatible with altered timetables/ use of school spaces, and increase in stock demand etc. COSHH assessments are reviewed where required e.g. change in product.</p> <p>If cleaning tasks are given to staff that don't normally carry out these duties as part of their role, they are given adequate instruction/ training and any required PPE e.g. gloves. Consideration given to selection of cleaning products and less hazardous substances (e.g. those that don't fall under the COSHH Regulations) chosen wherever possible.</p> <p>Sign in and out methods reviewed, (whilst ensuring fire safety arrangements are not compromised).</p>						

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Contamination / spread of Coronavirus (person to person)	Staff, Pupils	<p>Rapid testing remains a vital part of the government's plan to suppress this virus. Schools should follow the guidance set out for their settings: Primary schools, school-based nurseries and maintained nursery schools Specialist-settings</p> <p>Primary school pupils will not be tested with LFD's</p> <p>Parents of Primary children can request LFT to use at home</p> <p><u>Primary school pupils will not be tested with LFD's but staff to continue to test with LFDs twice a week at home.</u></p> <p>Good personal hygiene promoted:</p> <ul style="list-style-type: none"> • cough/sneeze into tissue or elbow and 'catch it, bin it, kill it' message promoted. • regular handwashing for at least 20 seconds, especially after coughing/ sneezing, on arrival to site, returning from breaks, after any change of rooms, before and after eating 			<p>Schools in England can raise questions specific to the Department for Education, via the DfE coronavirus helpline: 0800 046 8687 (Mon-Fri 8am-6pm; Sat-Sun 10am-6pm) or at RapidTesting.SCHOOLS@education.gov.uk</p>			

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		<ul style="list-style-type: none"> • pupils encouraged not to touch their mouth, nose and eyes • Assistant provided to pupils who may struggle to wash hands independently or practice good respiratory hygiene e.g. very young children or those with special educational needs. <p>Additional teaching on handwashing provided and regular reminding of good hygiene practices and pupils understand this is now part of how the school operates. Use of games, songs and repetition to reinforce measures.</p> <p>Sufficient handwashing facilities available. In addition, in areas where there isn't a sink within the immediate vicinity, e.g. in entrances/ exits, classrooms and other learning environments, hand sanitiser provided, or skin friendly skin cleaning wipes can be used. Staff/ pupils reminded it should be used in addition to regular hand washing wherever possible. Pupils to use hand sanitiser under supervision/ direction of adults – it is not positioned in areas where pupils have free unsupervised access to it.</p> <p>School behaviour policy reviewed/</p>						

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		<p>updated to ensure it reflects the new rules/ routines and communicated to staff, pupils and parents</p> <p>Minimise contact between individuals and maintain social distancing wherever possible – more detail on social distancing given in subsequent sections of this assessment.</p> <p>School to be kept well ventilated e.g. open windows where possible. (In cooler weather windows should be opened just enough to provide constant background ventilation, opened more fully during breaks to purge the air in the space) Open high-level windows in preference to low level to reduce draughts. Increase ventilation whilst spaces are unoccupied e.g. between classes, during break & lunch, where unused.</p> <p>Flexibility to allow additional, suitable indoor clothing.</p> <p>Rearrange furniture where possible to avoid direct drafts.</p> <p>Doors propped open where possible to aide ventilation (e.g. where not a fire door and not</p>			<p>Posters and lesson plans on general hand hygiene can be found on the ebug links below: https://campaignresources.phe.gov.uk/schools https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus</p>			

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		<p>needed for safeguarding reasons). See link for further advice on ventilation https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm:</p> <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</p>						

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Social distancing measures - lesson time	Staff, pupils	<p>Primary schools – maintain consistent groups this can be full class size and kept apart from other groups where possible. Teachers and other staff may operate across different classes and year groups if this is needed to facilitate the delivery of the school timetable. However, where possible groups should be led by the same member of staff.</p> <p>Peripatetic and temporary staff can move between schools where necessary. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Early years settings - pre-school children should continue to be taught in line with the staff to child ratios within Early Years Foundation Stage (EYFS)</p>			If there is a shortage of teachers, then a teaching assistant can lead a group, where working under the direction of a teacher and where deemed competent to do so.			

