

# RISK ASSESSMENT (GENERIC)

**Location:** Oakfield High School and College School Special Schools

**Assessor:** LA

**Signed:** .....

**Date of Assessment:** January 2021

**Review Date:** OPEN

**Activity:** COVID-19: Special School – Lockdown

Hazard	Risk	Individuals at risk	Risk – L/M/H	Control Measures (Current)	Control Measures (Additional – Proposed)
<p>This assessment is undertaken in compliance with the Management Regulations to aid the planning and monitoring of a safe reintroduction of the staff and pupils of the school. Previously all pupils were welcomed back in all year groups to a new school year in September 2020. Unfortunately, due to the rise in the rate of coronavirus infection in December 2020 and the new variant of the virus, the country is now in Lockdown for a undefined period as defined by the Government. This lockdown will be reviewed after the Spring half term but may be extended based on the SAGE assessment of the situation.</p> <p>The generic assessment in compliance with the Governments guidance (<b>COVID-19 Guidance for Full Opening: Special Schools and other Special Settings. Updated 31 12 20 and the National Lockdown: Stay at Home. Dated 06 01 21</b>) covers our expectations and support of all pupils including children with special educational needs and disability (SEND) and those with education, health and care plans, within the school. Any relevant government updates have been taken into consideration in the update of this risk assessment.</p>					
<p><b>Building Safety</b> Legionella Management</p>	<p>Compliance with HSG 274</p>	<p>All Building Users</p>		<p><b>Domestic hot and cold water services</b> The requirements for the management of your buildings water system must be completed to the requirements of HSG 274 and your Legionella maintenance schedule. This includes calorifiers/direct fired water heaters/sinks/ basins/ showers / thermostatic mixing valves. (blended hot water)</p> <p>Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. For reference, use the <a href="#">Approved Code of Practice</a> and <a href="#">HSG 274</a>.</p> <ul style="list-style-type: none"> <li>• If the hot water system has been left operational, the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. Weekly flushing, Monthly water temperature checks, etc.</li> <li>• If the hot water system has been isolated or drained down, contact your water Hygiene Contractor to check and restart the system</li> <li>• Maintain regular weekly flushing regimes of infrequently used outlets, for all hot water services.</li> </ul>	<p>Discuss with your Water Hygiene Contractor your Legionella risk assessment and scheme of work.</p>

Asbestos Management	Compliance with Asbestos Reg 12 & HSG 264	All Building Users		Inspect the building and if any damage to rooms containing or suspected asbestos material, contact your asbestos consultant for further advice.	Any concerns discuss with your Asbestos consultant.
Statutory Requirement for Servicing of plant and Equipment. Pressure systems Passenger Lifts Lifting equipment	Compliance with PSSR 00 LOLAR 98	All Building Users		Thorough Examination & Test is a critical component of a management process to ensure the safe operation of equipment whose failure through deterioration can create dangerous situations, physical harm and business disruption. The statutory obligations to TE&T remain in place and the HSE expects dutyholders to make all reasonable efforts to arrange for TE&T to be carried out within the statutory time limits. The HSE strongly recommend that TE&T are completed. If a failure occurs due to a safety related fault, enforcement action may be taken.	HSE Guidance Note to Dutyholders and Inspectors. <a href="https://www.hse.gov.uk/news/work-equipment-coronavirus.htm">https://www.hse.gov.uk/news/work-equipment-coronavirus.htm</a>  <b>Required</b> - If equipment is outside of the inspection date, the school management to contact their specialist contractor and have the TE&T completed asap.
<b>Building Hygiene</b>  Deep Clean of all areas of the school	Compliance with current hygiene standards published by the UK Government.	All Building Users		It is important that arrangements remain in place to ensure that pupils and staff are in safe.  Discuss with your preferred cleaning contractor or inhouse staff to revise/plan cleaning schedules, additional hours of work and undertake a thorough clean and disinfect of all rooms and surfaces prior to reopening and if necessary, utilise pest control for insect infestations, particularly in the kitchen and/or food preparation areas.  Continue to provide anti-bacterial hand gels or wipes to be located in the school reception foyer for a visitor to use before they are allowed into the secure area of the school. Social distancing for escorted visitors to be maintained.	The standard to be followed will be the GOV-UK guidance <a href="#">COVID-19: cleaning of non-healthcare settings guidance dated 16 10 20</a>  Cleaning contractor informed and additional cleaner employed during the school day.  Hand sanitiser stations located at every entrance and throughout the schools. Hand sanitiser provided for all staff and pupils in classrooms and offices. School protocols provided to all staff and visitors includes information about social distancing. Additional signage around the school building and premises reminds staff and pupils about social distancing.
Building Users. Ventilation.	HSWA 74 W(HSW)R92 DoE BB103. Building Regulations	Pupils, staff and visitors.		Ventilation of the building and classrooms is important to reduce natural pollutants, provide fresh air to enable pupils to stay alert and potentially with other hygiene measures reduce the life cycle of the coronavirus. <ul style="list-style-type: none"><li>• Open high level windows with a minimum gap and doors in classrooms to promote through ventilation but be mindful of creating drafts.</li><li>• If the door has to be wedged open, ensure the Building Fire Plan is amended to state that if the room is left unoccupied, that the door is closed. On evacuation the wedge must be removed.</li></ul>	Government guidance.  DoE BB101 Ventilation in schools.

