

COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT

Completed by Debbie Butcher (HT), Bridget Lennon (DHT) & Reg Hamilton (Site Manager)

August 2021



COVID-19 SCHOOL REOPENING SMAB HEALTH AND SAFETY RISK ASSESSMENT version 13

Completed by Debbie Butcher (HT), Bridget Lennon (DHT), Reg Hamilton (Site Manager) & in consultation Governors, LA and school union reps – [updated 31st August 2021](#)

Hazards	Who might be harmed and how –risk factor	Control measures implemented/what is currently done to reduce or control the risk	Further control measures	To be actioned by?	To be actioned when?	Dynamic change/ review
1. Increased risk of infection due to mutations of the Coronavirus.	All staff, pupils and others may be at greater risk of contracting the virus as with current new variant is also prevalent as well as the original strain. At this time the Government advise that the new variant does not appear to be more harmful.	All mitigation measures listed throughout the risk assessment are still relevant. The increased chance of infection highlights the importance of adherence to control measures. Where practicable consider reviewing controls and monitoring/checks on behaviours and controls taking place.	SMAB offers regular twice weekly testing to staff – participation in testing is strongly encouraged. Lateral flow devices for staff (who are on-site) access to 2 rapid results tests every week. This will help identify staff who are carrying the virus without displaying symptoms, reducing the risk of transmission.	Senior leadership Team	Ongoing	
2.Continual maintenance of site whilst school remains open to all pupil	<ul style="list-style-type: none"> •Pupils and staff. •Risk of contracting Covid 19. 	<p>Check documents relating to the premises (SMAB)</p> <p>check the following are up to date and working order</p> <ul style="list-style-type: none"> • Usual premises checks • Water treatments/checks (e.g. legionella) • Fire alarm testing • hot and cold-water systems • gas safety • fire safety 	<ul style="list-style-type: none"> •Carry out a formal / recorded full pre-opening premises inspection. •Review evacuation routes and signage •Our risk assessment will be sent to LA for monitoring purposes (sent 9/7/20). Updates refer to LA advice. 	HT and site manager	Regularly reviewed	

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		<ul style="list-style-type: none"> kitchen equipment Specialist equipment used by pupils (e.g. form access/mobility/changing) security including access control and intruder alarm systems ventilation Repairs Grass cutting Portable Appliance Testing Fridges and freezers Boiler/ heating servicing Internet services Any other statutory inspections Insurance covers reopening arrangements Cordon off any outdoor equipment or areas not in use <ul style="list-style-type: none"> Turn off any air conditioning in the building. Fresh air is the preferred way of ventilating your workplace so opening windows and doors (fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED- providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation) Check outdoor areas to be used are safe including shaded areas 	<p>Regular update meetings Site team and line manager (SBM)</p> <p>SBM keep HT informed</p> <p>Check implications of air con off</p>			

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3. Access and egress – All parents and children	Pupils, staff and parents could catch covid-19 through close contact with infected person	<ul style="list-style-type: none"> ▪ If 5 pupils or staff members have tested positive for Covid-19 within a 10 day period, and have been identified as 'close contacts', ▪ Families given a block of times where pupils can arrive at school to replace staggered times (soft start from 8.20-8.30am) ▪ Part of Tottenhall Road have staff members monitoring traffic for approximately 20 minutes at the start and end of each day while Year 5 and 6 pupils are entering and exiting the site. ▪ Years 5 and 6 to enter and exit from Tottenhall Road and Years 3 and 4 from Grenoble Gardens ▪ All year groups 8.20 - 8.30am. End of day 3.15 – 3.20pm. Fridays all classes finish at 1.00 p.m. ▪ Children no longer line up to wait for their teacher; they walk straight into class after sanitising at a sanitation station ▪ Parents will not enter the school grounds at the start but wait outside. At the end of the day, they may enter the grounds if they need to speak to a teacher, but not enter the school premises without wearing a mask. Staff will see them at the gate instead if they refuse or are not medically exempt. ▪ At the end of the day lower school parents only will be allowed onto school grounds. ▪ Signage on gate/fence reminding people to keep at least 1m -2m apart ▪ Demarcation line between staff members and parents/child to avoid close contact markings 		Site Manager & member of staff		