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		<p>Within groups pupils should maintain distance where this is possible e.g. for older children and where space allows. Desks/ seating spread out as much as possible within classrooms and arranged forward facing and side by side. Where possible, the same desk to be used by each pupil day to day. Unnecessary items including furniture should be removed from classrooms and other learning environment, where there is space to store it elsewhere.</p> <p>Within classrooms adults should maintain 2 metre distance when circumstances allow and avoid close face to face contact and minimise time spent when within 1 metre of anyone.</p> <p>This may not be possible with younger pupils and pupils with complex needs, and educational and care support should be provided as normal with other increased hygiene protocols in place to minimise the risk of transmission.</p> <p>Groups to be kept 2 metres apart from other groups, where possible.</p>			<p>From 17 May, in line with Step 3 of the roadmap, face coverings will no longer be recommended for pupils in classrooms or communal areas in all schools. Face coverings will also no longer be recommended for staff in classrooms.</p> <p>In all schools we continue to recommend that face coverings should be worn by staff and visitors in situations outside of classrooms where social distancing is not possible (for example, when moving around in corridors and communal areas).</p>			

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		<p>Groups to use the same classroom/ space where possible throughout the day, and these are cleaned regularly.</p> <p>Lessons/ activities reviewed any activities encouraging/ requiring pupils to be particularly close to each other for extended periods reduced/ stopped e.g. PE exercises requiring pupils to pair up and work in close proximity to each other/contact sport are stopped.</p> <p>Opportunities for outdoor learning/ sport should be prioritised where possible and when weather allows use large indoor spaces when weather is bad & maximise natural ventilation. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.</p> <p>Maximising distance between pupils and continue with equipment being thoroughly cleaned is essential.</p> <p>Schools must only provide for recreational sport, team sports on</p>						

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		the list available at https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation			https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf .			
Contamination/spread of Coronavirus during music lessons	Staff, pupils Virus spread in water droplets that are expelled from the body through breathing, singing chanting playing wind or brass instruments or shouting. These land on surfaces, as well as being transferred to the hands and from there to surfaces. It can	Singing or playing instruments should be, <ul style="list-style-type: none"> • Small groups • If indoors use a large room if possible, with high ceiling • Social distancing adhered to, pupils should use seating where practical to help maintain social distancing • playing outside wherever possible • Positioning pupils sit back-to- back or side-to-side • Avoid sharing instruments, but if shared disinfect regularly including packing 						

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	survive on surfaces for a period after transfer.	<p>cases, handles, props, chairs, microphones and music stands (by pupils using them where possible)</p> <ul style="list-style-type: none"> • Label equipment used by designated user • Position wind and brass players so air from instrument does not blow into another person • Ensure good ventilation • Limit handling of music scores, parts & scripts • Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. <p>Singing, wind and brass playing should not take place in larger groups such as school choirs and ensemble or school assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained.</p> <p>Background and accompanying music should be at a level that does not encourage performers or teachers to raise their voices, if</p>			Government has published advice on <u>safer singing</u>			

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		<p>possible, use a microphone (if possible do not share)</p> <p><u>If planning an indoor or outdoor face to face live performance with an audience you should follow the latest advice in the working-safely-during-covid-19/performing-arts</u></p> <p>You may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p> <p>Individual lessons in music, dance and drama can resume in schools. But social distancing should be maintained wherever possible, meaning teachers should not provide physical correction. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate</p>						
Social distancing measures – outside of lesson time	Staff, pupils	<p>School timetable reviewed, to reduce the volume of people congregating/ moving around school outside lesson time e.g.:</p> <ul style="list-style-type: none"> Assemblies staggered and should be avoided with more 						

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		<p>than one group.</p> <ul style="list-style-type: none"> • Break and lunch times staggered • Shared spaces used at reduced capacity so groups can be kept apart <p>Use of shared offices, staff rooms should be minimised and reviewed to ensure occupancy limited wherever possible.</p> <p>Staff or visitors to wear or agree to wearing face coverings in indoor areas outside of classrooms i.e. staffrooms (some individual exemptions may apply)</p> <p>Play time activities reviewed and pupils kept in existing groups. Play areas divided into zones to facilitate this where practical. Outside play equipment cleaned between groups and not by multiple groups at the same time.</p> <p>Pupils kept in existing groups during lunch time, tables cleaned between groups, or groups to have lunch in classrooms if above not possible. KS1 and R in lunch hall, tables to be arranged in rows. KS 2 children will eat in classrooms</p> <p>School kitchens can operate but</p>						