			<ul style="list-style-type: none"> <li>Intermediate fire doors along the escape route can only be left open if there are fitted with a magnetic hold open device linked to the fire alarm, or a device such as the Dorgard.</li> <li>Air Conditioning Units do not need to be switched off unless you have a centralised ventilation system – Seek advice from your Heating Ventilation and Air Conditioning engineer. (HVAC)</li> </ul>	<b>Do Not Use</b> the fire extinguishers as a door wedge. Use of a Dorgard Hold Open Door Retainer should be used, Compliant to BS7273-4 2007
Fire Management	Compliance with the RR(FS)O  BB100	All Building Users	<p>Review and if necessary, update your building fire management plan to ensure any changes to fire escape routes are clearly identified and communicated to staff and pupils. Prior to the increased occupancy of the school:</p> <ul style="list-style-type: none"> <li>Physically test the fire alarm system and emergency lights are operational.</li> <li>Complete a planned Fire evacuation within 7 days or the start of the new term.</li> <li>Carry out weekly checks of alarms systems, call points and emergency lighting.</li> <li>Carry out regular hazard spotting to identify escape route obstructions.</li> <li>Check that all fire doors are operational.</li> <li>Review, update and test individual named PEEP's</li> </ul>	Record details of maintenance and equipment tests in the building Fire Log-Book/Management file
Catering service	HSW 74	Pupils, Staff and Visitors	<ul style="list-style-type: none"> <li>Discuss with the catering contractor any changes in lunch sittings, method of serving lunch, etc.</li> <li>Allocate appropriate level of staff for supervision of pupils.</li> <li>Extend the lunch period to stagger bubble groups.</li> <li>Allocate tables to bubbles.</li> <li>Clean tables/seating after each bubble has left together.</li> </ul> <p>Where possible pupils with a pack lunch should stay within their class bubble. As above.</p> <p><b>COVID Standards for kitchens</b> Guidance for Food Businesses on Coronavirus. Dated 14 12 20 <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p>	<p>The school SLT to provide specific management details.</p> <p>Staggered breaks and lunches in bubbles for learners. Additional cleaning time allowed for tables and seating.</p> <p>Staff to have lunches and breaks in bubbles. Areas allocated for staff bubbles to have their lunch and break.</p>
Communicate with Contractors	HSWA 74	Pupils, Staff and visitors.	<p>During a <b>close lockdown period maintenance or remedial work may be undertaken.</b> Contact your contractors and impress on them that where possible such work <b>must be completed before the return to normal school working.</b> Work includes cleaning, catering, adaptations, inspection and maintenance of equipment.</p> <p>Inform contractors and your suppliers, not to enter the school if they are displaying any symptoms of coronavirus (following the</p>	<p><b>National Lockdown: Stay at Home.</b> Dated 06 01 21 <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p> <p><b>(Businesses providing a repair service may remain open.)</b></p>