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		<p>will be on the floor at 2m distances for children to line up ready to enter the building</p> <ul style="list-style-type: none"> Parents have been requested to wear a face covering when dropping off and picking up pupils Parents are to be encouraged to bring their child to school with a single parent only At the end of the day, children with siblings in a different year group will wait with Mrs Lennon in the playground. Once siblings are all dismissed, they leave through most convenient exit Staff/core SLT staff will wait 2 metres back when children enter the school via Grenoble Gardens or Tottenham At the end of the day, children in each 'family', when the timetable says their parents should pick them up, will exit in line and wait in the designated playground area Once they see their parent (who will be waiting outside in Grenoble Gardens or Tottenham Road) they can join them Pupils who are late for drop off and pick up will need to come in/exit through the main entrance. If this occurs more than once the parent contacted and an explanation as to why it is important they arrive and leave at their allocated time. (This will be made clear in the home/school agreement) Critical and vulnerable pupils will enter and exit from Grenoble Gardens – 8.30 a.m. – 3.15 p.m. (Fridays end of day 1.00 p.m.). 				

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4. Access to the staff room and kitchenette area and access for staff to toilets	Staff could catch covid-19 through close contact with common area and use of utensils, seating area etc.	<ul style="list-style-type: none"> Staff will be asked to limit numbers using the staffroom at one time and sit distanced from staff in other year groups Shared cooking areas e.g. kettle, toaster microwave to be used then hands washed Cleaning tables Ventilation Access to lockers on one in and out basis Encouraging storage of personal items and clothing in personal lockers during shifts Staff will be encouraged to bring in food and drinks from home To alleviate congestion in the staffroom, Year 6 are encouraged to eat their lunch in the Creative Hub and Year 3 eat in the PPA room. Years 4 and 5 eat in the staff room Staff to wipe down surfaces after use Staff will have access to the toilets in hall, foyer, holding area, house and staff in Year 3 area to use Y3 disabled toilet All toilets will be cleaned throughout the day by site manager and assistant site manager Wipes to be used by staff before and after using the toilet and then put the lid down (before flushing) 		Site Manager		
5. Pupil toilet areas	Pupils could catch covid-19 either through close contact, or through infected surfaces or poor handwashing routines	<ul style="list-style-type: none"> At lunchtimes, pupils will use allocated toilets Only 1 child at a time allowed to go to the toilet from each individual classroom whilst lessons are taking place No more than 4 children could go at any one time. Children will need to wash their hands on returning to class as well as in the toilets 	During lunchtimes & break times staff to keep doors closed in Year 3 toilet area, with a staff member checking that social distancing is being adhered to	SLT Teachers Support staff		

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		<ul style="list-style-type: none"> During break and lunch time children to only use their allocated toilets Some sinks and urinals will be taped up to prevent close contact whilst going to toilet and hand washing Toilet areas will be cleaned and sanitised every morning and throughout the day Hand wash will be available in toilet and checked daily Signage will be placed, informing children to wash their hands before and after every toilet break 				
6. Movement around the building	Pupils, staff and parents could catch covid-19 through close contact with infected person whilst on premises	<ul style="list-style-type: none"> Stairwell hand-rail / door handle will be regular cleaned throughout the day, especially before and after breaks Lift for pupils will not be used. Risk assessments in place for children that would have required it and their movement around the school Collective worship will be a mix of in-person and virtual. Whole school assemblies will be in the hall with upper and lower school separated and the hall well ventilated. Staff may wear masks in the hall if they wish to. Lunches are now served in the hall, with continuous ventilation (Fridays, served in classrooms) in their allocated time slot. Hall will be timetabled for phases to use Staff members may choose to wear masks when moving around the building and in the hall area 		<p>Site manager teachers Support staff</p> <p>Office staff /kitchen staff</p>		

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7. General spread or transmission of coronavirus from pupils and staff	Pupils and staff Contracting and spreading virus	Children in primary school do not need to wear a face covering. Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.				
8. Activity in the office lobby area	Staff and parents could increase infection chances with limited space in lobby area	<ul style="list-style-type: none"> Parents asked to phone the school and only come to have face to face contact if there is no alternative. Senior staff will be available to speak to parents outside We will operate a 1 in 1 out policy for parents and any other members of the public. Parents strongly encouraged not to come to the school building. There will be a screen in the office hatch and a one-way system for any emergency visitors. Visitors will be limited to necessities only. No unauthorised visitors enter the premises. All contractors will have to pre-book an appointment Whoever is in the office will open the pedestrian gates once called, but will inform them that they must wait by the cone saying PLEASE WAIT HERE, until the person in the 		Office staff Site manager		