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		<p>must comply with Government guidance: https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p> <p>Avoid overcrowding in toilets/ hand washing areas e.g. by staggering times and reviewing which toilets are used by particular groups. All classes will have separate toilet facilities.</p> <p>Additional support provided to pupils who may struggle to follow the above measures e.g. particularly young pupils or those with special educational needs, such as social stories or use of pictorial symbols.</p> <p>Social distancing to be considered within lifts and signage displayed to reinforce this.</p> <p>Radios or phones used between staff to communicate between different parts of school to limit unnecessary movement, subject to existing safeguarding procedures.</p>						

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Social distancing measures – pick up and drop off time	Staff, pupils Parents/ guardians	<p>Pick up and drop off time reviewed: (Timetable attached)</p> <p>Start and finish times of the school day staggered for different groups where possible. This should not reduce the overall teaching time.</p> <p>Parents/ guardians advised to adhere to social distancing apart from people outside their household when collecting/ dropping off pupils and that coming on to site without an appoint is not allowed</p> <p>Locations of where pupils are dropped off/ collected from school reviewed to facilitate this as much as possible.</p> <p>Parents encouraged to come alone, rather than with partners/ other children where possible.</p>			Methods of communicating rules and expectations to parents/pupils in advance of September should be considered.			
Clinically vulnerable staff/pupils or those with other risk factors e.g. BAME	Staff/ <u>pupils</u>	<p><u>From 1st April CEV staff are no longer advised to shield but must follow the following guidance protecting-extremely-vulnerable-CV staff can continue to attend school. They must follow system of control</u></p> <p><u>Pupils who have been confirmed as clinically extremely vulnerable should return to school</u></p>			<p>Individual Vulnerable Person Risk Assessment to be completed in discussed with the member of staff.</p> <p>Follow gov remote education advice: https://www.gov.uk/government</p>			

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		<p>Pupils on the shielded patient list can return to school, as can those who have family members shielding</p> <p>Pupils who remain under specialist health professional care may need to discuss their care further before returning to school</p> <p>Where a pupil is unable to attend due to complying with clinical/public health advice then immediate access to remote education should be offered</p> <p>CV staff can continue to attend school</p> <p>Regular contact from managers maintained with any staff working from home, and they are kept informed of school life as much as possible. e.g. via Microsoft Teams or phone calls.</p>			/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#actions			
Individuals living in a household with a 'clinically extremely vulnerable'	The 'clinically extremely vulnerable/clinically vulnerable' person	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace</p> <p>Staff must take care to observe good hand and respiratory</p>						

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individual or clinically vulnerable individual		<p>hygiene, minimise contact and maintain social distancing where possible. Try to avoid face to face contact and minimise time spent within 1m of others.</p> <p>Pregnant women are in the 'clinically vulnerable' category and are generally advised to follow the above advice, which applies to all staff in schools. <u>In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</u> <u>More guidance and advice on coronavirus (COVID-19) and pregnancy</u> is available from the Royal College of Gynaecologists. All pregnant women should take particular care to practise frequent, thorough hand washing, and cleaning of frequently touched areas in their home or workspace.</p>			<p>You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).</p>			
Covid-19 infection-symptomatic individuals	Staff, pupils <u>all other adults</u>	Individuals displaying or who have someone in their household who <u>display one or more</u> of the symptoms of Covid-19 (new continuous cough, high temperature, or a loss or change in normal sense of taste or smell) instructed to stay at home and self-isolate, following the			<p>Refer to Public Health England on the latest isolation times and cleaning requirements</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-</p>			

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		<p>government guidelines https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. Staff and parents frequently reminded of this.</p> <ul style="list-style-type: none"> • a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms • are legally required to quarantine, having recently visited countries outside the Common Travel Area. • they have had a positive test • have been in close contact with someone who tests positive for COVID-19 <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> • the start of their symptoms • the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR 			<p>healthcare-settings</p> <p>Inform NSC as soon as possible of any confirmed cases: Sally.varley@n-somerset.gov.uk Wendy.Packer@n-somerset.gov.uk</p> <p>The advice service (or PHE local health protection team if escalated) will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p>			

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		<p><u>test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school)</u></p> <p><u>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days.</u></p> <p>If a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school they should avoid using public transport and, wherever possible, be collected by a member of their family or household.</p> <p>In exceptional circumstances, if not possible, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements</p>			<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p> <p>NHS Test & Trace link: https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested or by calling NHS119</p> <p>https://www.nhs.uk/conditions/c</p>			