				<p><a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)</p> <ul style="list-style-type: none"> <li>Observe good hygiene practice.</li> <li>Contractors to sign in and out as is normal practice</li> <li>Consider times when contractors can complete work either before or after the school day <b>if you are open for vulnerable or children of Key workers.</b></li> </ul>	
<p>Management of Access Control to and from the building.</p> <p>General principles.</p>	HSWA 74	Pupils, staff and visitors		<p>The social distancing rule remains in force for all visitors attending the school building.</p> <ul style="list-style-type: none"> <li>Review your one way pedestrian system and make any adjustments where necessary.</li> <li>If the car park is used <b>Prohibit</b> movement of vehicles at the start and finish of the school day.</li> <li>Width of the footpath to allow the use of a double buggy.</li> <li>Display signage for social distancing at the gate entrance and along the route to the office including the exit to the public highway.</li> <li><b>All staff and visitors including contractors are to book in using the electronic/paper system and answer the health declaration questions.</b></li> </ul>	<p>GOV.UK Guidance.</p> <p><b>Guidance Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.</b></p> <p>Updated 18 12 20</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p> <p>Guidance stated in Phase 1 of the generic assessment remains appropriate.</p> <p>Use signs, posters and regular reminders to raise awareness</p> <p>Transport made aware of procedures for pupils' arrival and the need for groups to remain as a bubble.</p>
<p>Test and Trace</p> <p><b>Testing program</b></p>	Support the management of COVID-19	Staff, pupils and all visitors		<p>School to follow latest government guidance re-test and tracing of staff and secondary aged pupils, where appropriate.</p> <p>From January 2021, rapid-result tests will be provided to schools and colleges, starting with secondary schools and FE colleges, including special schools and alternative provision:</p> <ul style="list-style-type: none"> <li>for the school and college workforce to conduct weekly testing - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission</li> <li>for students and pupils as well as the school and college workforce to conduct daily testing <b>for a period of 7 consecutive days</b> for those identified as close contacts of workforce colleagues, students or pupils that have tested positive - this ensures that they do not need to isolate and are able to continue to benefit from high quality, face to face education</li> </ul> <p>For every group, testing is voluntary, but those who are eligible</p>	<p><a href="https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021">https://www.gov.uk/government/publications/schools-and-childcare-settings-return-in-january-2021/schools-and-childcare-settings-return-in-january-2021</a></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges">https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</a></p> <p>NHS Guidance. Schools Colleges Testing Handbook. 21 12 20</p> <p><a href="https://schoolsweek.co.uk/wp-content/uploads/2020/12/Schools_Colleges_Testing-Handbook_version-3.3-">https://schoolsweek.co.uk/wp-content/uploads/2020/12/Schools_Colleges_Testing-Handbook_version-3.3-</a></p>

<p>Maintaining records of staff and visitors to support the NHS Test and Trace</p>			<p>for tests are strongly encouraged to participate to reduce the risk of transmission within schools and colleges.</p> <p>The school already operate an electronic signing in/out system of recording visitors.</p> <p>The following information would be required by the Test and Trace operators and therefore must be made available for up to 21 days, if requested by the NHS:</p> <p>Staff</p> <ul style="list-style-type: none"> <li>• the names of staff who work at the premises,</li> <li>• a contact phone number for each member of staff,</li> <li>• the dates and times that staff are at work.</li> </ul> <p>Visitors.</p> <ul style="list-style-type: none"> <li>• the name of the visitor. If there is more than one person, then you can record the name of the 'lead member' of the group and the number of people in the group</li> <li>• a contact phone number for each visitor, or for the lead member of a group.</li> <li>• date of visit, arrival time and departure time</li> <li>• the name of the member of staff who they are meeting, or activity being delivered on behalf of the school, the names of any learners they are working with.</li> </ul>	<p><a href="#">Copy.pdf</a></p> <p>Maintaining Records of staff Customers and Visitors to Support NHS Test and Trace. 02 12 20  <a href="https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily">https://www.gov.uk/guidance/maintainin-g-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace?utm_source=e159c002-348d-40e9-892a-656cc5916a0f&amp;utm_medium=email&amp;utm_campaign=govuk-notifications&amp;utm_content=daily</a></p> <p>Staff and pupil details are held by the school</p> <p>Recorded on the signing in system</p> <p>Help contain any outbreak by following local health protection team advice.</p>
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Entering School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> <li>• Pupils will enter the school site via the school gate from the carpark. Anyone entering the school site must follow the UK Government Social Distancing Guidelines.</li> <li>• Any visitor entering the school site may have their temperature taken and be asked the following questions: <ul style="list-style-type: none"> <li>○ <b>Have you had a persistent cough, high temperature or loss of taste and smell in last 10 days?</b></li> <li>○ <b>Has anyone in your household had any of these symptoms in the last 10 days?</b></li> </ul> </li> <li>• Anyone found to have a temperature of 37.8 or higher, will be asked to leave site and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves for 10 days and the rest of their household for 10 days.</li> <li>• Anyone answering YES to either of the above questions will be asked to leave site and follow the COVID-19: guidance for households with possible coronavirus infection guidance, and self-isolate themselves and their household for the appropriate number of days.</li> <li>• Hand sanitiser stations will be positioned on the entrance to the building and must be used by all pupils and visitors.</li> <li>• Once onsite pupils/visitors will be directed to their classroom.</li> <li>• Once on site all staff to go directly to bubble classroom.</li> <li>• Parents are discouraged from gathering at school gates and must adhere to social distancing rules.</li> <li>• All visitors to wear a face mask when entering the school site.</li> </ul>	<p>GOV.UK Guidance. National Lockdown: Stay at Home 06 01 21 <a href="https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing">https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing</a></p> <p>Stay at Home Guidance for Households with Possible Coronavirus Infection 18 12 20 <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>The school SLT to include specific management details.</p>
Leaving School Site	Spread of Virus/failure to comply with social distancing rules	Staff/Visitors		<ul style="list-style-type: none"> <li>• Book out before leaving the school site.</li> <li>• Pupils and parents will leave the school site via the school gate.</li> <li>• Pupils are asked to leave site straight after their activity has finished.</li> <li>• Hand sanitiser station will be available on exit to the building.</li> <li>• Maintain as much as possible, the social distance rules.</li> <li>• Use marked walkways where possible.</li> <li>• Outdoor meeting stations will be setup in accordance to social distancing rules.</li> </ul>	<p>GOV.UK Guidance. <b>National Lockdown: Stay at Home.</b> Dated 04 01 21 <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p> <p>Use signs, posters and regular reminders to raise awareness</p>