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		<p>lobby leaves – then, they will be permitted to enter</p> <ul style="list-style-type: none"> Office staff to be made aware of the need to remind staff members and any parents who enter the lobby area to clean their hands with sanitiser All staff will be encouraged to scan their badges rather than the touch screen when signing in and out of the building 				
9. Dining hall use	Risk of infection from pupils, staff and potential kitchen team to pass on covid-19	<ul style="list-style-type: none"> Staggered lunchtimes within phases Phases will be able to mix in the playground with limited contact between phases during change over time Hand sanitising to be enforced by support staff before and after food consumed – it will be the responsibility of staff to ensure that children are sanitising before and after meals Staff have access to the staffroom and quiet area when not lunchtime for pupils. On Fridays pupils will eat in the classrooms with family and staff supervision. Food to be brought up to classrooms on a tray for adult in class to distribute Children to bring in packed lunches and eat in their classroom. Sandwiches will be provided for FSM pupils For one of their outdoor breaks, there will be additional staff to supervise so staff do not need to be with them (play leaders, sports coaches, SLT) Breakfast club is running with children kept separated in phase groups where possible, 	<p>Stagger lunches</p> <p>Staff keep good distance</p> <p>Re-organise main staffroom. Ensure chairs stacked & surface wiped ready for next sitting</p>	<p>SLT Teachers Support staff</p> <p>Site manager</p>		

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		unless outside. Limited choice of food is served				
10. Play times	Pupils and staff could catch covid-19 through close contact with infected person whilst playing and sports activities	<ul style="list-style-type: none"> staggered playtimes Playground use will be permitted in phases 		SLT Support staff		
11. Play equipment	Covid-19 is known to spread on surfaces – play equipment would be susceptible due to high volumes of children	<ul style="list-style-type: none"> In case of an identified outbreak the following measures will be put in place: Any play equipment should be wiped before and after used by the staff member. Each family will have their own set of equipment to use/distribute as they decide All equipment in the main hall is of bounds unless used by PE staff Water fountains are zoned off 				
12. Physical education, sport and physical activity (enhanced risk via exhalation during exercise)	Pupils and teachers	<p>Pupils should be kept in consistent groups.</p> <p>Outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and enhanced cleaning and handwashing</p> <p>There is flexibility on how physical education, sport and physical activity will be provided while following the measures in your <u>system of controls</u>.</p> <p>PE lessons indoors, including those that involve activities related to team sports, for example</p>	Indoor competition between different schools should not take place until wider indoor grassroots sport for under 18s is permitted. This will be no earlier than 12 April the LA we will confirm in due course.			

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		<p>practicing specific techniques, take place within SMAB's own system of controls.</p> <p><u>guidance for safe provision including team sport, contact combat sport and organised sport events.</u></p> <p>Refer to:</p> <ul style="list-style-type: none"> • guidance on <u>grassroot sports for public and sport providers, safe provision and facilities</u>, and guidance from <u>Sport England</u> • advice from organisations such as the <u>Association for Physical Education</u> and the <u>Youth Sport Trust</u> • guidance from Swim England on school swimming and water safety lessons available at <u>returning to pools guidance</u> documents • <u>using changing rooms safely</u> 				
13. Educational visits during the COVID-19 Pandemic	Pupils, staff and others can pass on or pick up infection	<p>Educational day visits</p> <p>Any educational day visits must be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination. Refer to Government guidance on the link below as situations might change.</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-</p>	<p>In line with the roadmap, should step 2 commence as planned, schools can resume educational day visits no earlier than 12 April.</p> <p>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk</p>			

