

GRA 90.3 COVID – 19 SCHOOL OPERATION – V6

In accordance with Management of Health & Safety at Work Regulations 1999

Date: November 2020		School: The Peak Academy					
Significant Hazards	Persons at risk	Control Measures	RISK H/M/L	Actions Required	By Who	Date Complete	
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Government advice:</p> <p>Follow the Governments advice as detailed via the web link below (The main points have already been inserted into this RA below):</p> <p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>System of controls:</p> <p>Prevention:</p> <p>1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> <p>2) clean hands thoroughly more often than usual</p> <p>3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p>	M	<p>If you do have a confirmed case in your school the track and trace system will be used.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p> <p>The local health protection team will advise the school on what measures to take.</p> <p>Thinking about close contact with others and travel arrangements of that pupil</p>	Pupil Services – SLT	September 2020	
						SLT	
						All staff	
						All staff	

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<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Response to infection:</p> <p>Staff and all visitors must sign in on the iPad to ensure full records are kept of those attending the school.</p> <p>QR code Via swiped on for staff</p> <p>NHS QR code scanning for all visitors</p> <p>Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.</p> <p>Engage with test and trace:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Follow the stay at home guidance if unwell or tested positive:</p> <p>https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell</p>	<p>M</p>	<p>Staff to add the QR app ‘pocket swipe on’ – All staff will use swipe on and all visitors will use the NHS QR app.</p> <p>All visitors to use – reducing contact points and increase our ability for track and trace.</p> <p>Schools will be provided with 10 Home test kits by the government. These should only be offered in the exceptional circumstance that you believe an individual may have barriers to accessing testing elsewhere</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-home-test-kits-for-schools-and-fe-providers?utm_source=cfddd7d1-6426-45af-830d-f6fe10317a3f&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p>	<p>All staff</p> <p>Pupils services supported by SLT if required</p>	<p>September 2020</p> <p>September 2020</p>
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		<p>(anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn (face mask, eye protection visor, disposable apron and gloves) by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Follow the PPE advice:</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-</p>				
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		childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Managing a confirmed case:</p> <p>In the event of a confirmed case within the school, contact the local health protection team immediately. Also inform the Director of Estates, Phase Director and CEO.</p> <p>https://www.gov.uk/guidance/contacts-phe-health-protection-teams</p> <p>The local health protection team will guide schools through the actions needed.</p> <p>Persons who have come into close contact with a confirmed case will be sent home and advised to self-isolate for 14 days. Follow the advice given by the local health protection team.</p>	M	If classes, year groups, key stage or school is required to close for health reasons the all vulnerable pupil's RA's will be reviewed and all stakeholders informed. A timetable for safeguarding calls or visits will be planned. Pupils will have access to online learning immediately.	Vice Principal	September 2020
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Maintain good hand and respiratory hygiene:</p> <p>Ensure that all adults and children:</p> <ul style="list-style-type: none"> frequently wash their hands with soap and water for 20 seconds and dry thoroughly. use hand sanitiser gel where hand washing is not available or impracticable. clean their hands-on arrival at the setting, when moving around the school, before and after eating, and after sneezing or coughing. are encouraged not to touch their mouth, eyes and nose. 	M	Pupils to be briefed at the beginning of term and supervised by staff to follow the hygiene techniques.	All staff	September 2020

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		<ul style="list-style-type: none"> • use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). • ensure that help is available for children and young people who have trouble cleaning their hands independently. • consider how to encourage young children to learn and practise these habits through games, songs and repetition. • ensure that bins for tissues are emptied throughout the day. • where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units. • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation • Site Managers will ensure supplies of soap, anti-bacterial gel and cleaning products are available at all times • there is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or childcare setting 		<p>Windows/doors to be opened at the start of the day</p> <p>Fire marshals to be briefed on their role in closing all doors as they sweep the building</p>		
Contracting COVID-19 through infected contact points or close personal contact with	Staff and pupils	<p>Class sizes:</p> <ul style="list-style-type: none"> • Primary – Pupils to remain in their class bubbles and encouraged to distance from other pupils as much as possible • Secondary – Limit pupil movement around the school and maintain class or year group bubbles as far as is reasonably practicable. 	M	<p>Staff to adhere to guidelines and RA at all times. Model excellent behaviours</p> <p>Limit movement and maintain class bubbles</p>	All staff	September 2020

