

	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: <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> </li> <li>● The relevant staff receive any necessary training that helps minimise the spread of infection, e.g. infection control training</li> <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> <li>● The school keeps up-to-date with advice issued by, but not limited to, the following:</li> </ul>	Y	DT	3.9.2020	L
			Y	DT		
			Y	DT		
			Y	DT		
			Y	DT		
			Y	DT/ MW/ A&W O		

		<ul style="list-style-type: none"> <li>- DfE; NHS; Department of Health and Social Care; PHE</li> <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> <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 7 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> <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> <li>• Staff and pupils are made aware of the process for removing face coverings when pupils and staff who use them arrive at school, and this is communicated clearly to parents and staff in a letter and through appropriate signage. Disposable face coverings should be removed before entry to site; parents advised to place these in a plastic bag. Non-disposable face coverings should be put away in a bag or taken by parents. Face coverings found during the day will be safely disposed of.</li> <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> </ul> </li> </ul>	N	MW		
			N	DT/ HP		
			N	DT		
			N	DT		
			Y	DT		
			Y	DT/ MW/ NG		



		<p>of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p> <ul style="list-style-type: none"> <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 guidance</a> 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> <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 guidance</a></li> </ul>	Y	All		
			Y	Office team		
			Y	All		
			Y	NG		
			Y	A&W O		
			Y	NG		
<b>Prevention</b>	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> </ul>	Y	All	3.9.2020	L



2. Good hand hygiene practice		<ul style="list-style-type: none"> <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>Pupils should not wear PPE on the school site. This should be removed before entry to the school site and safely disposed of or placed in a plastic bag and either taken home or put away. If children do wear PPE on to the school site, they should be told not to touch their face whilst removing the mask; the mask should then be safely disposed of in a lidded bin and the pupil should wash their hands before proceeding to the drop-off zone. The pupil will then be reminded to remove PPE before entering the school site in future. Guidance on <u>safe working in education, childcare and children's social care</u> provides more advice.</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> <li>Hand soap and moisturiser will be available in every classroom. The Site Manager will be responsible for ensuring adequate supplies.</li> </ul>	Y Y Y  N Y  Y	All DT DT  DT n/a  NG		
3. Good respiratory hygiene	H	<ul style="list-style-type: none"> <li>'Catch it, bin it, kill it' approach continues to be very important, 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> </ul>	Y  N  Y	DT  JC  PD/ EYFS Staff	3.9.2020	L

			N	PD		
<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.</li> <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	All	3.9.2020	L
4. Enhanced cleaning			Y	All		
			Y	All		
			Y	NG		
			Y	All		
			Y	NG		
			Y	MW		
			Y	MW		
			Y	MW		

<p><b>Prevention</b></p> <p>5. Minimise contact</p>	<p>H</p>	<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>• At Grovelands, we will maintain class-sized bubbles of no more than 30 pupils, as this is possible logistically to achieve</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 absolutely necessary. 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 they can, ideally 2 metres from other adults. Staff should not enter another bubble without a valid reason.</li> <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>• Pupils old enough should be supported to maintain distance and not touch staff and their peers.</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> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <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>All</p> <p>All</p> <p>All</p> <p>All</p> <p>DT</p>		<p>L</p>
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	<ul style="list-style-type: none"> <li>• The start and end of the day are staggered in 10 minute intervals to minimise adult to adult contact and mixing of pupil groups</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, but where movement is required; for example, due to the need for targeted teaching, desks must be cleaned before and after use</li> <li>• Mixing within education or childcare setting is minimised by: <ul style="list-style-type: none"> <li>o accessing rooms directly from outside where possible;</li> <li>o using a one way system in the main corridor and the walkway between the dining hall and the library</li> <li>o 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.</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</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>N</p> <p>Y</p>	<p>JC</p> <p>JC</p> <p>JC</p> <p>All</p> <p>DT</p> <p>All</p> <p>MW</p> <p>DT</p>		
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		<p>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;</p> <ul style="list-style-type: none"> <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> <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>• Lessons which include singing, chanting, playing wind or brass instruments or shouting may cause an additional risk of infection. Control measures of physical distancing, playing outside, limiting group size to 15, positioning pupils back to back or side to side, avoiding sharing of instruments and ensuring good ventilation are put in place. During music lessons and where classes are in groups of 30, singing will not be possible. We have replaced trumpet lessons in Year 4 with the ukelele.</li> </ul>	Y	DT		
			Y	DT		
			N	JC		
			Y	All		
<p><b>Prevention</b></p> <p>6. Where necessary, wear PPE</p>	H	<ul style="list-style-type: none"> <li>• The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</li> </ul>	Y	DT	3.9.2020	L

		<ul style="list-style-type: none"> <li>o 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>o 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> <li>• PPE will be available for staff in the above circumstances and if they wish to wear it. We will continue to review the advice around PPE based on the most up to date guidance and evidence. It will be the responsibility of the Attendance and Welfare Officer to ensure there are sufficient supplies of PPE</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	A&W O		
			Y	DT/ A&W O		
<b>Response to infection</b> 7. Test and trace	H	<ul style="list-style-type: none"> <li>• NHS Test and Trace process to be followed and understand how to contact their local <a href="#">Public Health England health protection team</a>. Staff members and parents/carers understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>o <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>o 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>o <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</li> </ul>	Y	Office	3.9.2020	L
			N	Office		



		<p>or staff who have developed symptoms at schools, where providing a test will increase the likelihood of them getting tested.</p> <ul style="list-style-type: none"> <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> <li>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 7 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 continue self-isolating for the full 14 days.</li> </ul> </li> </ul>	Y	Office		
<p><b>Response to infection</b></p> <p>8. Managing confirmed COVID-19 cases</p>	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 local health protection team will be contacted by the school.</li> <li>The health protection team will provide guidance 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 from the health protection team, 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 14 days since they were last in close contact with that person when they were infectious. Close contact means: <ul style="list-style-type: none"> <li>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> </ul> </li> </ul>	Y	DT	3.9.2020	L



		<ul style="list-style-type: none"> <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> <li>● Records of pupils and staff in each group and any close contact that takes place between pupils and staff in different groups to be kept. This does not need to include every interaction a member of staff or pupil has.</li> <li>● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>	Y	DT		
			N	DT	30.9.2020	
<b>Response to infection</b>	H	<ul style="list-style-type: none"> <li>● If two or more cases are confirmed within 14 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>● The Attendance and Welfare Officer will flag all suspected cases of Covid-19 to the Headteacher or a relevant Senior Leader immediately</li> <li>● Follow local health protection advice, this may include a larger number of other pupils self-isolate at home as a precaution.</li> <li>● 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.</li> <li>● Remote education plan in place by the end of September 2020 for individual pupils or groups of pupils self-isolating.</li> </ul>	Y	DT	3.9.2020	L
9. Contain any outbreaks			Y	A&W O		
			Y	DT		
			Y	DT		
			N	DT		
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>	N	MW	3.9.2020	L
			N	MW	30.9.2020	
			Y	Office		

		<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 n/a n/a n/a n/a	DT DT DT	3.9.2020	L