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		<p>outbreak/schools-coronavirus-covid-19-operational-guidance#educational-visits</p> <p>Domestic residential educational visits</p> <ul style="list-style-type: none"> As Government Guidance - In line with the roadmap, they advise against domestic residential educational visits until at least step 3, no earlier than 17 May. <p><u>RESIDENTIAL TRIPS ARE PLANNED FOR JUNE 2022.</u></p>	<p>assessment, schools will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. Schools should consult the health and safety guidance on educational visits when considering visits.</p>			
14. Extra-Curricular activity	Spread of infection in breakfast or after school club or extra-curricular activity	<p>AFTER SCHOOL CLUBS TO COMMENCE SEPTEMBER 2021 WITH CLUBS OPEN TO PHASES</p> <p>GOV.UK - Government Publications - Actions for Schools during the coronavirus outbreak / Schools Operational Guidance</p> <ul style="list-style-type: none"> 	<p>Monitor Government guidance for latest advice on what more can be done.</p>		Review after half term	
15. Classroom activity and set-up – children and staff	Potential for infection due to close contact with other children and staff	<ul style="list-style-type: none"> Classrooms may be reorganised to accommodate teaching in groups (teacher choice, with at least one 'focus table' in each classroom) Class resources are only to be used within the relevant 'family'. They are not to be shared Any resources shared between groups e.g. PE equipment/ART/science should be cleaned regularly Each 'family' staff to arrange their classroom to create the most appropriate setting for the whole class (combination of rows and table groups) 	<p>Social distancing is only really possible if you can utilise the extra space from having limited numbers of pupils attending.</p>	SLT Teachers Support staff Site manager		

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		<ul style="list-style-type: none"> ▪ Anti-bacterial hand wash is available in every classroom and will be encouraged to be used (hand wash is most effective so should be used above hand sanitiser where possible) ▪ Hand sanitiser will also be available in every classroom – it is non-alcohol and less likely to dry the skin –staff members will have access to this and will use with children as appropriate (coming back from outside etc.) ▪ Classroom windows to be kept open at all times as ventilation is key to keeping transmission low. Windows should be fully open during times when the class are out on the playground in order to avoid very cold classrooms while pupils are learning ▪ Due to potentially cold classrooms, the school uniform policy has been temporarily amended to allow pupils to wear additional layers, e.g. black fleece ▪ Tissue stock will be checked and replenished daily. If more stock required during teaching time phoning the office site managers will deliver as needed ▪ Each child will have their own Ziploc bag with their own resources contained within ▪ Equipment will also not be permitted to leave the classroom, to prevent contamination - UNLESS it is specifically assigned to be used for outdoor work; in which case, a special container should be supplied for this purpose also ▪ Signage will be placed in classrooms reminding children to wash their hands whenever possible and not to move equipment from their tables ▪ Classroom doors will be propped open at all times to minimise the need to touch them. 	Once national lockdown is over, review seating arrangements within classrooms	SLT		
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		<ul style="list-style-type: none"> ▪ If a child requires assistance in learning: follow DfE guidance which says stand behind or to the side of them but only if you feel comfortable to do this. Otherwise, staff keep their distance ▪ For children with SEND/EHCP an individual risk assessment has been carried out by the SENco liaising with parents to ascertain if some or all elements of their EHC plan temporarily cannot be delivered in the normal manner or in the usual setting ▪ A SEND pack from the LA re how to deal with returning chn has been sent ▪ Limited marking of work expected (live feedback used predominantly by all staff) and no expectation that anything should be taken home or brought to school 				
16. General hygiene of staff members, visitors and children	Covid-19 is easily transferable without precautions. Without these, everybody is vulnerable	<ul style="list-style-type: none"> ▪ Hand washing or sanitiser will be compulsory for every child that enters the building – each teacher or support staff responsible for their classroom will be responsible for making sure this is carried out – hand sanitiser to be sprayed directly onto the hands of every child and told to rub in – to be done at as safe a distance as possible Hand sanitising stations will be located in various areas - One in entrance to each classroom. On entrance to school building and on leaving. All entrances and exits ▪ Same with the staff, they will be told to sanitise as they enter the building <p>The same applies to all staff and pupils when;</p> <ul style="list-style-type: none"> ❖ They go to the toilet – ❖ They come back in from outside ❖ After they have eaten – and before ❖ When they leave the building 		All staff		
				SBM and site manager	Ongoing	

