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| **COVID-19 risk assessment – School operation**  |
| Site / school name: |  |
| Name(s) of person(s) covered by this assessment: | * Students
* Staff:
* Classroom based staff
* Office / administrative staff
* Premises / site staff
* Cleaning staff
* Catering staff
* SMSAs
* Contractors
* Visitors
 |
| Tasks and activities covered by this risk assessment: | * School’s operation from 24 February 2022
* Cleaning and sanitisation
* Adequate ventilation
* Measures to manage cases of COVID-19
* Contingency planning
 |
| Equipment and materials used: | * General class and teaching materials
* Practical equipment and materials
* Sports and PE equipment
* Cleaning materials and equipment
 |
| Location(s) covered by this risk assessment: | * All school premises and grounds
 |
| Name of person completing this risk assessment: | SBM H&S | Date of completion: | 25/02/2022 |
| Risk assessment approved by: | Carstens  | Date of approval: | 25/02/2022 |
| Date risk assessment to be reviewed by: | End of April 2022 | Risk assessment no: | Version 2 – 24 February 2022 |

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| **Record of risk assessment reviews** |
| Date of review: | 24/02/2022 | Reviewed by: | Carstens  | Comments / date of next review: | * Updated to reflect DfE Guidance from 21 and 24 February and the government’s approach to living with COVID-19.
* Sections that are no longer relevant have been removed from the risk assessment template and other sections have been updated.
* Given the number of changes we have opted not to highlight in yellow on this version. Any future changes will be highlighted.
* Key changes include:
* Ending of asymptomatic testing of pupils and staff in mainstream secondary schools. Testing is advised to continue in specialist settings.
* Ending of legal requirement to self-isolate or take daily tests
* Ending of contract tracing
* Face coverings are no longer advised for pupils, staff, and visitors
 |
| Date of review: | 25/02/2022 | Reviewed by: | HSWP | Comments / date of next review: | * Shared with HSWP
 |
| Date of review: | 25/02/2022 | Reviewed by: | Carstens  | Comments / date of next review: | * Review and approved
 |

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# Key changes in approach

**Tracing close contacts and isolation**

* Contacts are no longer required to self-isolate or advised to take daily tests, and contact tracing has ended.

**Face coverings**

* Face coverings are no longer advised for pupils, staff, and visitors either in classrooms or in communal areas
* Staff and pupils should follow wider advice on face coverings outside of school, including on transport to and from school.

**Asymptomatic testing**

* From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population
* In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.
* Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing.

**Stepping measures up and down**

* You should have contingency plans outlining how you would operate if you need to take extra measures in exceptional circumstances. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible.
* Information on what circumstances might lead you to consider taking additional action, and the steps you should work through, can be found in the contingency framework.
* You should have contingency plans (sometimes called outbreak management plans) outlining how you would operate if there were an outbreak in your school or setting.

**Control measures**

**You should:**

1. Ensure good hygiene for everyone
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

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| Risk assessment |
| **What are the hazards?** | * Potential for spread of COVID-19 between persons at school showing symptoms of coronavirus or those who are confirmed to have coronavirus.
 |
| **Who might be harmed and how?** | * Staff, pupils, contractors, and visitors may catch COVID-19 via direct or indirect contact with carriers whilst on site.
* Potential for spread to other family members / persons.
 |
| **Note:** We have specifically removed any rating or scoring from this risk assessment. We do not feel this adds any significant benefit to this untypical situation. You may wish to prioritise any actions, but the basis of the approach to mitigating the risks from coronavirus is such that all measures should be carried out alongside each other rather than in sequence. The planning and assessment you undertake will form the basis of an overall plan to manage the risks specific to your setting which is the most important aspect of this process. |

**This risk assessment is based on Department for Education (DfE) School’s coronavirus (COVID-19) operational guidance as published on 24 February 2022.**

