

## Grovelands Covid-19 Risk Assessment

The latest update has been made to this Risk Assessment on 1st March 2021 by Mr Daniel Tuck.

This risk assessment should be read alongside the following guidance:

- <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- <https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>
- <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
- <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.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>
- <https://www.gov.uk/guidance/national-lockdown-stay-at-home#going-to-work>

	Risk rating prior to action H/M/L	Recommended controls/Mitigation and Protective Measures	In place? Yes/No	By whom?	Deadline	Risk rating following action H/M/L
Awareness of and adherence to policies and procedures	H	<ul style="list-style-type: none"> <li>• Health and Safety Policy has been updated in light of the COVID-19 advice</li> <li>• All staff, pupils and volunteers are aware of all relevant policies and procedures including, but not limited to, the following:                             <ul style="list-style-type: none"> <li>- <b>Health and Safety Policy</b></li> <li>- <b>Infection Control Policy</b></li> <li>- <b>First Aid Policy</b></li> </ul> </li> <li>• All staff have regard to all relevant guidance and legislation including, but not limited to, the following:</li> </ul>	Y  Y  Y	DT  DT  DT	3.9.2020	L

	<ul style="list-style-type: none"> <li>- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>- The Health Protection (Notification) Regulations 2010</li> <li>- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> <li>- DfE and PHE (2020) 'COVID-19: guidance for educational settings'</li> </ul>				
	<ul style="list-style-type: none"> <li>● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training</li> </ul>	Y	DT		
	<ul style="list-style-type: none"> <li>● This training will be delivered remotely at the beginning of the new school year and will then be refreshed as and when necessary</li> </ul>	Y	DT		
	<ul style="list-style-type: none"> <li>● The school keeps up-to-date with advice issued by, but not limited to, the following: <ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> </ul> </li> </ul>	Y	DT/ MW/ A&W O		
	<ul style="list-style-type: none"> <li>● Staff are made aware of the school's infection control procedures in relation to coronavirus. In order to aid this, a single-page document with key information will be produced and given to all staff</li> </ul>	Y	MW		
	<ul style="list-style-type: none"> <li>● Parents are made aware of the school's infection control procedures in relation to coronavirus via letter and the school website – they are informed that they must not send their child to school if they have <u>coronavirus (COVID-19) symptoms</u>, or have tested positive in the last 10 days, or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national <u>Stay at Home</u> guidance.</li> </ul>	Y	DT/ HP		
	<ul style="list-style-type: none"> <li>● Pupils are made aware of the school's infection control procedures in relation to coronavirus and are informed that they must tell a member of staff if they begin to feel unwell. This happens through class teachers and assemblies at the beginning of the school year.</li> </ul>	Y	DT		
		Y	DT		



		<ul style="list-style-type: none"> <li>The Data Protection Policy is followed at all times – this includes withholding the names of staff, volunteers and pupils with either confirmed or suspected cases of coronavirus.</li> <li>The Headteacher, School Business Manager and Site Manager will meet at least fortnightly to review procedures in the risk assessment to check that they are: <ul style="list-style-type: none"> <li>effective</li> <li>working as planned</li> <li>up to date with most recent guidance</li> </ul> </li> </ul>	Y	DT/MW		
<b>Prevention</b>  1. Minimise contact with individuals who are unwell with COVID-19 symptoms	H	<ul style="list-style-type: none"> <li>Staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and anyone developing those symptoms during the school day is sent home.</li> <li>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they are sent home and advised to follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’, which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.</li> <li>If a child is awaiting collection, they are moved, where possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. A window should be opened for ventilation. If it is not possible to isolate them, they are moved to an area which is at least 2 metres away from other people. At Grovelands, this will be the small room behind the office.</li> </ul>	Y  Y  Y  Y	All  All  Office team	3.9.2020	L

	<ul style="list-style-type: none"> <li>• If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom. This will be the disabled toilet closest to the waiting room. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else. We will fumigate the space using our Disinfection Fumigation Device</li> <li>• Everyone will wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</li> <li>• PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) guidance</a>.</li> <li>• In an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</li> <li>• Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test &amp; Trace.</li> <li>• The Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance to be followed to clean the area.</li> <li>• Any medication given to ease the unwell individual’s symptoms, e.g. paracetamol, is administered in accordance with the Supporting Children with Medical Needs policy</li> </ul>	Y	Office team		
		Y	All		
		Y	All		
		Y	Office team		
		Y	All		
		Y	NG		
		Y	A&W O		