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		<ul style="list-style-type: none"> Staff will be able to access PPE masks and gloves if they want to use them Signage around school reminding everyone of hygiene procedures <p>If staff feel that they should use them:</p> <ul style="list-style-type: none"> In the case of intimate care or the need to touch the child (by offering hand sanitation or washing their hands) then PPE will be enforced – this will be gloves and masks as a minimum 				
17. Cleaning capacity	Covid-19 can live on surfaces from up to a couple of days to weeks – anyone who uses a common area regularly could be vulnerable without a proper cleaning schedule in place	<ul style="list-style-type: none"> If possible, a deeper clean will be necessary in the areas that have been used regularly – such as toilet areas Cleaners have been told to focus more on sanitation rather than vacuuming - areas such as door handles, hand rails and toilet seats will be cleaned daily Pedal bins available in all toilets and classrooms in use Cleaning will be carried out regularly throughout the day by the site manager and assistant site manager. Cleaning equipment will be available in all classrooms. Everyone is expected to be vigilant and wipe/spray things as they use them for their own safety and that of other 		Site manager Cleaning staff		
18. Key areas – Conference room, PPA room and library		<ul style="list-style-type: none"> Group rooms/conference room – will have signage to remind staff to continue to distance and limit numbers on small spaces PPA room will be sanitised daily to consider the number of teachers who may be using it. Photocopiers to be used by one person at a time and wiped after every use One person to change toner and refill paper tray All rooms in use must have some windows open at all times. Doors must be left open at all times 	Other areas can be added once the school fully opens – the schedule can be flexible and cleaners can come in more regularly if demand increases	Cleaning staff Site manager		

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		<ul style="list-style-type: none"> Fire doors should normally be closed; HOWEVER; WHERE AREAS ARE OCCUPIED-providing staff are briefed to only keep open whilst area/vicinity is in use, there is robust monitoring on procedure, the Fire Risk Assessment is amended and records of briefing to staff maintained, then fire doors can be kept open to improve ventilation- Staff to make use of any digital resources for pupils Only limited number of pupils can change books in communal areas at any one time 				
19.Potential enhanced infection risk from music (e.g. singing, playing wind/brass instruments)	Music pupils and teachers	<ul style="list-style-type: none"> Consider physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Singing indoors will take place, with upper and lower school hymn practice on a fortnightly rota. No singing will happen in whole school assemblies. Children may sing hymns in class if the room is well-ventilated. 				
20. Covid-19 – confirmed case – staff member	<p>1. If a staff member is displaying symptoms it would be the presumption that they have covid-19 and could transmit this infection to other people in the building</p> <p>2. An intended incident at work has led to someone's possible or actual exposure to coronavirus</p>	<ul style="list-style-type: none"> If there are 5 members of staff/pupils with confirmed cases of Covid-19 identified as close contacts, within a 10 day period, Contact LA and PHE for advice regarding additional measures/restrictions to put in place Immediately call DfE helpline: 0800 0466 8687 for support and advice If adult tests positive for Coronavirus they should self-isolate for at least 10 days and their household should take a PCR test. They 	As with all cases, response from HSE or public health England can be unpredictable – plus there could be more child/staff cases based on one incident	Head teacher Deputy head teacher Site manager First aid lead	Continuou s	

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	3.If a worker dies as a result of occupational exposure to coronavirus	<p>do not need to isolate unless they develop symptoms and have a positive test.</p> <ul style="list-style-type: none"> Individual risk analysis of staff member and potential contact 				
21. Review staff availability in school	<p>There are sufficient trained staff who should be available for the following roles on a daily basis</p> <p>head teacher/deputy head/assistant headteacher</p> <p>SENCO/DSL</p> <p>caretaker</p> <p>welfare</p> <p>numbers of cleaning staff available</p> <p>teachers/TAs to lead a group</p>	<ul style="list-style-type: none"> Use non class-based staff to cover classes in the first instance, as previously, with supply staff used as a last resort. Temporary closure of classes and switching to remote learning permissible ONLY following advice from PHE/LA 		Headteacher Deputy head teacher		
<p>22. Increased risk of infection and complications for vulnerable workers, over 60, from Black and Asian and Minority Ethnic communities BAME etc. or others who could be at higher risk of severe illness from coronavirus</p> <p>Those at higher risk or described as Clinically vulnerable people are defined in the list in the following link. GOV.UK - Guidance / COVID-19 - Restrictions</p>	<p>Emerging evidence suggests that alongside underlying health conditions, there are key demographic factors that can affect people's vulnerability or is a 'risk factor' in relation to COVID-19. Such as:</p> <p>Older people and people from BAME communities and a combination of these factors.</p> <p>The causes of these increased risk factors are not yet fully understood, and further research is taking place.</p>	<ul style="list-style-type: none"> Risk assessments have been updated with individual staff over 60. These will be reviewed as circumstances change Consult with staff to determine who can come into the workplace safely taking account of a person's journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration should be given to those people at higher risk Consider with the staff member if it is more suitable for them to do lower risk work or work remotely in the interim and take HR advice of any other measures if needed. Managers to discuss with and consider needs of staff with disability or pregnant and new mothers how the adjustments in the work place will impact on them or might pose a new or different risk to them. 	If staff circumstances change to inform the HT to discuss a risk assessment or review existing one.	HT/SLT		