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

| **DfE Guidance** | **Measures to consider** | **What do you need to do at your school to manage this** | **Who will do this?** | **By when?** | **Completed on:** |
| --- | --- | --- | --- | --- | --- |
| 1. Ensure good hygiene for everyone  |
| Hand hygiene |
| * Frequent and thorough hand cleaning should now be regular practice.
* You should continue to ensure that pupils clean their hands regularly.
* This can be done with soap and water or hand sanitiser.
 | * Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.
* Are there enough hand washing or hand sanitiser ‘stations’ available so that all pupils and staff can clean their hands regularly?
* Ensure supervision of hand sanitiser use given the risks around ingestion. Skin friendly skin cleaning wipes can be used as an alternative.
* Sufficient cleaning supplies and hand soap to be maintained.
* All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene.
* CLEAPSS current advice is that alcohol based hand gels should not be used in science labs and D&T rooms where practical activities take place.
 | * On arrival all STs will be directed to have breakfast in the dining room where there is a sink, they can wash hands
* Hand sanitising stations will be made available at both entrances in all classrooms, offices, and communal areas
* Non-alcoholic sanitiser stocked in Science 2 where practical activities take place
* Sanitise, tissues, hand towels, blue paper and hand wash, Stocks will be monitored and topped up regularly
* Instructions on regular hand washing and how this is to be done are visible at all handwashing and sanitising stations
* Signage around school on importance of cleaning hands thoroughly more often than usual
* Staff will ensure STs wash hands after using toilets, before having lunch and sanitise hands on return to classroom from break and lunch
* Regular tutorials reminding STs of TJA Covid 19 expectations safeguarding, infection control and hygiene standards
* Staff have received training TJA Covid 19 expectations safeguarding, infection control and hygiene standards including regular hand washing and will be regularly reminded in briefing to monitor that school community is adhering to these principles
 | SLT, LW, Ts SsSBM H&S/ SiteSite/WASite/WASite/receptionSiteTs and SsTs and SsSBM H&S  | (from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)H&S talk by SBM H&SUpdate staff briefing on Living with Covid held 25/02/2022 | OngoingReviewed 25/2/2022All in place and checked Aug 2021Reviewed 25/2/2022All in place and checked Aug 2021Reviewed 25/2/2022OngoingAll in placeand checked Aug 2021Reviewed 25/2/2022OngoingOngoingUpdate assembly on Living with Covid held 28/02/2022Inset day 1st September Ongoing updates and reminders in briefing  |
| Respiratory hygiene |
| * The ‘catch it, bin it, kill it’ approach continues to be very important
 | * Are there enough tissues and bins available in the school to support pupils and staff to follow this routine?
* Ensure that younger children and those with complex needs are helped to get this right.
* Are there risk assessments in place for pupils with complex needs who will struggle to maintain as good respiratory hygiene as their peers?
* All staff instructed to actively monitor to ensure all pupils and colleagues are adhering to principles of good hygiene.
 | * Each classroom and communal areas including entrances points, kitchens staff room provided with a sanitisation station that includes:
* Wall mounted elbow-controlled hand sanitiser
* tissue box
* Separate labelled bins in all areas:
* Lidded, double bagged and labelled bins to support the ‘catch it, bin it, kill it’ approach
* General waste
* Food waste
* Confidential waste
* Government posters for expected hygiene measures and effective infection control on display in key areas around the school
* Wash hands for 20 seconds
* ‘catch it, bin it, kill it’ approach
* Hands Face space campaign
* Student assembly held to update on Living with Covid measures
* Sanitise, tissues, hand towels, blue paper and hand wash, Stocks will be monitored and topped up regularly
* All bins emptied regularly throughout day wearing PPE
* Staff have received training TJA Covid 19 expectations safeguarding, infection control and hygiene standards including regular hand washing and will be regularly reminded in briefing to monitor that school community is adhering to these principles