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<p>infected persons</p>		<ul style="list-style-type: none"> • Remove excess furniture to safe storage areas to increase space. • Desks to be spaced out as far as possible but do not impede fire escape routes and exits. • All desks to face forward with pupils' side by side • Teaching staff to keep the 2-metre distancing rule where possible to do so • Teachers to avoid close face to face contact and minimise time spent within 1 metre of anyone. • When staff or children cannot maintain distancing, particularly with younger children or children in distress, the risk can also be reduced by keeping pupils in the smaller, class-sized groups where practicable • Children to remain at their desks when in the room. • Children to use the same desk each day as much as possible. • Lessons planned for individual work as opposed to close group work. • Social distancing to be explained to children with regular reminders. • Consider the use of school grounds / local environment to extend the range of teaching spaces available. • Allocate named staff to each group of children where possible. • Staff to supervise and enforce measures. 	<p>M</p>			
<p>Contracting COVID-19 through</p>	<p>Staff and pupils</p>	<p>Refresh the timetable:</p>	<p>M</p>		<p>SLT</p>	

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<p>infected contact points or close personal contact with infected persons</p>		<ul style="list-style-type: none"> • decide which lessons or activities will be delivered • restrict mixing of class groups and keep each class in one teaching space where possible • ensure teachers and assistants work with the same groups each day as much as possible to avoid mixing with other groups or classes • consider which lessons or classroom activities could take place outdoors • use the timetable and selection of classroom or other learning environment to reduce movement around the school or building • avoid large gatherings such as assemblies • Break and lunch times; KS3 in lower end of school, KS4 in upper end of school (use 2 separate dining rooms for each key stage) • stagger drop-off and collection times • plan parents' drop-off and pick-up protocols that minimise adult to adult contact • consider pinch points such as corridors, exits, staff room and playgrounds 	<p>M</p>	<p>Allocate TA's to the same option groups in KS4 where possible</p> <p>Space pupils out when arriving and leaving by taxi</p>		<p>September 2020</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Review emergency procedures:</p> <ul style="list-style-type: none"> • Review Fire Evacuation Plan to reflect adjusted operating model including evacuation routes. Ensure all staff are aware of the adjusted plan. • Review Fire Marshal Plan to ensure enough coverage for each bubble. Ensure Fire 	<p>M</p>		<p>Site manager AL</p>	<p>October 2020</p>

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		<p>Marshalls are instructed to close doors that are propped open as they leave the building.</p> <ul style="list-style-type: none"> • Confirm evacuation assembly points for each bubble so they do not mix. • Ensure fire evacuation practice is planned within the first week back. • Consider lockdown implications (if any) on the bubble operating model. 				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use of toilets:</p> <p>Control numbers allowed to go to the toilet at a time.</p> <p>One in one out system in place where possible.</p> <p>Close sinks to give 2m for handwashing – if only one child this isn't necessary.</p> <p>Allocate toilets around the school for different groups of children, or control access between bubbles and ensure increased cleaning.</p> <p>2m markings on floor in queuing area where needed.</p> <p>Sanitise hands before and after visiting the toilet where possible.</p>	M	<p>Staff radio when pupils are going to the toilet so only one pupil goes at a time.</p> <p>Ensure everyone is reminded throughout the day of washing. Site staff to add additional signs</p>	All staff	September 2020
Contracting COVID-19 through infected contact points or close	Staff and pupils	Childcare settings or early years groups in school should:	M	Not applicable	All staff	September 2020

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<p>personal contact with infected persons</p>		<p>Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing</p> <p>Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously</p>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Reduce possible contamination:</p> <p>Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</p> <p>Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</p> <p>Reduce the amount of equipment used each day as everything used will need to be cleaned daily</p>	<p>M</p>	<p>Class room teachers to analyse areas and coordinate with Site team</p>	<p>All staff liaise with site team</p>	<p>September</p>
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Drop off and pick up procedures:</p> <p>Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.</p>	<p>M</p>	<p>Ongoing</p> <p>Taxis organised and social distancing in place from entry</p> <p>Clear one-way system in place with staff positioned</p>	<p>SLT</p> <p>Teachers</p> <p>Admin</p> <p>SLT and site team</p>	<p>September 2020</p>