		<ul style="list-style-type: none"> <li>Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <u>Cleaning in non-healthcare settings guidance</u></li> </ul>	Y	NG		
<b>Prevention</b>  2. Use of face coverings	H	<ul style="list-style-type: none"> <li>Staff and visitors should wear face masks in shared areas, such as corridors or stairwells, where appropriate social distancing is more difficult to maintain</li> <li>Staff may choose to wear face masks throughout the school day</li> <li>Parents are strongly advised to wear face masks when dropping off or collecting children when they are on the school grounds</li> <li>Some individuals are exempt from wearing <u>face coverings</u></li> <li>DFE guidance to be followed on the <u>use of face coverings in education</u> and clear instructions are provided to staff, children and young people on <u>how to put on, remove, store and dispose of face coverings</u>.</li> <li>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.</li> </ul>	Y	All	15.10.20	L
<b>Prevention</b>  3. Good hand hygiene practice	H	<ul style="list-style-type: none"> <li>The School will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, before and after eating and before they leave school</li> <li>Supervision of hand sanitiser use will take place due to risk around ingestion. Younger pupils and pupils with complex needs will continue to be helped to clean their hands properly.</li> <li>The school will build hand washing routines into school culture, supported by behaviour expectations set out in the school Behaviour Policy.</li> <li>Expectations around PPE will be communicated to parents via a letter</li> <li>Sufficient handwashing facilities are available. Sinks are available in every classroom and in all toilets.</li> </ul>	Y  Y  Y  Y  Y	All  All  DT  DT  DT	3.9.2020	L

		<ul style="list-style-type: none"> <li>Hand soap and moisturiser will be available in every classroom. The Site Manager will be responsible for ensuring adequate supplies.</li> </ul>	Y	NG		
<b>Prevention</b>	H	<ul style="list-style-type: none"> <li>'Catch it, bin it, kill it' approach continues to be very important and a suitable number of tissues and bins available in the school to support pupils and staff to follow this routine.</li> <li>Appropriate signage will be in place to reinforce expectations for respiratory hygiene</li> <li>Younger pupils and those with complex needs are helped to follow this.</li> <li>Risk assessments to identify pupils with complex needs who struggle to maintain good respiratory hygiene, for example those who spit uncontrollably or use saliva as a sensory stimulant.</li> <li>DFE guidance to be followed on the <a href="#">use of face coverings in education</a> and clear instructions are provided to staff, children and young people on <a href="#">how to put on, remove, store and dispose of face coverings</a>.</li> </ul>	Y	DT	3.9.2020	L
4. Good respiratory hygiene			Y	JC		
			Y	PA/ EYFS		
			n/a	Staff		
				PA		
			Y	DT		
<b>Prevention</b>	H	<ul style="list-style-type: none"> <li>Surfaces that pupils are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters are cleaned more regularly than normal; a cleaning schedule is in place which makes clear staff cleaning responsibilities; an enhanced cleaning schedule is agreed with Solo (cleaning contractor)</li> <li>Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) are removed.</li> <li>Different groups/ "Bubbles" do not need allocated toilet blocks, but toilets will be cleaned regularly, and pupils encouraged to clean their hands thoroughly after using the toilet. Occupancy of toilets is limited at any one time.</li> <li>The <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a> is followed.</li> <li>Outdoor playground equipment should be cleaned more frequently. This includes resources used inside and outside by wrap around care providers</li> </ul>	Y	All	3.9.2020	L
5. Enhanced cleaning			Y	All		
			Y	All		
			Y	NG		
			Y	All		