* All staff to receive asthma, epilepsy, and allergen training by Harrow Schools nursing Team on how to support those that struggle to maintain as good respiratory hygiene as their peers.
* Individual RA’s will be in place and reviewed regularly for those with complex respiratory or medical needs
 | SBM H&SSiteSiteDHT PDSite/WASite/CleanersSBM H&SNHS TrustWelfare assistant | (from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)28TH Feb(from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)H&S talk by SBM H&SLiving with Covid update in briefing 25/02/2022May 2021(from 1st. week of full opening Sept 2021) | All in placeand regular checked Reviewed 25/2/2022OngoingAll in placeand regular checked Reviewed 25/2/2022OngoingUpdate assembly on Living with Covid held 28/02/2022Regular updatesReviewed 25/2/2022OngoingOngoingInset day 1st September Ongoing updates and reminders in briefing Renewal 2022Ongoing review by SBM |
| Use of personal protective equipment |
| * Most staff in schools will not require PPE beyond what they would normally need for their work.
* If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.
* Additional PPE for COVID-19 is only required in a very limited number of scenarios, for example, when:
* If a pupil becomes ill with COVID-19 symptoms, and only then if close contact is necessary
* When performing aerosol generating procedures (AGPs)
* Reference to PPE for higher risk situations means:
* Fluid-resistant surgical face masks (also known as Type IIR)
* Disposable gloves
* Disposable plastic aprons
* Eye protection (for example a face visor or goggles)
* The PPE that should be used in the following situations when caring for someone with symptoms of COVID-19 is:
* A face mask should be worn if close contact is necessary
* If contact is necessary, then gloves, an apron and a face mask should be worn
* Eye protection if a risk assessment determines that there is a risk of fluids entering the eye, for example, from coughing, spitting, or vomiting
 | * Where staff have been identified as needing PPE, have they been provided with appropriate supplies?
* Have staff identified as needing PPE been provided with appropriate training and information on correct use and disposal?
 | * Reference to Covid testing RA – for specific details in use of PPE
* Reference TJA Covid RA 110521 – for specific details in use of PPE
* The school to use Face coverings and PPE that meet appropriate standards and stocks maintained to support safe protections when caring for anyone who becomes unwell
* Site, Testers and FA’s have been provided with training of when and how to use and dispose of PPE
* Cleaning clothes and appropriate PPE made available to site to clean areas listed on checklist
* Flowchart on responding to a suspected case of Covid 19 shared with key staff
* Covid Health and Safety Policy reviewed and Shared with staff
* Flowchart on responding to a suspected case of Covid 19 shared with key staff
* 5-x trained First aid at Work staff have received training on measures to take and how to wear, use and dispose of PPE safely in accordance with TJA protocol for first aid management - TJA protocol for first aid management will be sent as refresher
* If anyone develops any symptoms whilst at school the Ts should use the walkie talkie to inform learning walk
* LW to take person to isolation room on third floor meeting room which has a window and easy access to the toilets
* FA to meet LW outside isolation room, wearing PPE
* FA to avoid being in isolation room with person showing symptoms
* LW to inform AO to ring P&Cs to pick up child
* FA to wait outside until called to bring downstairs to meet P&C for collection
* If a symptomatic person needs to use toilet the trained FA must escort and in from site to clean toilet immediately after
* Further cleaning around movements of person with symptoms arranged by LW/ FA
* Any staff coming in contact must wash hands thoroughly
* The school will not be responsible for taking students home
 | SBM H&SSite & HPHPHPSBM H&SSBM H&SFA’s, SiteFA’s HP SBM H&SFA’s, HP, SiteLW/SLT/FAs | (from 1st. week of full opening Sept 2021)(from 1st. week of full opening Sept 2021)(from 1st.week of full opening Sept 2021)25/02/202225/02/202225/02/2022(Refreshed from 1ST wk. Sept of full opening)H&S talk by SBM H&S(from 1ST wk. Sept of full opening) | Reviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022Ongoing25/02/202225/02/2022 25/02/2022Reviewed 25/2/2022OngoingSept. Inset day Reviewed 25/2/2022Ongoing |