Communicating with parents on changes	Safety of others.	Pupils, staff and parents.		<p>Phase 1 restrictions and good practice apply.</p> <ul style="list-style-type: none"> <li>• Inform pupils and their, parents/carer's, not to enter the school if they are displaying any symptoms of coronavirus. (following the <a href="https://www.gov.uk/government/guidance/covid-19-guidance-for-households-with-possible-coronavirus-infection">COVID-19: guidance for households with possible coronavirus infection</a>)</li> <li>• Inform parents that if their child needs to be accompanied into school, only one parent should attend.</li> <li>• Inform parents and pupils of the process for allocated drop off and collection, including protocols for minimising adult to adult contact.</li> <li>• Instruct parents that they must not gather at entrance gates or doors or enter the school grounds unless they have a pre-arranged appointment.</li> <li>• Display a polite notice at the entrance points to the school grounds of prohibited actions / where the office is located.</li> <li>• All visitors to wear a face mask when entering the school site.</li> </ul>	<p>GOV.UK Guidance – Education and Childcare. Information for Teachers, School Leaders, Carers and Parents  <a href="https://www.gov.uk/coronavirus/education-and-childcare">https://www.gov.uk/coronavirus/education-and-childcare</a></p>
<p>Communication with Staff</p> <p>Protection against infection</p>	Personal safety	Staff		<p>Communication and training for staff is essential to update and carryout new procedures during this challenging situation. Inform staff about room allocations, the school plan for delivering lesson topics, safeguarding measures, timetable changes, the daily routine for staggered arrival and departure times.</p> <ul style="list-style-type: none"> <li>• Avoiding contact with anyone with symptoms of COVID-19</li> <li>• Continue frequent hand cleaning and good respiratory hygiene practices</li> <li>• Frequent cleaning of all room hard surfaces, furniture, toys, classroom taps, door handles, etc.</li> <li>• Minimizing contact and mixing with other class bubbles.</li> <li>• Staff to wear a face mask on corridors and other communal areas where social distancing cannot be maintained.</li> <li>• Ensuring good respiratory hygiene - promote the <b>'catch it, bin it, kill it'</b> approach.</li> <li>• Daily updates delivered to the class by the teacher.</li> <li>• PPA Time – try to keep the same member(s) of staff providing support to the class within the same bubble groups. If this involves a member of staff mixing between bubbles, consider the use of a face shield to be worn.</li> <li>• <b>The most up to date school assessment for the Full Opening of school in September 2020 will be</b> is accessible to all staff and the school Union representatives.</li> </ul> <p>Staff must also inform the SLT of incidents of non-compliance, suspected illness, medical support or violence by pupils, including restraint.</p> <p>Follow the school behaviour policy and Team Teach guidelines.</p>	<p>GOV.UK Guidance.  <b>National Lockdown: Stay at Home.</b>  Dated 04 01 21  <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p> <p><b>COVID-19 Guidance for Full Opening: Special School and other Special School Settings.</b> 31 12 20  <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></p> <p><b>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment</b> 14 12 20  <a href="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">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</a></p> <p>See guidance for staff planning Annex A. Behaviour principles</p>