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		<p>Pupils should access their class room from directly outside where possible to reduce internal movements within the school</p> <p>Each school will have local procedures to be agreed and communicated with staff and parents for each class</p>				
Contracting COVID-19 through infected Face mask removal	Staff/pupils	<p>Process for removing face coverings when pupils and staff who use them arrive at school</p> <ul style="list-style-type: none"> dispose of temporary face coverings in a waste bin on arrival or place reusable face coverings in a plastic bag they can take home with them, do not to touch the front of their face covering during use or when removing them. Wash/sanitize hands immediately on arrival 	M	<p>Communicate the face covering process to staff and pupils</p> <p>Face mask to be worn at all times, inside and outside except when in a lesson</p>	All staff	September 2020
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>PPE – Government link</p> <p>https://www.gov.uk/government/publications/face-coverings-in-education?utm_source=53671f11-6c05-454a-845e-8e2a4463752b&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate</p> <p>Staff and pupils in Year 7 and above should wear face masks on entry and exiting the school and whilst in corridors and communal areas</p>	M	<p>PHE state that it is reasonable to assume that staff and young people will now have access to face coverings due to their increasing use in wider society. Where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the</p>	All staff	September 2020

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		<p>Staff may choose to wear a facemask with in their bubble.</p> <p>Staff can choose to wear facemasks or face shields in the classroom.</p> <p>Disposable gloves and aprons should be used for daily cleaning tasks</p> <p>Face masks and eye (visor) protection are available to deal with any close contact work including first aid, medical procedures/assistance and dealing with a suspected COVID -19 case until the case is removed from the site.</p> <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p>		school/office will keep an emergency stock.		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>First Aid:</p> <p>Ensure all staff know First Aiders on site if less than normal</p> <p>If provision is less than usual, minimise hazardous activities which may result in injury</p> <p>Ensure a supply of PPE is available for provision of first aid and use and dispose of accordingly</p>	M	Site staff order additional PPE.	All staff	September 2020
Contracting COVID-19 through	Staff and pupils	1:1 teaching, physical restraint and children with SEND or EHC plans are adversely affected by the current situation:	M		SLT	September 2020

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<p>infected contact points or close personal contact with infected persons</p>		<p>Individual risk assessments of children with behavioural difficulties.</p> <p>Ensure a supply of PPE is available based on need. Increased PPE level if required to at least face mask and gloves. Face visor if possible.</p> <p>Reduced timetable or consideration of other solutions if child's behaviour puts staff at risk. 1:1 teaching to be done at 2m distance.</p>	<p></p>	<p>All RA updates- graduated model in place to assist with pupils who place others at risk. All stakeholders aware and reasonable endeavours document updated. If pupils fail to comply then an equitable distance learning package will be offered.</p> <p>PPE kits regularly checked and refreshed by site and staff. Limit time and change of face. Wash thoroughly afterwards and staff to bring a change of clothing.</p>	<p>AP Pastoral AS and IM</p> <p>SLT</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Staggering break times including lunch time:</p> <p>Considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</p> <p>Staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time</p> <p>Staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are</p>	<p>M</p>	<p>Activities maintain year group bubbles as much as possible. Equipment cleaned down after use.</p> <p>Break and lunch times; KS3 in lower end of school, KS4 in upper end of school (use 2 separate dining rooms for each key stage)</p>	<p>All staff</p>	<p>September</p>

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		<p>not possible, children may need to have a packed lunch in their classrooms</p> <p>Ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</p> <p>Some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>			
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Use outside space:</p> <p>For exercise and breaks whenever possible.</p> <p>For outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.</p> <p>Outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.</p>	M	KS3 and KS4 separated at social times in different areas of the school.	All staff September 2020
Contracting COVID-19 through infected contact	Staff and pupils	<p>For shared rooms:</p> <p>Use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity.</p>		Morning and after school meetings to take place using	All staff September

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<p>points or close personal contact with infected persons</p>		<p>If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place</p> <p>Stagger the use of staff rooms and offices to limit occupancy</p>		<p>TEAMS, except Monday morning and Friday afternoon. These are socially distanced in the sports hall</p> <p>CPD either on TEAMS or in separate rooms socially distanced</p>		
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Reduce the use of shared resources:</p> <p>By limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</p> <p>For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.</p> <p>Limit the amount of equipment Pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed.</p> <p>Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48</p>	<p>M</p>	<p>Any shared equipment will be cleaned prior to the next lesson.</p> <p>TA's will carry individuals pencil cases in tutor bag</p> <p>Site staff to ensure appropriate sanitiser is available for wiping down equipment.</p>	<p>All adults</p>	