| 2. Maintain appropriate cleaning regimes, using standard products such as detergents  |
| * You should put in place and maintain an appropriate cleaning schedule.
* This should include regular cleaning of areas and equipment (for example, twice per day), with a particular focus on frequently touched surfaces.
* If any new cleaning, sanitisation, or other products are used then they should be assessed as with any other hazardous substance.
 | * Is there an appropriate cleaning regime in place and are all cleaners and staff aware of measures to take?
* Are high contact items such as door handles, including main entrance doors and commonly used doors cleaned more frequently?
* As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day.
* Cleaning should be more frequent depending on the number of people using the space, whether they are entering and exiting the setting and access to handwashing and hand-sanitising facilities.
* Shared equipment should be regularly cleaned.
* Ensure that any hazardous substances that are used because of changes to cleaning or hygiene regimes have a COSHH risk assessment.
 | * The school has acquired details of the enhanced Cleaning regime in accordance with the principles of cleaning as set out in DfE Guidance following a suspected case of coronavirus
* The school has sourced cleaning products from the cleaning company that are prescribed to provide protection against spread and control of infection
* Regular wipe down of high passage and Shared areas such as entrance points, dining hall, toilets, stair wells will be cleaned between different groups using them-Cleaning staff will regularly clean frequently touched using standards cleaning products in accordance to Covid 19 cleaning in non-healthcare settings guidance: including:
* Banisters
* Classroom desks and tables
* Toilets
* Door and window handles
* Reception desks
* Computer equipment
* Telephones
* Communal areas
* Staff Kitchen
* Welfare room, isolation room and visitors deep cleaned /decontaminated as required
* All bins provided in each classroom and other key locations to be emptied regularly during day
* Cleaning clothes and appropriate PPE made available to site to clean areas listed on checklist
* Ensure sufficient stock of all PPE, cleaning supplies to make sure they are not close to running out
* Extra cleaning staff procured during day to support the additional cleaning regimes in
 | SBM H&SSiteSiteSite/External cleanersSite/External cleanersWelfare assistantSite SBM HRSBM, H&S | (from 1st. of full opening Sept 2021)(from 1st. of full opening Sept 2021)(from 1st. of full opening Sept 2021)(from 1st. of full opening Sept 2021)(from 1st. of full opening Sept 2021)(from 1st. of full opening Sept 2021)(from 1st. of full opening Sept 2021)(from 1st. of full opening Sept 2021) | In place Reviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022Ongoing |
| 3. Keep occupied spaces well ventilated  |
| * When your school is in operation, it is important to ensure it is well ventilated and that a comfortable teaching environment is maintained.
* You should identify any poorly ventilated spaces as part of your risk assessment and take steps to improve fresh air flow in these areas, giving particular consideration when holding events where visitors such as parents are on site, for example school plays.
* Mechanical ventilation is a system that uses a fan to draw fresh air, or extract air from a room. These should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated.
* If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply.
* Where mechanical ventilation systems exist, you should ensure that they are maintained in accordance with the manufacturers’ recommendations.
* Opening external windows can improve natural ventilation, and in addition, opening internal doors can also assist with creating a throughput of air. If necessary, external opening doors may also be used (if they are not fire doors and where safe to do so).
* You should balance the need for increased ventilation while maintaining a comfortable temperature.
* CO2 monitors have been provided to state-funded education settings, so staff can quickly identify where ventilation needs to be improved.
 | * If air handling systems that move air between rooms are used set them to use a fresh air supply and do not recirculate air. Standalone room units can operate as normal.
* Ensure any filters in ventilation or air conditioning systems are changed as per manufacturer instructions. Take additional care when