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		<p>may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.</p> <p>Keep self-isolating if temperature is still high. Other members of their household (including any siblings) should continue self-isolating for 10 days from when the symptomatic person tested positive. Test kits are available but only used in exceptional circumstances where an individual becomes symptomatic and school believe they may have barriers to accessing the test elsewhere, Children aged 11 and under need to be helped by their parents or careers using a home test.</p> <p>Whilst awaiting collection, young person is isolated, in a separate room with closed door where possible ideally with a window open for ventilation (ensuring appropriate supervision) If not possible, they should be kept at least 2 metres from others. If the weather is ok pupils should be kept outside whilst awaiting</p>			<p><u>oronavirus-covid-19/testing-and-tracing/</u></p> <p>Ensure active engagement with NHS track and trace process</p> <p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to</p>			

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		<p>collection.</p> <p>A fluid resistant surgical face mask worn by staff supervising the child while they await collection if a 2-metre distance cannot be maintained (e.g. a very young child or a child with special educational needs). If contact needed, then gloves and apron should be worn. Everyone must wash their hands thoroughly after contact with someone that is unwell.</p> <p>If an emergency arises whilst they are awaiting collection, e.g. they are seriously ill/ injured, 999 is called rather than taking them to a hospital or GP surgery.</p> <p>The area where symptom individual was isolated, their desk/ classroom, and any toilet used whilst waiting for collection, will be cleaned as per latest PHE guidelines. Used PPE and other waste generated will be disposed of in line with PHE guidelines i.e. double bagged and stored securely for 72 hours before disposing of in line with normal waste collection from site.</p> <p>Individuals with symptoms will have access to testing</p>			<p>work with their local health protection team who will be able to advise if additional action is required. Tel DfE on 0800 046 8687 select option 1</p>			

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		<p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested (this to be advertised to parents/ staff). Should the test result be positive, then the rest of that class/ group or anyone who has had close contact with that person will be sent home to self-isolate for 10 days.</p> <p>Household members of those contacts sent home (class/group) do not need to self-isolate themselves unless the contact themselves then develops symptoms, in which case will need to get tested and if negative remain isolates for the remainder of the 10 days or if positive inform the school and isolate for at least 10 days from the onset of symptoms</p> <p>Covid-19 confirmed cases in school will be reported immediately to Public Health England's local health protection team delivered by NHS Business Services authority who will investigate/ advise accordingly. Tel 0300 303 8162 for specialist schools or Tel 0800 046 8687 (option 1) for advice on action to take in response to a positive case any general queries relating to Covid-19 and education should select option 3 or 4</p>						

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		Parents and staff should inform schools immediately the results of a test.						
Travel to and from site	Staff, pupils, parents, members of public	<p>Parents and pupils encouraged to walk, cycle or scoot where possible and safe to do so.</p> <p>Families using public transport should refer to the following gov guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Face coverings are always required on public transport (for children over the age of 11). Pupils/staff are reminded not to touch the front of their face covering during use or removal. They must wash hands immediately on arrival and dispose face covering in covered bin or if reusable in a plastic bag and wash their hands again (if applicable) before going to their classroom</p>			<p>Additional advice for parents, staff and young people can be found in government guide: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Further guidance from the DfE to be published on dedicated school transport which should be followed https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020</p> <p>Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).</p>			
First Aid Cover	Staff, pupils, contractors	First aid cover is continually monitored to ensure adequate cover and First Aid needs Assessment reviewed if			Call NHS 111 for additional clinical advice or help in a non-emergency situation (for emergency situations, 999			

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		<p>necessary, e.g. if shortage of first aid trained staff due to self-isolation.</p> <p>All staff informed of where the first aid boxes are kept.</p> <p>Children requiring first aid to be dealt with by first aiders within their group/ bubble wherever possible.</p> <p>Activity of first aiders reviewed and they act in line with Covid-19 HSE guidance https://www.hse.gov.uk/coronaviruses/first-aid-and-medicals/first-aid-certificate-coronavirus.htm where applicable, e.g. when dealing with a visitor/ parent requiring first aid, where the first aider is unable to ascertain if the patient is symptom free and they are unable to maintain social distancing. Rescue breaths will not be given to adults – chest compressions only.</p>			<p>should be called).</p> <p>PPE is not necessary when dealing with pupils and staff on site, where you are able to ascertain they are symptom free: https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>			
Non-essential meetings	Staff, Contractors, visitors	<p>Non-essential group gatherings avoided - alternative communication methods utilised where possible e.g. video calls</p> <p>Where face-to-face meetings are required then extra space (2 metres distance where possible) maintained between individuals.</p>						

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		Checks made to establish that external attendees are not exhibiting symptoms. Records of visitors to site maintained.						
Visitors coming to site	Visitors / Parents.	<p>Where possible face to face talks are discouraged and if they do occur by appointment only, at least 2 metres distance maintained. Records of visitors to site maintained.</p> <p>Alternative communication e.g. letters home, emails, telephone etc encouraged.</p> <p>It is recommended that visitors to site be asked to wear a face covering in situations where social distancing between adults is not possible</p> <p>Contact details (telephone numbers/ email addresses) have been updated to avoid unnecessary communication difficulties</p> <p>Where beneficial posters /white board displayed at the front gates to inform parents of the conditions of the day/ any arrangements that have changed since previous day</p>			<p>Exemptions</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> • cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate 			

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School trips	Staff, pupils	<p>Overnight and overseas educational trips <u>can now</u> currently take place</p> <p>Non-overnight domestic educational visits can resume, but in line with protective measures e.g. children stay in their group/bubble and Covid secure measures are in place at destination.</p> <p>The following Gov advice should be used when considering visits: https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p>			<u>You should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. You should consider the principles set out in the system of controls and annex C to assure yourself that you are taking children into a safe environment.</u>			
Statutory building compliance testing	Staff, Contractors, pupils	<p>Contractors: Frequent liaisons with compliance contractor to ensure critical inspection/ testing checks continue.</p> <p>Arrangements put in place to ensure contractors follow social distancing measures wherever possible and contractors reminded of need for good hygiene practices. Appropriate handwashing facilities on site made available to them, and where possible visits are arranged outside school hours. A record of all visitors to site is kept.</p>						

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		<p>Internal: If individuals that normally carry out internal inspections/ checks are not in work, essential functions (e.g. weekly testing of the fire alarm system) are carried out by others, following appropriate instruction/ briefing.</p> <p>All required compliance tasks/ inspections carried out before parts of the site reopened, as advised by the school's compliance contractor and in line with Department of Education's advice to ensure risks such as legionella are adequately controlled.</p>						
Fire Safety	Anyone on site	<p>Ensure adequate to staff on site to assist in an evacuation.</p> <p>Roles of key staff reviewed, and minimum adequate cover maintained in the event of any staff shortages e.g. due to self-isolation. Designated person(s) to act as Fire Safety Co-ordinator in an emergency.</p> <p>Check all fire doors are operational at all times</p> <p>Check your fire alarm system and emergency lights have been</p>			Please discuss any specific concerns discuss with NSC H&S team			

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		<p>tested and are fully operational</p> <p>Any repositioning of desks etc done in a way so as not to obstruct exit routes.</p> <p>Any existing PEEPS for staff or children reviewed to ensure any required assistance is available and it is safe for them to be on site</p> <p>Appropriate positioning of flammable hand sanitiser e.g. not immediately adjacent potential ignition sources. Storage of hand sanitiser stocks carefully considered e.g. kept in a suitable location, away from ignition sources, not in higher risk rooms e.g. boiler rooms, stock kept to sensible volume.</p> <p>Staff reminded to let sanitiser fully evaporate/ dry before continuing work and particular care taken if involved in tasks involving naked flames e.g. lighting worship candles in assemblies and using hobs in food tech - wash hands rather than using hand sanitiser before such activities.</p> <p>Fire safety arrangements reviewed. Consideration given to emergency evacuations and fire</p>						

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		assembly point e.g. groups staying together/ kept adequately separate from other groups where safe to do so.						
Concerns from all parties on the changing situation	Staff, parents, pupils	<p>Regular communication to all parties following latest government advice and provide reassurance if needed of the measures in place to reduce the risk in school. School website updated regularly.</p> <p>Department of Education Coronavirus helpline is available to staff Parents and young people where appropriate. Telephone number is: 0800 046 8687</p> <p>Staff and pupils given support and resources to promote good mental health and wellbeing. E.g. https://www.nhs.uk/oneyou/every-mind-matters/</p> <p>Where available, staff reminded of school's EAP (Employee Assistance Programme). There are also free resources e.g.</p> <ul style="list-style-type: none"> • https://www.educationsupport.org.uk/ • Somerset Mindline (operated by Somerset Mind) - helpline number 01823 276 892. <p>All employees briefed and kept up-</p>			<p>https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2</p> <p>https://www.gov.uk/guidance/remote-education-practice-for-schools-during-coronavirus-covid-19</p> <p>Planning to ensure any changes to workloads do not become unmanageable e.g. use of DfE's <u>workload reduction toolkit</u>.</p> <p>Consider use of school nursing team and <u>health child programme</u></p> <p><u>Teachers can access the free MindEd learning platform for professionals which contains materials on peer support, stress, fear and trauma, and bereavement.</u></p> <p><u>MindEd have also developed a Covid staff resilience hub with advice and tips for frontline staff.</u></p>			

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		<p>to-date on procedures and given opportunity to raise concerns / make suggestions.</p> <p><u>Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Consider using pastoral and extra-curricular activities to:</u></p> <ul style="list-style-type: none"> <u>• support the rebuilding of friendships and social engagement</u> <u>• address and equip pupils to respond to issues linked to coronavirus (COVID19)</u> <u>• support pupils with approaches to improving their physical and mental wellbeing</u> 			<p><u>The Wellbeing for Education Return programme provides training and resources to help school staff respond to the wellbeing and mental health needs of pupils. The training provides practical examples to support staff and pupils within a school From Jan 4th training sessions will be available for teams to attend</u></p> <p><u>The following link is an NHS Covid-19 National Testing Programme with a handbook including sources of help as well as information on setting up testing sites, workforce, training, obtaining consent etc.</u></p> <p><u>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/947799/schools_and_colleges_testing_handbook.pdf</u></p>			

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Out of Hours use e.g. breakfast club/after school provision	Pupils, Staff	<p>From 8th March you should work to resume all before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. Vulnerable children can attend these settings regardless of circumstance</p> <p>After school club provision should aim to keep pupils in their existing groups/bubbles if this is not possible small consistent groups should be used.</p> <p>:</p> <p>Satisfactory checks on external coaches, clubs and organisations for curricular and extracurricular activities to ensure Covid safety measures are in place https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities</p>						

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External Deliveries	Staff	<p>Unnecessary contact avoided and 2 metre distancing wherever possible. Safe delivery point arranged.</p> <p>Hand washing after handling collections</p>						
Site Maintenance	Staff, contractors	<p>Existing core functions e.g. external visual checks on play areas, unlocking/ locking of gates maintained.</p> <p>Where these aren't part of someone's normal roles, it is ensured that staff have the required competencies and are briefed on safe techniques, etc.</p> <p>Work carried out in quiet times wherever possible and unnecessary contact with others avoided.</p> <p>Regular hand washing carried out</p> <p>Site walk arounds/ visual checks undertaken to identify potential hazards, paying particular attention to areas that have been out of regular use during lockdown.</p> <p>Compliance check take place as</p>						

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Reduced staff numbers on site due to isolation/ working from home	Staff, pupils	<p>Where numbers of staff are affected particularly those with critical roles staff levels are reviewed to ensure minimum safe supervision levels are being maintained.</p> <p>Roles of staff are reviewed/ monitored to ensure all required core functions can be maintained e.g. relating to safeguarding, fire safety, first aid, senior leadership/ financial/ admin tasks, building compliance/ caretaking duties.</p> <p>Additional instruction/ information/ training given where needed to those covering changes to roles.</p> <p>:</p> <p>Staff traveling abroad during school holidays must follow latest gov guidance on quarantine measures how-to-self-isolate-when-you-travel-to-the-uk/</p>			<p>School leaders need to be mindful of staffing levels should return travel or quarantine requirements be disrupted and thus impacting on staff returning to work and where it's not possible to avoid a member of staff having to quarantine during term, school leaders should consider if possible to temporarily amend working arrangements to enable them to work from home</p>			
Pupils with existing education,	Pupils	Education, health and care (EHC) plans and individual risk assessments for pupils are			Risk assessments will need to be kept under review due to changing circumstances			

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health and care (EHC) plans/ individual risk assessments		<p>reviewed to determine the best place for the pupil, whether it be home or school. Associated discussions should include the parent/ carer, school staff, local authority staff, social workers where applicable.</p> <p>For pupils in school, staff will familiarise themselves with individual risk assessments/ care plans if they are supporting children they don't normally support.</p> <p>If different staff or pupils are present, then staff (e.g. catering staff) familiarise themselves with any allergies of individuals.</p> <p>Where close personal care is needed, this is done following the EHC plan and the standard infection control precautions required for the task. Arrangements for obtaining/ maintaining PPE stocks for these instances put in place.</p>			<p>Please refer to the latest government guidance e.g.:</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</p>			
Government locally imposed Lockdown	Staff, Pupils, cleaners, contractors	Contingency plans are to be in place and up to date in the event of government imposing local lockdown						

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