					Annex B. Principles for staff. Review the daily GOV.UK Web Page Follow the school behaviour policy and Team Teach guidelines.
Class Bubbles  Staying Alert, Staying Safe	Working environment	Pupils and Staff		<p>Where possible within the school, the social distancing rules apply. However, it is acknowledged that social distancing for very young children will be harder to maintain. The number of pupils is now based on a class size bubble, which is subject to the class floor area, needs of the pupils and support requirements. To help minimize the risk of the virus spreading to both staff and pupils, the school will:</p> <ul style="list-style-type: none"> <li>• Inform children, parents and visitors not to enter the school if they are displaying any symptoms of coronavirus. (COVID-19)</li> <li>• Remind parents and pupils to be mindful and reduce any unnecessary travel on public transport.</li> <li>• Pupils to stay together and work within their class bubble.</li> <li>• Remove unnecessary furniture to open-up the classroom and organize the desks to face forward.</li> <li>• Stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups gathering.</li> <li>• Consider a “packed lunch Take-Out” service during lunch with pupils eating in an designated area or outside in their class group. (weather permitting).</li> <li>• Stagger class timings for the start and finish of the school day. (This will be subject to the transport arrival timings)</li> <li>• Consider if play and lunch times can be reduced to take account of the staggered start times/finish timings but provide suitable breaks periods for staff.</li> <li>• Discourage parents from gathering at school gates/waiting in the school car park.</li> <li>• Display signage at all entrances into school and along corridors to raise awareness of social distancing.</li> <li>• Minimise movement around school were possible.</li> <li>• Breaks and lunches staggered so less pupils and staff on the yard.</li> <li>• Whole school assemblies must not be undertaken, consider selected class bubble assemblies to maintain distancing.</li> </ul> <p>Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well.</p>	<p>GOV.UK Guidance. Follow the <a href="#">social distancing guidelines</a></p> <p>The school SLT to include specific detailed information for the management of the school day.</p> <p>School protocols to be shared with staff.</p> <p>Face coverings should be worn if there are no exemptions in corridors and other communal areas by staff and pupils from year 7 and above.</p>
Personal Protective Equipment	Personal protection	Pupil and Staff		<p>PPE that would normally be needed for their topic work or to provide pupil personal support should be worn by staff.</p> <p>Staff and pupil's are not required to wear face coverings in classrooms but should be worn on corridors and in other</p>	<p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 14 12 20 <a href="https://www.gov.uk/government/publicat">https://www.gov.uk/government/publicat</a></p>



				<p>communal areas where social distancing cannot be maintained (Y7 and above).</p> <p>See guidance link for further information.</p>	<p><a href="#">ions/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</a></p> <p>PPE provided for personal care. Gloves, Aprons as would usually be used. Masks and visors are available if staff prefer to use these for personal care, these must be disposed of using the guidance provided by the school.</p>
First Aid	Support to others	Pupils, staff and Visitors		<ul style="list-style-type: none"> <li>The number of first aiders to be available within school for the general population has not changed.</li> <li>For Nursery and Early Year classes, the need for a Paediatric first aider remains a requirement of the EYFS. If after your best endeavors a PFA is not available and you do not have any children under 24 months old, then you must ensure someone with the First Aid at Work certificate or emergency PFA are on site and carry out a written risk assessment.</li> <li>If a pupil becomes unwell with symptoms of coronavirus while in the school and needs direct personal care until they can return home. If possible isolate the pupil/person in a separate room and supervise by a member of staff using the social distancing rules. If this cannot be maintained a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>If contact with the pupil/person is necessary, then gloves, an apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>Staff who have helped anyone with suspected symptoms does not need to go home and self-isolate for 10 days unless they develop the symptoms themselves or the symptomatic person tests positive. Contact PHE for advice.</li> <li>If the situation determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Face shield.</li> </ul>	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 30 12 20 <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p>COVID-19 Guidance for Full Opening: Special School and other Special School Settings. 31 12 20 <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></p> <p>Note: as of the 18 12 20, the list of symptoms now includes;</p> <ul style="list-style-type: none"> <li>High Temperature 37.8°C</li> <li>A new, continuous cough</li> <li>A loss or change to sense of smell or taste</li> </ul> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p>Contact Public Health for further advice on a Positive COVID test result.</p>
Classroom Management	Staffing	Pupils and staff		<ul style="list-style-type: none"> <li>The classes will operate in a bubble under the control of a teacher and allocated staff.</li> <li>Utilise any vacant rooms as storage for unused furniture.</li> </ul>	<p>COVID-19 Guidance for Full Opening: Special School and other Special School Settings. 31 12 20</p>