changing filters.* Airing rooms as frequently as you can, will help improve ventilation. This involves opening all doors and windows wide to maximise the ventilation in the room. It may be easier to do this when the room is unoccupied or between uses particularly in colder or adverse weather.
* Manage colder temperatures in rooms by opening high level not low level windows, opening window just enough to allow for ventilation, increasing heating and allowing for flexibility on uniform.
* Identify any poorly ventilated areas and consider if these areas should be restricted or if ventilation can be improved by increasing the flow of fresh air. CO2 monitors can assist with this.
* Desk or ceiling fans can be used provided the area is well ventilated but they should not be used in poorly ventilated areas.
* With due regard to fire safety, some doors may be temporarily propped open to limit touching of door handles and aid ventilation. Fire doors including doors at the top and base of stairs, or to higher risk areas of fire starting e.g. kitchens / IT suites / plant rooms should not be propped open. Fire doors should be closed when an area is not in use and overnight.
* Where events such as school plays or open days are planned consider the need for any additional measures as part of your planning.
 | * recirculatory systems adjusted to provide fresh air – checked by site on daily basis throughout day and adjusted accordingly
* Heating will be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.
* AC units switched off but can be used in very hot weather
* All rooms are opened for cleaning in the mornings which provides opportunity for airing rooms
* Doors of classrooms and offices that are in use where possible to remain open to limit touching of door handles and improve ventilation, where fire safety and safeguarding not compromised
* Desk fans offered to those that have requested.
* On receipt of the CO2 meters site will conduct weekly checks
* Site daily checks for Co2 readings
* Any school events will be planned with Covid infection and prevention measures at centre of planning
 | SiteSite and cleanersSite staff Site staff SBM H&S | (from 1ST wk Sept. of full opening)(from 1ST wk. Sept of full opening)ongoingongoingAs reqd | Reviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingAs reqd |
| 4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19  |
| When an individual develops COVID-19 symptoms or has a positive test |
| * Pupils, staff and other adults should follow guidance on People with COVID-19 and their contacts if they have COVID-19 symptoms.
* Pupils in boarding schools should usually self-isolate in their boarding school. Only in exceptional circumstances, where there is an overriding health or safeguarding issue, should a pupil self-isolate away from school.
* Pupils and staff should return to school as soon as they can, in line with guidance for People with COVID-19 and their contacts.
* There is no longer a legal requirement for people with coronavirus (COVID-19) infection to self-isolate, however if they have any of the main symptoms of COVID-19 or a positive test result, the public health advice is to stay at home and avoid contact with other people.
 | * Is there a school procedure for managing suspected or positive cases of coronavirus? The most effective way to avoid passing on COVID-19 infection is to stay at home and avoid contact with other people.
* Consider what information or measures may need to be provided to pupils, parents, staff, and visitors.
* Have welfare staff and others been trained in measures to take?
 | * Letters explaining Living with Covid with expectations and measures for infection control and to stop person coming into school with cs will be sent to all P&Cs
* Website updated to reflect Living with Covid with expectations and measures for infection control
* Covid Health and Safety Policy reviewed and Shared with staff
* Flowchart on responding to a suspected case of Covid 19 shared with key staff
* 5-x trained First aid at Work staff have received training on measures to take and how to wear, use and dispose of PPE safely in accordance with TJA protocol for first aid management - TJA protocol for first aid management will be sent as refresher
* If anyone develops any symptoms whilst at school the Ts should use the walkie talkie to inform learning walk
* LW to take person to isolation room on third floor meeting room which has a window and easy access to the toilets
* FA to meet LW outside isolation room, wearing PPE
* FA to avoid being in isolation room with person showing symptoms
* LW to inform AO to ring P&Cs to pick up child
* FA to wait outside until called to bring downstairs to meet P&C for collection
* If a symptomatic person needs to use toilet the trained FA must escort and in from site to clean toilet immediately after
* Further cleaning around movements of person with symptoms arranged by LW/ FA
* Any staff coming in contact must wash hands thoroughly
* The school will not be responsible for taking students home
 | SBM H&SSBM H&SSBM H&SFA’s, SiteFA’s, SiteSite/LW | 25/02/202225/02/202225/02/202225/02/202225/02/2022(from 1ST wk. Sept of full opening) | Regular updates via Intouch Reviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022Ongoing |
| Cleaning a room or area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting |
| * The minimum PPE to be worn for cleaning an area after a person with symptoms of COVID-19, or confirmed COVID-19, has left the setting, is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.
* If a risk assessment of the setting indicates that a higher level of virus may be present then additional PPE to protect the cleaner’s eyes, mouth and nose may be necessary.
* Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.
* All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells.
* Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.
* Use one of the options below:
* a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) or
* a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or
* if an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses
* Avoid mixing cleaning products together as this can create toxic fumes. Avoid creating splashes and spray when cleaning.
* Any cloths and mop heads used must be disposed of and should be put into waste bags as contaminated waste
* When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.
 | * Is there a procedure in place for cleaning an area where a person with symptoms of COVID-19 or a confirmed case of COVID-19 has been?
* Is the appropriate PPE being used?
* Are appropriate cleaning products or methods being used?
 | * Cleaning cloths and appropriate PPE made available to site to clean areas listed on checklist
* If a person has had symptoms of Covid -19 the onsite cleaner/site staff will wear the appropriate minimum PPE and clean the area thoroughly as normal using disinfectant using the appropriate disposable cloths that will be laundered daily
 | HPSite/Cleaner | (from 1ST wk. Sept of full opening) | Reviewed 25/2/2022Ongoing |
| Contaminated waste |
| * Contaminated or potentially contaminated waste must be dealt properly to reduce the risk of the spread of coronavirus.
 | * Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues) should be:
* Put in a plastic rubbish bag and tied when full
* The plastic bag should then be placed in a second bin bag and tied
* This should be put in a suitable and secure place and marked for storage until the individual’s test results are known
* This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
* If the individual tests negative, this can be disposed of immediately with the normal waste.
* If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.
 | * Create a cleaning and waste management protocol
* Bins to be checked on an hourly basis and or site to be informed by walkie talkie if waste needs to be removed from classrooms/houseparent/