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		<p>hours (72 hours for plastics) between use by different bubbles.</p> <p>Normal disinfectant spray should be used to clean resources after each use and before they are put away. Site Managers will ensure disinfectant spray and paper roll or cloths are available in all teaching spaces.</p>				
<p>Contracting COVID-19 through infected contact points or close personal contact with infected persons</p>	<p>Staff and pupils</p>	<p>Clinically vulnerable staff and pupils (GRA 90.6)</p> <p>It is expected that most staff will be able to return to the workplace from 1 August 2020. Advice for the most at-risk categories remains to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are clinically vulnerable, including pregnant women is available: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people),</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the guidance on shielding and protecting people who are clinically extremely vulnerable from COVID 19 https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19)</p>	<p>M</p>	<p>Principal read the current advice on shielding and fill out the appropriate GRA:</p> <p>GRA 90.6 CLINICALLY VULNERABLE STAFF</p> <p>GRA 90.9 COVID - CLINICALLY VULNERABLE PUPILS RETURNING TO SCHOOL – INDIVIDUAL RISK ASSESSMENT</p> <p>Pregnant staff to alert Principal to pregnancy at the earliest opportunity</p>	<p>All staff</p>	<p>September 2020</p>

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		In line with Lockdown 5 th Nov 2020 the school will review risk assessments of clinically vulnerable staff and pupils.		SE to ensure any pupils and staff that fall under the clinically vulnerable review their risk assessment in line with the lockdown on 5 th Nov 2020.		
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Adjust transport arrangements where necessary including:</p> <p>Encouraging parents and children and young people to walk or cycle to their education setting where possible</p> <p>Schools, parents and young people following the government guidance on how to travel safely, particularly if public transport is required</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Ensuring that transport arrangements cater for any changes to start and finish times</p> <p>Make sure transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus</p> <p>Make sure transport providers, as far as possible, follow hygiene rules and try to keep distance from their passengers</p> <p>Taking appropriate actions to reduce risk if hygiene rules and social distancing is not possible, for example when transporting children and young people with</p>	M	<p>All pupils arrive via taxis wearing masks</p> <p>SLT meet and greet ensuring staggering on and off taxis. Social distancing when walking to/from taxi</p> <p>Pupils should adopt social distancing on board when possible</p> <p>Pupils over the age of 11 may wear face coverings where needed</p>	Pupil services	September 2020

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		<p>complex needs who need support to access the vehicle or fasten seatbelts</p> <p>The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> • how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school • use of hand sanitiser upon boarding and/or disembarking • additional cleaning of vehicles • organised queuing and boarding where possible • distancing within vehicles wherever possible • the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet <p>Communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</p>				
Contracting COVID-19 through infected contact points or close	Staff and pupils	<p>Daily cleaning:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	M		<p>Site manager</p> <p>Cleaners</p>	<p>September 2020</p>

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<p>personal contact with infected persons</p>		<p>Enhanced cleaning regime is in place in line with routines of all used areas are to be carried out daily. All hard surfaces and contact points should be cleaned with disinfectant spray and disposable cloths or paper roll. Hard floors will be mopped with a disinfectant solution daily</p> <p>Disinfectant spray and disposable cloths or paper roll will be available for use throughout each day as needed by teaching or support staff</p> <p>Site Managers will ensure appropriate supplies of cleaning materials are available throughout each day, specifically ensuring that antibacterial hand soap, disinfectant spray, paper roll and antibacterial hand sanitiser are available throughout each day.</p> <p>Additional cleaning of shared spaces, shared equipment or high traffic contact points shall be programmed throughout the school day.</p> <p>Any bodily fluid spillages must be cleaned immediately using a disinfectant solution.</p> <p>Disposable gloves and aprons shall be used when cleaning.</p>	<p>M</p>		<p>All staff</p>	
<p>Contracting COVID-19 through infected contact points or close personal contact with</p>	<p>Staff and pupils</p>	<p>Laundry:</p> <p>Wash clothing regularly in accordance with the manufacturer’s instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people’s items</p>	<p>M</p>	<p>LD is responsible for ensuring all PE kit is cleaned and dried every day. LD is responsible for ensuring pupils do not share clothing and wear school PE kit.</p>	<p>LD clean PE kit daily</p>	<p>September 2020</p>