			<ul style="list-style-type: none"> <li>• Change the layout of the classroom to forward facing desks.</li> <li>• If a pupil who is unwell or shows symptoms of COVID-19 they are to be removed from the group. Isolated in a separate room under supervision and inform parents.</li> <li>• Everyone to frequently clean their hands - wash hands thoroughly for 20 seconds with soap and running water then thoroughly dry them, ensuring that all parts of the hands are cleaned.</li> <li>• Ensuring good respiratory hygiene - promote the '<b>catch it, bin it, kill it</b>' approach</li> <li>• Frequently clean touched hard surfaces using standard detergents products.</li> <li>• Tables and chairs to be cleaned whenever there is a change in group use, using a bacterial spray.</li> </ul>	<p><a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></p> <p>The school SLT to include specific detailed information for the management of the school day. Cleaning boxes are provided, and school protocols shared with staff.</p>
Early Years classes	Nursery and Reception	Pupils and Staff	<p>Early Years groups in school should:</p> <ul style="list-style-type: none"> <li>• Stay within their bubble to avoid mixing with other groups.</li> <li>• Ensure play equipment that is used is appropriately cleaned after use by small groups of children.</li> <li>• Remove unnecessary furniture from classroom and resource areas to open up the floor space.</li> <li>• Consider where unused furniture will be stored and access.</li> <li>• Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</li> <li>• Paediatric first aid cover – see first aid section above.</li> <li>• Review where required the EHCP and other support plans of the named pupils.</li> </ul>	<p>COVID-19 Actions for Early Years and Childcare Providers during the Coronavirus Outbreak. 30 12 20</p> <p><a href="https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures">https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</a></p> <p>The school SLT to include specific detailed information for the management control of the school.</p> <p>Protocols will be regularly reviewed in line with changes to government guidance.</p>
Classes	Year 1 to 6	Pupils and Staff	<p>Consider availability of education and building resources;</p> <ul style="list-style-type: none"> <li>• Bubbles will work and stay together.</li> <li>• Review where required the EHCP and other support plans of the named pupils.</li> <li>• Refresh the curriculum timetable: <ul style="list-style-type: none"> <li>• Identify rooms that can be accessed directly from outside to avoid congestion in corridors.</li> <li>• Consider which topics will be delivered, how and when.</li> <li>• Consider the layout of the classroom furniture and equipment to make maximum use of the floor space.</li> <li>• For formal lessons furniture to face forward in rows with Pupils sat facing forward (where appropriate).</li> <li>• Class seating/area plans to ensure pupils sit at the same desk and/or supported in their own space. (where appropriate)</li> <li>• Consider which lessons or class activities could take</li> </ul> </li> </ul>	<p>The school's behaviour policy and pupils code of conduct remains in force.</p> <p>COVID-19 Guidance for Full Opening: Special School and other Special School Settings. 31 12 20</p> <p><a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings</a></p> <p>The school SLT to include specific detailed information for the management control of the school.</p>

				<p>place outdoors and when. (Subject to weather)</p> <ul style="list-style-type: none"> <li>• Timetable and selection of specialist facilities to reduce movement around the building.</li> <li>• Stagger class assemblies/end of day waiting areas.</li> <li>• Stagger break times (including lunch), so that not all pupils are moving around the school at the same time. (Brief transitory contact, such as passing in a corridor is advised by the Government, as a low risk.)</li> <li>• Stagger drop-off and collection times of classes.</li> <li>• Plan parents' drop-off and pick-up protocols that minimize where possible adult to adult contact.</li> </ul>	<p>Protocols will be regularly reviewed in line with changes to government guidance.</p>
KS3/4/5 Classes	Year 7 to 11 and College	Pupils and Staff		<p>Consider the above points and the specific education and support requirements of the KS group/College Students</p>	<p>The school SLT to include specific detailed information for the management of the school.</p> <p>Protocols will be regularly reviewed in line with changes to government guidance.</p>
Specialist Rooms and facilities	Fit for purpose	Pupils and Staff		<ul style="list-style-type: none"> <li>• Allocate time for using the resources.</li> <li>• Monitor and review your risk assessment to ensure social distancing is maintained as much as possible during the lessons and practicable application of tasks.</li> <li>• Restrict access to a manageable number of Pupils.</li> <li>• Consider the requirements for children requiring 1:1 support, how this can be maintained</li> </ul> <p>Wipe down desktops and computer equipment after use.</p>	<p>Government Guidance</p>
External Play areas. Playground and field	Fit for purpose	Pupils, and Staff		<ul style="list-style-type: none"> <li>• Review your security access to the external hard surface, sports courts and field areas and the level of control.</li> <li>• Allocate areas for play and quiet activities to class bubbles under the supervision of a member of staff with line of sight.</li> <li>• Ensure the fixed play equipment is safe for use and to maintain as much possible social distancing.</li> <li>• None contact games only</li> <li>• Allocate areas for specific/quiet social activities for small groups which can be supervised by a member of staff with line of sight.</li> <li>• <b>Frequently used equipment must be cleaned before and after use.</b></li> </ul>	<p>COVID-19 Guidance for Managing Playgrounds and outdoor Gyms. 06 01 21</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms">https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms</a></p>
Off Site Visits. Day Visits Only	Safety	Pupils and Staff		<p>The DfE continues to advise against overseas or domestic overnight educational visits. (see guidance for full opening: schools)</p> <p>Day visits only are allowed;</p> <ul style="list-style-type: none"> <li>• This should include visits for pupils with SEND connected with their preparation for adulthood (e.g. workplace visits or travel training).</li> <li>• Schools should also make use of outdoor spaces in the</li> </ul>	<p>Further advice from the EVA</p> <p>Guidance Protective Measures for Holiday and After School Clubs and other Educational Settings during the Coronavirus (COVID) outbreak 311220</p> <p><a href="https://www.gov.uk/government/publications/protective-measures-for-holiday">https://www.gov.uk/government/publications/protective-measures-for-holiday</a></p>