communal areas* Only site staff, external cleaners and/or FAs will be designated persons for double bagging rubbish that is deemed contaminated
* Site to place denominated waste in bin stored in cage area with lid and leave for 72 hours or until negative test evidence before placing in communal bin
* - 3 bins marked in cage area 24,48, contaminated
 | SBM H&S SiteFAs/site/cleanersSite/ external hygiene company | (from 1ST wk. of full opening)(from 1ST wk. of full opening)(from 1ST wk. of full opening) | Reviewed 25/2/2022OngoingReviewed 25/2/2022OngoingAs required |
| Asymptomatic testing (Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools only) |
| * From 21 February, staff and pupils in mainstream secondary schools will not be expected to continue taking part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population
* In the event of an outbreak, a school may also be advised by their local health team or director of public health to undertake testing for staff and students of secondary age and above for a period of time.
* Staff and pupils in specialist SEND settings, Alternative Provision, and SEND units in mainstream schools are advised to continue regular twice weekly testing.
 | * Where a need for testing remains or is identified following an outbreak are procedures in place to communicate this to the school community.
 | * Living with Covid update letter informing parents of continuation of twice weekly testing onsite importance of asymptomatic testing
* Living with Covid update for staff of continuation of twice weekly testing onsite importance of asymptomatic testing and follow up of email guidance
* Shared and watched webinar from DfE and PowerPoint for asymptomatic testing team with testing team
* Designed TJA asymptomatic testing on return in September programme in line with DfE guidance for mass testing.
* TJA Covid Rapid Testing registration and consent forms created in line with DfE guidance for mass/home testing.
* Consent forms and privacy notice for home testing shared with staff
* Review of DPIA DFE Covid testing
 | SBM H&SSBM H&SSBM H&STesting teamSBM H&SSite TeamSBM H&SSBM H&S | 25/02/202225/02/202225/02/2022(from 1ST wk. Sept of full opening)(from 1ST wk. Sept of full opening) | Regular updates via Intouch Regular updates via briefingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022Ongoing |
| Those formerly considered to be clinically extremely vulnerable |
| * Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again.
* Children and young people who were previously identified as being in one of these groups are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Children and young people over the age of 12 with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID-19
* The UK Clinical Review Panel has recommended that no children and young people under the age of 18 should be considered CEV and under-18s should be removed from the shielded patient list.
* Children and young people previously considered CEV should attend school and should follow the same COVID-19 guidance as the rest of the population. In some circumstances, a child or young person may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.
 | * Identify any pupils who may not be able attend school, where they have received specific medical advice. All other CEV pupils should attend school.
* Ensure there is provision for remote education for those unable to attend school.
* Monitor engagement with remote education.
 | * Review all staff and student individual risk assessments - None CEV
* Current CEV guidance sent to school community via email and letters
* Provide guidance and support on those who are extremely clinically vulnerable and clinically vulnerable at returning to work
 | SBM H&SSBM H&SSBM H&S | 1st week return in Sept1st SeptAS REQD | Reviewed 25/2/2022OngoingAS REQD |
| Welcoming children into school |
| * In most cases, parents and carers will agree that a pupil with the key symptoms of COVID-19 should not attend the school, given the potential risk to others.
* If a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect other pupils and staff from possible infection with COVID-19.
 | * Communicate with parents that pupils with symptoms should not attend and that they may not be allowed to attend school to protect other persons.
 | * Living with Covid update letter informing parents not to send their child into school with symptoms and signposted to – Covid 19 – people
 | SBM H&S | 25/02/22 | Regular updates via Intouch  |
| Vulnerable children |
| * Where pupils who are self-isolating are within our definition of vulnerable, it is very important that you put systems in place to keep in contact with them, particularly if they have a social worker. Some children may be vulnerable who are not officially in statutory systems and schools should seek to support any children who they believe may have challenging circumstances at home.
 | * When a vulnerable pupil is self-isolating, you should:
* notify their social worker (if they have one) and, for looked-after children, the local authority virtual school head
* agree with the social worker the best way to maintain contact and offer support
* You should have procedures in place to:
* check if a vulnerable pupil is able to access remote education support
* support them to access it (as far as possible)
* regularly check if they are accessing remote education
* keep in contact with them to check their wellbeing and refer onto other services if additional support is needed.
 | * SLT and AO guidance on living with Covid and requirement to notify social worker if vulnerable student is self-isolating
* Reception staff maintain register of accessibility to laptop and internet so that ICT can provide support as required and when required
* Attendance officer and Pastoral Admin monitor vulnerable students daily and report to DSL of any issues
 | SBM H&STo guide SLT and AO | Reminder Email sent 25/02/22 | Reviewed 25/2/2022Ongoing |
| Travel and quarantine  |
| * All children and staff travelling to England must adhere to government travel advice in travel to England from another country during coronavirus (COVID-19).