		<ul style="list-style-type: none"> <li>• Spillages of bodily fluids, e.g. respiratory and nasal discharges, are cleaned up immediately in line with the Infection Control Policy and <a href="#">Cleaning in non-healthcare settings</a> guidance</li> <li>• Cleaners are employed by the school to carry out daily, thorough cleaning that follows national guidance and is compliant with the COSHH Policy and the Health and Safety Policy.</li> <li>• The SBM arranges enhanced cleaning to be undertaken where required – advice about enhanced cleaning protocols is sought from the local health team. Schools short of cleaning product supplies, should email <a href="mailto:DfE-CovidEnquiries.COMMERCIAL@education.gov.uk">DfE-CovidEnquiries.COMMERCIAL@education.gov.uk</a></li> <li>• The SBM monitors the cleaning standards of school cleaning contractors and discusses any additional measures required with regards to managing the spread of coronavirus.</li> </ul>	Y	NG		
			Y	MW		
			Y	MW		
			Y	MW		
<b>Prevention</b>	H	<ul style="list-style-type: none"> <li>• The number of contacts between pupils and staff is reduced. This is achieved through keeping groups separate (in 'Bubbles') and through maintaining distance between individuals.</li> <li>• On reopening fully on March 8th, the school will maintain individual class bubbles in years 1 to 6. We are able to prevent class bubbles mixing in these year groups and so this remains the most effective means of minimising contact across the school. Nursery and Reception will each become a single bubble. This will allow for better delivery of the EYFS curriculum.</li> <li>• Pupils may be in a 2nd bubble where absolutely necessary but these should be a small, consistent group - for example, a wraparound care bubble</li> <li>• Staff should only move between bubbles when this cannot be avoided. For example, this may be necessary in order to cover PPA. Where staff need to move between classes and year groups, where possible they should try and keep their distance from pupils and other staff as much as</li> </ul>	Y	DT		L
6. Minimise contact			Y	DT		

	<p>they can, ideally 2 metres from other adults. Staff should not enter another bubble without a valid reason and unless directed.</p> <ul style="list-style-type: none"> <li>• Adults to avoid close face to face contact and minimise time spent within 1 metre of anyone. Where possible, staff should maintain distance between pupils; However, where this is not possible, they should take care to minimise close contact</li> <li>• Classrooms and other learning environments are organised to maintain space between seats and desks where possible.</li> <li>• Pupils in Year 2 to Year 6 are seated side by side and facing forwards, rather than face to face or side on. Pupils in Year 1 will receive a longer transition and will therefore use continuous provision in a manner similar to EYFS. Until this transition is complete, these pupils will not need to sit in rows facing forwards.</li> <li>• Large gatherings such as assemblies are avoided, and groups kept apart. Assemblies will instead take place virtually.</li> <li>• A 20 minute 'window' for drop-off is in operation at the beginning of the day between 8:40 and 9:00, with children moving directly to classrooms</li> <li>• The Nursery Gate is an entry-only gate due to the narrow width of the alleyway into the school</li> <li>• Pick-Up times are staggered in 5 minute intervals on the playground. Pick-up points are indicated using coloured crosses in order to enable 2m social distancing.</li> <li>• Playtimes are staggered throughout the day, with class bubbles allocated 'zones' in which to play</li> <li>• Lunch will be delivered to classrooms to avoid use of the dining hall for multiple groups</li> <li>• Pupils use the same classroom or defined area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day by Solo (cleaning contractor); generally, pupils should sit at the same desk,</li> </ul>	Y	All		
		Y	All		
		Y	All		
		Y	All		
		Y	All		
		Y	DT		
		Y	DT		
		Y	DT		



	<p>but where movement is required; for example, due to the need for targeted teaching, desks must be cleaned before and after use</p> <ul style="list-style-type: none"> <li>● Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> <li>○ accessing rooms directly from outside where possible;</li> <li>○ using a one way system in the main corridor and the walkway between the dining hall and the library</li> <li>○ The number of pupils using the toilet at any one time is limited through the use of toilet tags</li> </ul> </li> <li>● The primary staff room will be Sandy Lane Hall, which can be used by up to 16 members of staff. The existing staff room will be a ‘takeaway’ room only and should not be used to stop and eat or drink.</li> <li>● Visitors to the site, such as contractors, local authority employees and health employees to be fully briefed on the school’s arrangements and follow site guidance on physical distancing and hygiene on or before arrival. Where visits can happen outside of school hours, they should. A record will be kept of all visitors. All visitors will be given a summary of our key infection control measures relating to coronavirus on entry. There will be no visitors or visits that are not essential to the smooth running of the school.</li> <li>● Classroom based resources, such as books and games, can be used and shared within the Bubble. Resources that are shared between classes or Bubbles, such as sports, art and science equipment are cleaned frequently and meticulously and always between Bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different Bubbles;</li> <li>● Pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing is avoided. Rules on hand cleaning, cleaning of the resources and rotation apply to these resources.</li> </ul>	Y	DT		
		Y	DT		
		Y	All		
		Y	DT		
		Y	DT		
		Y	DT		
		Y	DT		
		Y	All		