Transport			<p>local area to support the delivery of the curriculum.</p> <ul style="list-style-type: none"> <li>Schools should undertake full and thorough risk assessments in relation to all educational visits to ensure they are planned and carried out safely and in line with relevant local restriction tier guidance, such as keeping children within their consistent group and any coronavirus (COVID-19) secure measures on transport and at the destination.</li> <li><b>National Lockdown guidance now in force – Restricting travel to essential activities only within the local area.</b></li> <li>Staffing of the group visit to be compliant with the DfE guidance and the LA policy for Out of School Visits.</li> <li>All day visits to be recorded using the EVOLVE system and authorised by the Head of School to proceed.</li> </ul> <p>Proposed adventurous activities assessments to be reviewed by the EVOLVE Safety Officer and Approved by the LA's EVA.</p> <p>Vehicles are an enclosed space with a higher risk of transmission of the virus. Where possible;</p> <ul style="list-style-type: none"> <li>use a vehicle with a bulkhead or partition that separates the driver and passenger,</li> <li>the driver and passenger should maintain social distancing rules.</li> </ul> <p>If all persons on vehicle are from same bubble then PPE is not necessary.</p>	<p><a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p>National Lockdown: Stay at Home. Dated 06 01 21 <a href="https://www.gov.uk/guidance/national-lockdown-stay-at-home">https://www.gov.uk/guidance/national-lockdown-stay-at-home</a></p> <p>Safe Working in Education, Childcare and Children's Social Care Settings including the Use of Personal Protective Equipment 14 12 20 <a href="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">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</a></p>
Reporting of injuries	Compliance with RIDDOR 13 and LA Policy	Staff, Pupils and Visitors	<p>Injuries to Pupils, staff and visitors must be recorded as usual in compliance to the LA's Policy. Major injuries that are reportable under RIDDOR to be reported to the Safety Officer (Schools) immediately, who will support to the school with the notification to the HSE.</p>	<p>HSE - Employers Guidance – Incident Reporting in Schools. <a href="https://www.hse.gov.uk/pubns/edis1.pdf">https://www.hse.gov.uk/pubns/edis1.pdf</a></p>
SEND Support		Pupils and Staff	<p>SLT to review the EHCP/PSP/PHP/IEP/PEEP for named pupils and provide advice to the LA of any concerns.</p> <p>(See link for government guidance for working in education and the use of PPE)</p>	<p>Safe Working in Education, Childcare and Children's Social Care including the use of PPE. 14 12 20 <a href="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">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</a></p>
Holiday and After School Clubs		Pupils and Staff	<p>Allocate a room(s) for the club use that can be controlled by them or if this is a school resource plan for an agreed access time to include a period where this room, furniture and fixtures can be cleaned prior to use by other school class bubbles.</p> <ul style="list-style-type: none"> <li>Safe access and egress so that bubbles where possible do not mix or congestion is created at the end of the club</li> </ul>	<p>COVID-19 Protective Measures for Holiday or After School Clubs and other Out-of-School Settings for Children during the Coronavirus Outbreak. <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-">https://www.gov.uk/government/publications/protective-measures-for-holiday-</a></p>