* Parents travelling abroad should bear in mind the impact on their child’s education which may result from any requirement to quarantine or isolate upon return.
* Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK.
* All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.
* Where pupils travel from abroad to attend a boarding school, you will need to explain the rules to pupils and their parents before they travel to the UK.
 | * Continue to communicate and engage with families.
* Consider arrangements for provision of remote education and assessment for pupils who are abroad where appropriate.
* Review arrangements for any pupils travelling from abroad where needed.
* Review arrangements for boarding school pupils.
 | * Parents and carers signposted o living with covid guidance which includes updated government travel advice
* Attendance officer and Pastoral Admin monitor and support with guidance if they become aware of student about to or returning from travel
 | SBM H&SSBM H&STo guide SLT and AO | update letter SENT 25/02/2022 | Regular updates via Intouch |
| Remote education |
| * Where appropriate, you should support those who are self-isolating because they have tested positive to work or learn from home if they are well enough to do so. Schools subject to the remote education temporary continuity direction are required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around COVID-19.
* You should maintain your capacity to deliver high-quality remote education across this academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.
* Independent Schools (not including academies) are only covered by the remote education temporary continuity direction in relation to state-funded pupils in their schools. However, they are still expected to meet the Independent School Standards in full at all times.
* The remote education provided should be equivalent in length to the core teaching pupils would receive in school.
* You should work collaboratively with families and put in place reasonable adjustments so that pupils with special educational needs and disabilities (SEND) can successfully access remote education.
 | * Have plans in place for high quality remote provision of education for those unable to attend school.
* Have plans in place and work with families to have appropriate provision for pupils with SEND.
 | Reference TJA Covid RA 110521 – for specific details in contingency for outbreaksWelcome letter for parents reminding them of expectations of remote education * School has a online teaching policy in the event of self isolation and or temporary school closure
* The school will support blended learning that allows for interaction, assessment for STs that are having to isolate Via a remote educational platform
* - school closure for outbreaks/self-isolation contingency
* - share with school community and put on website
 | SBM H&s | 1st Sept(from 1ST wk. return in Septupdate letter SENT 25/02/2022 | 1st SeptReviewed 25/2/2022Ongoing |
| Pupil wellbeing and support |
| * Some pupils may be experiencing a variety of emotions in response to the COVID-19 pandemic, such as anxiety, stress or low mood. You can access useful links and sources of support on promoting and supporting mental health and wellbeing in schools.
 | * Take a whole school, coordinated and evidence-informed approach to mental health and wellbeing.
* Consider the provision of pastoral and extra-curricular activities for pupil wellbeing and support where appropriate.
* Provide more focused pastoral support where issues are identified that individual pupils may need help with, including support resources available from DfE and partners.
* Consider support needs of groups that you are already aware need additional help (for example, children in need), and any groups you identify as newly vulnerable because of the pandemic.
* Communicate what help is available to families.
 | * The school will begin to deliver the RSHE curriculum from Sept 2020, introducing the RSHE policy which has a focused on rebuilding relationships and improving mental health
* Targeted intervention programmes will be organised with the full cooperation of external agencies when required
* School coaching sessions
* Safeguarding booklet sent to all parents and carers and made available in reception and for new starters
 | DHT PDDHT PDLearning MentorSBM H&S | 1st week return in Sept1st week return in Sept1st week return in Sept1st week return in Sept | Reviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022OngoingReviewed 25/2/2022Ongoing |
| School workforce |
| * School leaders are best placed to determine the workforce required to meet the needs of their pupils.
* Following expert clinical advice and the successful rollout of the COVID-19 vaccine programme, people previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. If staff were previously identified as being in one of these groups, they are advised to continue to follow Guidance for people previously considered clinically extremely vulnerable from COVID-19. Staff with a weakened immune system should follow Guidance for people whose immune system means they are at higher risk from COVID19.
* In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice. Whilst individual risk assessments are not required, employers are expected to discuss any concerns that people previously considered CEV may have.
* Employers will need to follow this specific guidance for pregnant employees. COVID-19 vaccination: a guide for women of childbearing age, pregnant or breastfeeding contains further advice on vaccination. Your workplace risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers. You should also consider the needs of pregnant pupils.
 | * Share this risk assessment and associated control measures with staff and invite feedback.
* Carry out individual risk assessments and discussions as required.
* Refer to guidance from The Health and Safety Executive (HSE) on protecting vulnerable workers, including advice for employers and employees on how to talk about reducing risks in the workplace.
 | * System of controls as described in Section 1 of this RA are relevant and appropriate to this setting as th AP