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<p>(what-you-can-and-cannot-do - clinically-vulnerable-people)</p> <p>Clinically Extremely Vulnerable (CEV)</p>	<p>CEV staff in school</p>	<ul style="list-style-type: none"> Considering whether you need to put in place any particular measures or reasonable adjustments to take account of duties under the equality's legislation. Consider facilities for pregnant and new mothers- carry out a 'New and Expectant Mothers Risk Assessment' – latest version 6a includes a section specifically looking at COVID for the individual. Discuss evacuation procedure for such staff that might be needed in an emergency All staff must attend work but may require an individual risk assessment <p><u>GOV.UK - Guidance on Shielding and Protecting People who are Clinically Extremely Vulnerable from COVID-19</u></p>	<p>All Government guidance will be monitored.</p>			
<p>23. Pregnant workers/new and expectant mothers contracting Corona virus, whilst at work or using public transport.</p> <p>NOTE: New or expectant mothers under Government advice are designated as Clinically Vulnerable (CV).</p> <p>Pregnant workers with defined conditions or at 28 weeks / third</p>	<p>Pregnant workers</p> <p>Infection of Covid 19 and resultant illness with a wide range of symptoms. The effects of this disease are still being learned about and can vary.</p>	<p>Discussion with the new or expectant mother should take place before any physical return to the school/workplace. Carry out New and Expectant Mothers Risk Assessment (use Briefing Version 6).</p> <p>Current government and NHS advice is that pregnant workers are in the clinically vulnerable (CV) group.</p> <p>They are defined as clinically extremely vulnerable at 28 weeks / third trimester) – and/are advised to work from home and not to go into work.</p> <p>Expectant mothers Clinically Vulnerable can return to work as long as there is a COVID-19 risk assessment, New and Expectant Mothers Risk</p>	<p>Consideration should also be given to requests from employees to be based at a site other than their usual workplace.</p> <p>Regularly review the risk assessment, (MINMUM EACH TRIMESTER) and do everything reasonably practicable to protect the worker from harm.</p> <p>There will be changes (ongoing) in government</p>			

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trimester or more are considered Clinically Extremely Vulnerable (CEV).		Assessment, discussions have taken place and control measures in place for the school. Consultation on the general COVID-19 risk assessments for the school and its arrangements should also take place.	advice and possible outbreaks of COVID; this will require a full review of measures and this assessment.			
24. Clinically Extremely Vulnerable (CEV) Children <u>GOV.UK - What parents/carers need to know about early years providers schools and colleges COVID-19</u>	Parents or guardians for children that are clinically extremely vulnerable will have received a letter and advice from a doctor/clinician	<ul style="list-style-type: none"> Shielding advice is being paused nationally from 31 March. From 1 April, all CEV pupils should attend their school unless they are one of the very small number of pupils under Pediatric or other specialist care and have been advised by their GP or clinician not to attend. Pupils who live with someone who is CEV should continue to attend school as normal. All CEV pupils must attend school, with an individual risk assessment if required, unless told not to by their health consultant. 	All Government guidance will be monitored.			
25. Stress/ Mental health and wellbeing affected through isolation or anxiety about coronavirus Potential for Stress or Anxiety caused by fears associated with the virus, isolation, potential bereavement situations or other effects from the changes to living and working. NOTE: NHS research shows that around	Staff members could suffer from stress related conditions due to not being informed about certain developments or worry about the general situation or being isolated	<ul style="list-style-type: none"> Staff are consulted at every opportunity as to changing development Maintain good communication with staff Risk assessment to be carried out with individual staff member of required Agreement on staff rota where possible Reduce face to face meetings where possible and use other digital/remote mean Regular breaks and refreshments Working party for well-being and workload meet regularly to review practices Try to encourage people to go outside – especially when it is dry and sunny, including taking pupils for a short walk to break up learning time and change environment Home-learning provision will continue for pupils not attending school for Covid-related reasons (marked X in the register). A staff 	As with all stress-related issues, proactive engagement is the best remedy. Finding the root cause is often a case of changing work environment, giving people a better chance to make decisions or to stagger workload. Covid-19 has affected us all so it is important that stress is monitored	Head teacher Deputy head teacher SLT	Continuou s	