		<ul style="list-style-type: none"> <li>• Staff and pupils have their own individual and very frequently used equipment, such as pencils and pens, these are not shared;</li> <li>• Physical Education classes should be kept in consistent groups and sports equipment thoroughly cleaned between use by different groups. Contact sport to be avoided. Outdoor sports to be prioritised and large indoor spaces used where it is not possible to be outdoors to ensure maximising distance between pupils and high levels of cleaning and hygiene. <a href="#">COVID-19: Guidance on phased return of sport and recreations.</a> The hall space will be timetabled for PE with larger intervals between groups to allow for ventilation</li> <li>• Singing, wind and brass instrument playing can be undertaken in line with the Music, Dance and drama in schools section in the <u>full opening guidance</u> and other guidance, in particular guidance provided by the DCMS for professionals and non-professionals, available at <u>working safely during coronavirus (COVID-19): performing arts</u></li> <li>• School trips and visits should not take place until restrictions are eased and new guidance is issued stating that they may resume</li> <li>• Kitchen staff delivering food to pupils will do so using external routes and to external doors. Food will be left on tables outside of external doors, with the exception of upstairs classrooms, where food will be brought through the outside external doors and up to the top of stairwells.</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>DT</p> <p>DT</p> <p>DT</p> <p>DT</p> <p>DT</p> <p>Kitchen staff</p>		
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<p><b>Prevention</b></p> <p>7. Where necessary, wear PPE</p>	H	<ul style="list-style-type: none"> <li>● PPE must always be worn in the following circumstances: <ul style="list-style-type: none"> <li>○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used</li> </ul> </li> <li>● Read the guidance on <a href="#">safe working in education, childcare and children's social care</a> for more information about preventing and controlling infection and follow <a href="#">SCC PPE guidance</a>.</li> </ul>	Y	DT	3.9.2020	L
<p><b>Prevention</b></p> <p>8. Maintain good ventilation</p>	H	<p>Good ventilation should be maintained in all shared spaces around the school, through the following measures:</p> <ul style="list-style-type: none"> <li>● Where there are higher windows, these should be open at all times. If higher windows are open, lower windows can remain closed. If there are only windows at a lower level, these should be open to maintain natural ventilation</li> <li>● External doors can be closed during lesson times, with the exception of Flamingos, where there are very few windows that can otherwise be opened in order to maintain ventilation</li> <li>● When the children are out at play, external doors should be open so that the air can be fully refreshed. They can then be closed again on return</li> <li>● Internal doors should remain open at all times</li> <li>● Upstairs classrooms should have windows open at all times and internal doors that lead to stairwells</li> </ul>	Y	DT/MW	10.11.20	L

		<ul style="list-style-type: none"> <li>The air should be fully refreshed after school by ensuring windows/ doors are open for at least a 30 minute period (e.g. between 4:30 and 5)</li> </ul> <p>The school will have regard for the following <a href="#">Surrey document on maintaining ventilation</a>.</p>				
<b>Response to infection</b> 9. Test and trace	H	<ul style="list-style-type: none"> <li>NHS Test and Trace process to be followed and staff understand how to contact their local <a href="#">Public Health England health protection team</a> and the DfE Coronavirus reporting helpline (0800 0468687). Staff members and parents/carers understand that they will need to be ready and willing to:               <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All pupils can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who tests positive for coronavirus (COVID-19)</li> </ul> </li> <li>A small number of home testing kits available to be given directly to parents/carers collecting a child who has developed symptoms at school or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested. The school will continue to reorder tests whenever possible.</li> <li>The school will ask parents and staff to inform them immediately of the result of the test:               <ul style="list-style-type: none"> <li>If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19 they can stop self-isolating.</li> </ul> </li> </ul>	Y	Office	3.9.2020	L
			Y	Office		
			Y	Office		