			<p>session.</p> <ul style="list-style-type: none"> <li>Equipment and materials for activities to be separate from school used equipment.</li> <li>Where possible provide separate storage for club equipment from school equipment.</li> </ul> <p>List of items you should consider for supporting the club.</p> <ul style="list-style-type: none"> <li>Posters, (for example, to encourage consistency on hygiene and keeping to their own group)</li> <li>soap for sinks, and where there is no sink nearby, hand sanitiser in rooms/learning environments</li> <li>disposable paper towels,</li> <li>cleaning products,</li> <li>sanitising wipes for wiping some equipment</li> <li>lidded bins,</li> <li>tape for cordoning off areas and marking floors.</li> </ul>	<p><a href="https://www.gov.uk/government/publications/guidance-for-protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></p> <p>Use signs, posters and regular reminders to raise awareness.</p>
Rapid COVID Testing		All Staff and Pupils	<p>In response to the increase of the coronavirus pandemic, a further control measure to safeguard the health of the teaching workforce and enable as many staff and pupils in schools and FE colleges as possible. The Government will be making rapid-result coronavirus (COVID-19) testing available to all members of staff and pupils in schools and colleges, with a phased approach beginning in January 2021.</p> <ul style="list-style-type: none"> <li>the <b>school and college workforce</b> to conduct weekly testing - this will help identify those who are carrying the virus without displaying symptoms, reducing the risk of transmission.</li> <li>for <b>pupil's as well as the school and college workforce</b> to conduct daily testing in the morning for 7 days, for those identified as close contacts of workforce colleagues, students or pupils that have tested positive.</li> </ul> <p>A separate generic assessment has been developed and will be released to schools shortly. Guidance links attached.</p>	<p>Mass Asymptomatic Testing in Specialist Settings 31 12 20 <a href="https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings">https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings</a></p> <p>NHS Guidance. Schools Colleges Testing Handbook. 21 12 20 <a href="https://schoolsweek.co.uk/wp-content/uploads/2020/12/Schools_Colleges_Testing-Handbook_version-3.3-Copy.pdf">https://schoolsweek.co.uk/wp-content/uploads/2020/12/Schools_Colleges_Testing-Handbook_version-3.3-Copy.pdf</a></p>
BAME	Vulnerable to COVID-19	Named staff and Names children	<ul style="list-style-type: none"> <li>Pupil group to remain in their bubble for all activities to minimize interaction with others.</li> <li>The teaching staff to monitor social distancing within the behaviour of the young Pupils. (supervised by staff)</li> <li>To consider the government advice relating to children of families within the BAME risk group and identify where possible support needs.</li> <li>Named staff – Head of School to complete a 1:1 informal discussion with any member of staff within a BAME risk group, to offer reassurance for any concerns and/or support</li> </ul>	<p>GOV.UK Guidance on Shielding and protecting people who are Clinically Extremely Vulnerable from COVID-19. Updated 31 12 20 <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p>

				<p>within the ability of the school. Staff should request this.</p> <ul style="list-style-type: none"> <li>School <a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call them on 0300 555 0120 (calls charged at local rate).</li> </ul>	If an assessment is required of a named person, see the LA's Corporate guidance for BAME and vulnerable Persons. Contact the Safety Team.
Return to work of Clinically Vulnerable named staff	Clinically Vulnerable	Named member of staff		<ul style="list-style-type: none"> <li>The health and protection of a clinically vulnerable member of staff is important. In support of a named person a Clinically Vulnerable Person risk assessment will be completed through the process of an informal 1:1 discussion, to explore the most appropriate options and offer reassurance for any concerns and support within the ability of the school. (This Whole School Risk Assessment applies to all members of staff.)</li> </ul>	Clinically Vulnerable Person at Increased Risk Assessment. For further advice contact the Safety Team.
Employee Wellbeing	Anxiety	School Staff and their families		<ul style="list-style-type: none"> <li><a href="#">Employee Assistance Programme</a> can help provide support, advice and information. Call your service provider. Insight on 0300 555 0120 (calls charged at local rate). Open 24/7</li> <li><a href="#">Citizens Advice</a> – offer free, independent, confidential and impartial advice on a range of financial issues.</li> </ul>	
Contingency planning to provide continuity of education in the case of a local outbreak	Spike in coronavirus and anxiety	School Staff, Pupils and Parents		<p>Specific details will be provided to the schools affected by the LA based on the Government advice and scientific evidence at that time.</p> <p>For pre-planning purposes plan for a possible partial opening of the school with a supporting service based on home education for pupils and minimal staff in school to support Key Worker and Vulnerable children, or full closure if advised by PHE.</p>	Help contain any outbreak by following the advice of the local health protection team.
<p><b>Further Information:</b> The guidance issued by the Government may change as we continue to move forward further scientific advice. Such new or amended guidance will be published on the GOV.UK web site.</p>					

## ADDITIONAL INFORMATION:

### Contact points.

- |                                      |              |
|--------------------------------------|--------------|
| • Landgate School                    | 01942 776688 |
| • Police, Fire and Rescue, Ambulance | 999          |
| • Health and Wellbeing Team          | 01942 827857 |