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infected persons		<p>Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air</p> <p>Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.</p>				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Waste:</p> <p>All waste must be removed to the secure bin store and placed in the appropriate waste bin as soon as possible.</p> <p>General waste including cleaning materials must not be left lying around within school and shall be collected weekly by a licenced waste removal contractor.</p> <p>Any potentially infected waste shall be placed in the first aid bin and treated as class b contaminated waste.</p>	M	Site team to liaise with catering team and ensure waste is disposed of	<p>Site manager</p> <p>Cleaners</p> <p>All staff</p>	September 2020
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Pupils/Staff/ Public	<p>Educational visits:</p> <p>Government Guidance shall be followed</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-travel-advice-for-educational-settings/coronavirus-travel-guidance-for-educational-settings</p> <p>https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</p>	M	<p>Outdoor education each week will be for the same bubble.</p> <p>Staff on trip will have read government guidelines</p> <p>Link with Skylark to ensure dynamic risk assessments are taken.</p>	SLT	September 2020

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		Complete specific risk assessment for each educational visit following the system of controls principles and specific Government guidance				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Catering:</p> <p>Consider reasonable adjustments to the catering provision including:</p> <ul style="list-style-type: none"> • timing of break and lunches • queuing with social distancing • hand sanitisation • contactless payment methods • regular cleaning between bubbles <p>The catering contractor shall follow the governments advice and produce their own site-specific risk assessments:</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>	M	Well organised line up system in place	Admin	September 2020
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff and pupils	<p>Wrap around care provision:</p> <p>Where this is provided by the school, the same measures as detailed in this risk assessment shall apply.</p> <p>Follow the governments advice:</p> <p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-</p>	M	Not applicable		September 2020

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		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 Where care is provided by an external provider, they shall provide their own specific risk assessments which complies with the Governments advice.				
Contracting COVID-19 through infected contact points or close personal contact with infected persons	Staff/Pupils/Contractors/Visitors	Staff and contractors visiting the school Maintenance of the premises will take place outside of school open hours where ever possible Supply teachers, peripatetic teachers WHF staff and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff and follow the hygiene procedure. Cleaning after peripatetic teachers have visited may be required. Records are kept of all visitors to site QR scanning code for track and trace must	M	Hygiene procedure and distancing briefed to all visitors on arrival- all visitors read and sign the RA briefing document which informs them of safeguarding, fire drills, hazards and COVID security.	Site manager and SLT and pupil services	September 2020
Communication of controls	Staff/Pupils	Communication of controls: Staff to receive a copy of the risk assessment and briefed on local controls before or on the September TD day and subsequent returns following breaks. Up to date RA placed on Talent MNS system for all staff and updated on website. Pupil control measures to be briefed to pupils regarding good hygiene and distancing	M	Email to all staff, place on Talent LMS	SLT	September 2020

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		Risk assessment to be adjusted as new Government guidance is published			
Wellbeing	Staff/Pupils	Supporting staff and pupil's wellbeing The Department for Education provides support for both pupil and staff wellbeing in the current situation. Staff also have access to Care First Staff to inform the Principal of any concerns	M	Visit the Government Web site for support links	SLT September 2020
Date of original Assessment: March 2020		Date of this Assessment: 15th November 2020	Review- Termly Next review Dec 17th 2020 or if new guidance is advised	Reference: GRA 90.3 V6	Name of Assessors: R. Lewis/ A. Vinton/ A. Low
Overall Risk Rating (H, M L): The risk rating for the overall risk is Medium due to the nature of the virus and the potential consequences.			Managers signature: R. Lewis/ A. Vinton/ A. Low		
Notes:					
RESIDUAL RISK RATING			ACTION REQUIRED		
HIGH (H) Strong likelihood of fatality / serious injury occurring			The activity must not take place at all. You must identify further controls to reduce the risk rating.		
Medium (M) Possibility of fatality/serious injury occurring			You must identify controls to reduce the risk rating. If it is not possible to lower risk further you will need to consider the risk against the benefit Monitor risk assessment at this rating more regularly and closely		
LOW(L) Minimal risk			No further action needs to be taken reviewed annually		

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