		<ul style="list-style-type: none"> <li>o If someone test positive they should follow the <a href="#">‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’</a> and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. Other members of their household should also remain at home for 10 days from when symptoms began.</li> </ul>				
<b>Response to infection</b>  10. Managing confirmed COVID-19 cases	H	<ul style="list-style-type: none"> <li>• <a href="#">Flowchart school response to suspected or confirmed COVID-19 cases</a> to be followed for suspected or confirmed cases.</li> <li>• If someone has attended the site tests positive for COVID-19, the DfE Coronavirus Helpline (0800 0468687) will be contacted by the school, as well as the Chair of Governors and Area Support Officer. When calling the DfE helpline, schools should select option 1 for advice on the action to take in response to a positive case. Schools will be put through to a team of advisers who will inform them of what action is needed based on the latest public health advice. If, following triage, further expert advice is required the adviser will escalate the school’s call to the local health protection team. The health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. The DfE will put the school in contact with the relevant Health Protection Consultant and supersedes the need to contact the Local Health Protection Team directly</li> <li>• Guidance will then be provided to support a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious and ensure they are asked to self-isolate.</li> <li>• Based on the advice given, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 10 days since they were last in close contact with that person when they were infectious. Close contact means:</li> </ul>	Y	DT	3.9.2020	L
			Y	DT		
			Y	DT		
			Y	DT		



		<ul style="list-style-type: none"> <li>o Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>o Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>o Travelling in a small vehicle, like a car, with an infected person</li> </ul> <ul style="list-style-type: none"> <li>● The health protection team will provide definitive advice on who must be sent home. To support this records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups should be kept. This does not need to include every interaction a member of staff or pupil has.</li> <li>● Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 10-day isolation period they should follow <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>. They should get a test, and:</li> <li>● if someone who is self-isolating because they have been in close contact with someone who has tested positive for coronavirus (COVID-19) starts to feel unwell and gets a test for coronavirus themselves, and the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.</li> <li>● if the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 10 days from when the</li> </ul>	Y	DT		
			Y	DT		
			Y	DT		
			Y	DT		



		<p>symptomatic person first had symptoms, following <u>guidance for households with possible or confirmed coronavirus (COVID-19) infection</u></p> <ul style="list-style-type: none"> <li>• Evidence should not be requested of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation</li> <li>• In the majority of cases, schools and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19). Any such decision would need to be carefully considered in light of all the circumstances and the current public health advice.</li> </ul>	Y	DT		
			Y	DT		
<p><b>Response to infection</b></p> <p>11. Contain any outbreaks</p>	H	<ul style="list-style-type: none"> <li>• The Attendance and Welfare Officer will flag all suspected cases of Covid-19 to the Headteacher or a relevant Senior Leader immediately</li> <li>• If two or more cases are confirmed within 10 days or an overall rise in sickness absence where COVID-19 is suspected, there may be an outbreak and the local health protection will advise on any additional action required.</li> <li>• Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> </ul> <p>In consultations with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who tested positive</p> <p>The school will have regard for any updated advice from the Local Health Protection Team with thresholds for escalation.</p>	Y	DT	3.9.2020	L

<b>Staff Testing</b>	H	<ul style="list-style-type: none"> <li>• Staff will have access to asymptomatic testing using twice weekly Lateral Flow Device (LFD) tests in order to try to minimise the risk of asymptomatic spread of the virus</li> <li>• Tests will take place on Sunday evening and Wednesday evening</li> <li>• All results will be recorded using Google Forms on the day that tests are completed. Any positive results are communicated with the HT immediately.</li> <li>• All results will be reported to NHS Test and Trace.</li> <li>• Risks associated with LFD Testing are taken account of through the school risk assessment <a href="#">here</a></li> </ul>	Y	DT	1.3.21	L
Workforce	H	<p><b>Clinically extremely vulnerable (CEV)</b></p> <p>Clinically extremely vulnerable people should not go to the workplace if they live or work in areas where shielding advice is active.</p> <p><b>Pregnant women</b></p> <ul style="list-style-type: none"> <li>• Pregnant women are considered ‘clinically vulnerable’ or in some cases ‘clinically extremely vulnerable’ to coronavirus (COVID-19) and therefore require special consideration as set out in the <a href="#">guidance for pregnant employees</a>. Employers should carry out a risk assessment to follow the Management of Health and Safety at Work Regulations 1999 (MHSW). Pregnant women of any gestation should not be required to continue working if this is not supported by the risk assessment.</li> <li>• Women who are 28 weeks pregnant and beyond, or are pregnant and have an underlying health condition that puts them at a greater risk of severe illness from COVID-19 at any gestation, should take a more precautionary approach. Employers should ensure pregnant women are able to adhere to any active national guidance on social distancing and/or advice for pregnant women considered to be</li> </ul>	Y	DT	1.3.21	L