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30% of staff may suffer from post-traumatic stress disorder and similar challenges in the wake of the pandemic crisis		<p>member from each year group to be at home to coordinate this to reduce the workload on those in the Family groups (refer to Remote Learning Policy for further details)</p> <ul style="list-style-type: none"> ▪ Rota allocation for Friday PPA time to be taken at home ▪ Look for the tell-tale signs of stress in the workplace; <ul style="list-style-type: none"> ❖ High absenteeism ❖ Low mood ❖ Poor judgement ❖ Inability to focus ❖ Being pessimistic ❖ Depression ❖ Coping with alcohol <p>Mental Health</p> <p>Senior Leadership Team will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference –</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p>				
26. Teachers working from home and pupils using Display screen equipment (DSE).	<p>Staff working from home and pupils studying from home.</p> <p>Musculoskeletal disorders as a result of using DSE at home for a long period of time</p>	<ul style="list-style-type: none"> ▪ Follow guidance on display screen equipment in the HSE Protect homeworkers page HSE - Protect home workers - Coronavirus (COVID-19) ▪ There is no increased risk for people working at home temporarily but if this arrangement becomes long term the risks should be assessed 	Further information on how to set up a workstation for short duration home working and also what to do for long term home working can be found on HSE's			

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		<ul style="list-style-type: none"> For all people working at home using display screen equipment (DSE) put in place information and training on how to protect themselves, e.g. take regular breaks, stretching exercises, set the equipment up properly For people working at home longer term complete a DSE assessment with them and identify what equipment is needed to allow them to work safely at home Schedule or build in breaks of minimum of 5 minutes every hour for pupils studying. 	<p><u>HSE - Protect home workers - Coronavirus (COVID-19)</u></p> <p>It is important to consider breaks from this work. 5 minutes every hour is better than 15 minutes every 2 hours. Consideration to how this can be scheduled in could include actual separate breaks or in lesson time outs.</p>			
27. Contractors and other visitors	Staff, contractors or children could be affected by the work or potential infection	<ul style="list-style-type: none"> Only carry out emergency works Vast majority of essential compliance checks have been completed Legionella still need monthly access, will advise the best way to be done (REAMS maintains this) Emergency lights need checked Contractors to be notified in advance not to attend the premises if they have symptoms Attendance by contractors notified to reception desk in advance Contractors/outside agencies to sign in at reception desk and declare they do not have symptoms of Covid-19. All visitors should be requested to wear masks at all times Site manager to ensure area of the work is clear before-hand. Any pupils and staff to leave that area. Site manager to liaise with and monitor the contractor maintaining social distancing where possible. 	<p>All contractors are required to wear PPE. Sanitise before and after entering the building</p> <p>Staff to observe and ask any contractors to leave the building if they have symptoms</p> <p>Peripatetic music lessons to commence once all pupils return to school. They will need to provide their own risk assessment.</p>	HT/music lead	To be reviewed with LA once contingency framework has stopped been implemented.	