Shared with TJA H&SWP* Shared with STAFF
* Return to work individual return to work assessments REVIEWED
* Staff briefing platform used to explain measures put in place to reduce risk and expectations
* Followed with emails
* School will refer to school contingency plan and review school workforce requirements and shielding in accordance to local PHE guidance.
 | SBM H&SSBM H&SSBM H&SSBM H&S | 18/08/202101/09/202101/09/20211st week return in Sept | 18/08/2021Reviewed 25/2/2022Ongoing01/09/2021Reviewed 25/2/2022Reviewed 25/2/2022Ongoing |
| Educational visits  |
| * Educational visits should be subject to risk assessments as normal and reflect any public health advice or in-country advice of the international destination. General guidance on educational visits is available and is supported by specialist advice from the Outdoor Education Advisory Panel (OEAP).
* For international educational visits, you should refer to the Foreign, Commonwealth and Development Office travel advice and the guidance on international travel before booking and travelling to make sure that the school group meet any entry and in country requirements especially in relation to vaccinations. More information can be found here and in the guidance on health and safety on educational visits.
* You are advised to ensure that all bookings have adequate financial protection in place. You should speak to either your visit provider, commercial insurance company, or the risk protection arrangement (RPA) to assess the protection available. Independent advice on insurance cover and options can be sought from the British Insurance Brokers’ Association (BIBA) or Association of British Insurers (ABI).
 | * For any new bookings COVID-19 cancellation related insurance is advised and ensure that there is adequate financial protection to cover any gaps.
* Ensure staff are aware of the latest information regarding trips including the latest travel advice from the FCO on international travel.
* Where trips are planned, COVID-19 must be considered as part of the risk assessment process including identifying any additional mitigation measures that may be needed.
 | * Educational trips to resume locally – No international travel.
* Educational visit s RA will determine Covid risk and final decision for trip to take place made by Head of School and EVC
* Trips RA to include mitigation measures
 | Overseen by SBM H&s | 1st week return in Sept | Ongoing  |
| Wraparound provision and extra-curricular activity |
| * Out-of-school settings and wraparound childcare providers can offer provision to all children, without restriction on the reasons for which they may attend.
* Wraparound childcare and other organised activities for children may take place in groups of any number.
* All sports provision, including competition between settings, should be planned and delivered in line with current guidance.
 | * Have cleaning arrangements been considered, particularly for frequently touched surfaces and any equipment that is shared.
* Ensure there is clear communication with any external providers on school measures and approach.
* Ask providers for their risk assessments for provision of their services.
 | * Breakfast provision and extracurricular activities to resume from September each with RA that detail mitigating circumstances for covid infection and controls,
 | SBM h&S  | 1st week return in Sept | As required  |
| Contingency planning / outbreak management plan |
| * You should have contingency plans outlining how you would operate if you need to take extra measures in exceptional circumstances. Given the detrimental impact that restrictions on education can have on children and young people, any measures in schools should only ever be considered as a last resort, kept to the minimum number of schools or groups possible, and for the shortest amount of time possible
 | * Prepare a contingency or outbreak management plan.
* Review your plans against the DfE contingency framework.
* Have plans in place for high quality remote provision of education.
* Consider how bubbles, wearing of face coverings, or other social distancing measures could be reintroduced if they were required.
* Consider how testing may need to be increased if an onus is placed on schools to manage this.
* Ensure key staff understand the escalation process to get further public health advice via the DfE helpline.
 | * Blended Learning party have prepared a school contingency plan in case of an outbreak which describes in length measures to step up controls and provide remote provision if required
* Shared with school community - relevant training provided for teachers and key staff

- Letters to parents and carers- assemblies and in class support for students  | BLWPSBM H&S | Approved by GovernorsInset day Sept 2021Updated letter send 25/02/2022 in line with living with covid | Sept 2021Sept 2021Ongoing support |