		<p>clinically extremely vulnerable (this group may previously have been advised to shield).</p> <p><b>Clinically vulnerable</b></p> <ul style="list-style-type: none"> <li>• Clinically vulnerable staff can continue to attend school. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission.</li> <li>• This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children and adolescents.</li> </ul> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace unless advised otherwise by an individual letter from the NHS or a specialist doctor</p>				
Emergencies	H	<ul style="list-style-type: none"> <li>• All pupil emergency contact details are up-to-date, including alternative emergency contact details, where required.</li> <li>• This will take place as soon as possible in the Autumn term. A check will be carried out to ensure that we have at least 2 contacts for every family. Where we do not, we will follow up to ensure that we do.</li> <li>• Parents are contacted as soon as practicable in the event of an emergency.</li> </ul>	Y Y Y	MW MW Office	3.9.2020	L



		<ul style="list-style-type: none"> <li>• Pupil alternative contacts are called where their primary emergency contact cannot be contacted.</li> <li>• The school has an up-to-date First Aid Policy in place which outlines the management of medical emergencies – medical emergencies are managed in line with this policy.</li> </ul>	Y Y	Office A&W O		
Managing School Transport	H	<ul style="list-style-type: none"> <li>• Parents and pupils are encouraged to walk or cycle to their education setting where possible;</li> <li>• Parents and pupils are discouraged from using public transport, where possible particularly during peak times; note: this is unlikely to be an issue as use of public transport to attend school is rare at Grovelands</li> <li>• For more information on home to school transport, please refer to <a href="#">SCC guidance in safer working for home to school transport</a>.</li> <li>• Where possible, transport arrangements are organised to cater for any changes to start and finish times;</li> <li>• Transport providers are advised that they do not work if they or a member of their household are displaying any symptoms of coronavirus;</li> <li>• Transport providers, as far as possible, are advised of the need to follow hygiene rules and try to keep distance from their passengers;</li> <li>• Revised travel plans are communicated clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times).</li> </ul>	Y Y Y Y Y Y Y	DT DT DT DT DT DT DT	3.9.2020	L
Aerosol Generating Procedures	H	<p>Staff performing AGPs in these settings should follow PHE's <u>personal protective equipment (PPE) guidance on aerosol generating procedures</u>, and wear the correct PPE, which is:</p> <ul style="list-style-type: none"> <li>• a FFP2/3 respirator</li> <li>• gloves</li> <li>• a long-sleeved fluid repellent gown</li> </ul>	Y	A & WO	17.9.20	L

		<ul style="list-style-type: none"> <li>● eye protection</li> </ul> <p>Children and young people should be taken from the classroom or shared area for any AGP to be carried out in a designated room with the doors closed and any windows open. If this is not possible, for example in children and young people who require sporadic care, such as urgent tracheostomy tube suction, individual risk assessments should be carried out. In all instances, efforts should be made to:</p> <ul style="list-style-type: none"> <li>- ensure that only staff who are needed to undertake the procedure are present and that no other children or young people are in the room</li> <li>- minimise clutter to make the process of cleaning the room as straightforward as possible</li> <li>- clean all surfaces and ventilate the room following a procedure and before anyone not wearing appropriate PPE enters. Clearance of infectious particles after an AGP is dependent on the ventilation and air change within the room. For a room without ventilation, this may take an hour</li> </ul>				
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