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		<ul style="list-style-type: none"> Sanitisers stations will be set up at various locations including entry and exit points. Supervised and limited access to other parts of the building 				
28. EHCP / SEND pupil risk assessment		<ul style="list-style-type: none"> SENDCo to review and update Individual risk assessments, discussed with parents and agreed before pupils return to school Staff provision has been assessed to make sure pupils needs could be put before their return 				
29. Fire and lock-down protocols/procedures		<ul style="list-style-type: none"> Fire procedures discussed with site manager and updated to reflect the changes as pupils start to return to school. Revert to original protocols and shared with all staff In the event of a fire on exit ensure all doors are closed Fire Drill took place w/c 12th July 2021 People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands. <p>Re-visit your first aid and fire safety arrangements which may need some alterations due to reduced staffing levels</p>	Planned fire drill to take place once all pupils have returned	HT and site manager All staff		
RAPID ASYMPTOMATIC CORONAVIRUS (COVID-19) TESTING						

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30. Safe Storage of the LFD	Staff, pupils	<ul style="list-style-type: none"> • Deliveries are checked on arrival and lists of contents retained • All tests to be stored in a locked cupboard with key personnel only having access to the key • Testing supplies are safely maintained at temperatures between 2 and 30 degrees celsius 	Systems and processes to be checked by Headteacher	Headteacher/ DHT/ LFD staff	Ongoing	
Distributing test kits		<ul style="list-style-type: none"> • All staff taking part to collect test kits as instructed by the school • Covid Co-ordinator: Helen Chimonas • Covid Registration Assistant: Shona Parson • 1 box to be given to each member of staff as each box contains 7 test kits • School to complete Test Kit Log – retain this document for 8 Years – ensure all columns are completed – name of school, date of test kit received by school, name of test kit issuer, date test kit issued to test subject (staff), name of test subject (staff), lot number, test expiry date and has new IFU been issued • Ensure all staff the correct Instructions for Use (IFU) and they know that instruction in the test kit are not to be used • Systems of control to be in place when distributing test kits eg 2 metres distance, wearing a face mask etc • Ensure there is enough supply by ordering when details are published 				
Test results		<ul style="list-style-type: none"> • All staff to receive a copy the 'Staff Rapid COVID-19 LFD Test booklet • Reminders given during staff meetings and briefings • All staff given guidance on reporting their result to NHS Test and Trace (booklet) 				

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<p>Incident Report</p>		<ul style="list-style-type: none"> • All staff given guidance on what to do if they have a positive, negative or void test result (booklet) • Staff results to be recorded on a staff register and recorded by the person online. This will support identifying staff with positive results for contact tracing and managing stock and distribution • Consistent approach implemented to testing with a Monday and Thursday testing day each week – this supports schools to collect results • Clear communication to staff that if they have 2 void results or a positive test they have to book a PCR test • Staff to inform the school when a PCR test is booked • Headteacher to contact staff who report a positive or 2 void tests • Bubbles and contacts asked to self-isolate until a PCR test result is received • For individual staff If there are any issues with the test then staff should raise this with the school lead • If there is a clinical incident which led or has potential to harm, participants are advised to report it on https://coronavirusyellowcard.mhra.gov.uk. • If a staff member needs medical care this should be sought through contacting 111 or 999. • For non-clinical incidents occurring at home, participants are advised to report any issues (something damaged, or missing or difficult to use in the kit, unable to log result etc.) to 119 				
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Mitigating Risk to the schools		<ul style="list-style-type: none"> School must record time, date and details of concerns and report incidents to the DfE helpline if there seems to be repeated or similar issues (eg multiple repeat void test, unclear results, leaking/damaged tubes) RPA insurance states that they will indemnify members if a claim is brought by a third party (employees). It will cover death, injury, or damage to party property, due to the school undertaking the asymptomatic tests 				
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ASSOCIATED DOCUMENTS – This is ever changing so a separate appendix will be created to have links to key documents/ guidelines

NHS 111 https://111.nhs.uk/covid-19
https://www.gov.uk/coronavirus
https://www.gov.uk/government/organisations/public-health-england
www.gov.uk/government/publications/coronavirus-outbreak-faqs
Actions for educational and childcare settings to prepare for wider opening from 1 June 2020
Coronavirus (COVID-19): implementing protective measures in education and childcare settings
What parents and carers need to know about schools and other education settings during the coronavirus outbreak
www.nhs.uk/live-well/health-body/best-way-to-wash-your-hands/
https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/
https://www.publichealth.hscni.net/news/covid-19-coronavirus
https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety
https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#re-opening-after-a-lengthy-closure
https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings