

Updated January 2021



RISK MANAGEMENT ASSESSMENT

SPRING COMMON ACADEMY
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ

Educational Setting	SPRING COMMON ACADEMY
Activity / Task	COVID-19 Risk Management Assessment (Educational Settings)
Completed by & Date	21.05.2020 and updated for September opening on 07.07.2020- Lasted completion 7 December 2020, 05.01.2021
Review Date	11.06.2020 – updated 25.06.2020 / 07.07.2020/ 02.11.2020 – Latest update 7 December 2020, 05.01.2021

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
PREVENTION OF INFECTION						
Social Distancing in school	Staff and pupils	<p>Preventative - Control 1</p> <p>Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, or those who have been advised to self-isolate by NHS Test and Trace, do not attend the setting.</p> <p>Preventative - Control 6</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p> <ul style="list-style-type: none"> Schools will operate in distinct groups or bubbles that do not mix. 	<p>Follow protocol for suspected and tested case of Covid 19 and inform Local Authority of positive tested cases.</p> <p>Do not accept entry to school to anyone tested positive within last 10 days.</p> <p>1.Bubble sizes reduced to pairs of classes and all pupil transitions / movements reviewed for January 2021</p> <p>For Lockdown from 6 January 2021 review again with staff teams. AHT to</p>	<p>HOS/ staff</p> <p>HOS/ office</p> <p>AHT</p> <p>HOS and SMT/ TLR</p>	<p>Bubble lists are updated for 5 Jan 2021 and reviewed weekly.</p>	<p>4.12.2020</p> <p>18.12.2020</p>

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		<ul style="list-style-type: none"> Leaders will take care not mix between bubbles as far as possible to limit risks. Schools should assess circumstances and implement bubbles of appropriate size to achieve greatest reduction in contact and mixing without unduly affecting the quality or breadth of teaching or access for support and specialist staff and therapists. Young people who are able should be encouraged to keep their distance within groups to support their participation in community restrictions. Take steps to limit interaction, sharing of rooms and social spaces between bubbles and room capacities. <p><u>Use of face coverings.</u> DFE guidance allows exceptions for disabled or special needs children.</p> <p>Take steps to allow Staff to use face coverings as additional protection if requested beyond DFE guidance.</p>	<p>add any additional advice as an annex to this school risk assessment. Includes:</p> <p>Bubble guidance for separate bubble to further reduce mixing: entry and exits, lunchtime and consider if lunches need to be eaten in classrooms supervised by class staff, reduce transitions to classroom.</p> <p>Refresher training groups for staff by TEAMS on INSET day 4 January 2021 to explain updates made in December to November Risk Assessment.</p> <p>Reminder about use of face covering on school transport, entry into school reception.</p> <p>2. Optional for staff to use face covering in corridors and other spaces that are not tasks direct face-to-face work with pupils.</p>	<p>HOS</p> <p>HOS</p> <p>HOS</p> <p>AHT</p>	<p>Review impacwee kly with AHT</p> <p>4 Jan 2021</p> <p>Nov 2020</p> <p>4 January</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>

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<p>Sharing equipment and resources</p> <p>Supply staff and visitors</p>		<p>Assistant Heads managing bubbles may explore other PPE that might help staff to feel safe undertaking duties that is beyond DFE guidance. Individual risk assessment. Review class activities in discussion with staff to reduce risks of virus transmission to enable social distancing or space.</p> <p>Lockdown from 6 January – additional measures:</p> <p>No visitors to site.</p> <p>Limited supply appointed by HOS</p> <p>Supply staff to accept lateral flow testing prior to start of working on short-term contract.</p>	<p>3. Teachers to review activities with AHT and amend planning.</p> <p>Continue limited or no supply to end of spring term to reduce risks of transmission of virus and review risks for bubbles in weekly Re-engagement Plan reviews</p> <p>4. Check supply offered LFD tests</p> <p>Continue to restore wider curriculum and further school transitions from January 2021</p> <p>Continue all restrictions to end of spring term 2021 or government guidance.</p> <p>Encourage school visits for direct therapy provision with protective measures.</p>	<p>HOS</p> <p>HOS</p> <p>HOS</p>	<p>Weekly reviews/ re-engagement plan</p> <p>From Sept 2020</p> <p>On appointment</p> <p>Planned in Dec for Jan but will go on</p>	

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<p>Sharing equipment and resources</p> <p>Transmission in crowded spaces</p>		<p>Classroom based resources, such as books and games, can be used and shared within the class bubble or small, consistent group; these should be cleaned regularly, along with all frequently touched surfaces.</p> <p>Resources that are shared between groups or bubbles, such as sports or art equipment should be cleaned frequently and always between groups, 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 groups.</p> <p>Preventative - Control 2: Where recommended, the use of face coverings in settings.</p> <ul style="list-style-type: none"> • Note most pupils in category of exemption: cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties • speak to or provide assistance to someone who relies on lip 	<p>5. Teachers review seating plans and use of equipment and cleaning of curriculum equipment used in teaching delivery from January 2021. Cleaning to be monitored by teacher and reported to AHT for bubble.</p> <p>6. Refresher training for office staff by HOS by 6 January 2021.</p> <p>HOS to review protective measures with catering provider.</p>		<p>hold if cannot be delivered safely</p> <p>Put on hold during Lockdown from 6 January Cleaning update with bubbles by AHT and reported for re-engagement plan.</p> <p>PPE provided</p>	

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		<p>reading, clear sound or facial expression to communicate</p> <ul style="list-style-type: none"> • Staff should maintain a distance between people whilst inside the bubble as far as possible and reduce amount of time in face to face contact. Education and care support should be provided as normal for children with complex needs, with increased hygiene protocols and individual risk assessments. • Timetabling – groups should be kept apart and movement around the school site kept to a minimum as prevention measure. Passing briefly in the corridor or playground low risk – stage manage or avoid busy corridors, entrances or exits. • All teachers and other staff can operate across different classes and year groups while minimising number of interactions. • Specialists, therapists and clinicians should provide interventions as usual following school and health protocols. • Supply teachers, peripatetic teachers or other temporary staff can move between settings following school protocols– they 	<p>7. AHT to review plan for lunchtime bubbles for Jan Lockdown and reduced numbers of pupils expected to be 50% approx. but may fluctuate.</p> <p>8. Reduce movements of staff in bubbles for January Lockdown.</p> <p>Continue limited supply to end of spring term and review risks in Re- engagement Plan.</p>		<p>by contractor 7.</p> <p>7 Jan 2021</p>	

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		<p>should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <ul style="list-style-type: none"> • Furniture and equipment will need to be moved or placed in a position to reduce pinch points, ensuring that free movement and appropriate spacing is possible. • Consider changes to seating arrangements to avoid face to face contact for pupils and adults. Sit side by side with distancing or behind not face to face. • No visitor access to the school and site guidance on physical distancing and hygiene explained on arrival with leaflet for any exceptional visitors. Where visits can happen outside school hours 30 minutes after school operation. • Staggered lunch times and breaks to reduce risk of contact with other groups. Some bubbles may be organised to eat lunch in classrooms to reduce movements and mixing. • Clarify social distancing arrangements for staff breaks and lunchtimes to reduce risk. Advise 	<p>Review cleaning rotas of pinch points and frequently touched surfaces with staff.</p>			

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		<p>that staff do not meet staff from other households in cars during breaks or lunchtimes to prevent transmission of virus. No groups / gatherings leaving premises for smoking off site to follow Tier 4 rules in the community.</p> <ul style="list-style-type: none"> Use of outdoor space to be a strict rota for each group and areas of access for use to be defined for teachers. 				
Cleaning	Staff and pupils	<p>Preventative - Control 5</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</p> <ul style="list-style-type: none"> The school should consult with their cleaning contractor or their in-house cleaning team to arrange a deep clean may be appropriate before staff and pupils return to school. All staff need to take reasonable steps to ensure the standards of cleanliness are at the appropriate level to maintain a duty of care for 	<p>9. Refresher training for cleaners and caretakers. Follow guidance – COVID-19: Cleaning guidance. (updated 15th May/ 27 Nov 2020) – ongoing deep cleans if positive case notified.</p> <p>Monitor COSHH risk assessment for cleaning/caretaker duties identified the correct process and PPE is worn. Staff to read COSHH sheets for cleaning products.</p> <p>Staff to check availability of sanitiser and alert caretaker if more required during the day.</p>	<p>Head of School. Caretakers.</p> <p>HOS</p> <p>HOS</p>	6 January 2021	<p>YES</p> <p>YES</p>

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		<p>colleagues, pupils and agreed visitors.</p> <ul style="list-style-type: none"> • Review removing furniture and equipment that are hard to clean e.g. soft furnishings. • More frequent cleaning procedures in place across the site, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> ○ Taps and washing facilities, ○ Toilet flush and seats, ○ Door handles and push plates, ○ Handrails on staircases and corridors, ○ Lift and hoist controls, ○ Machinery and equipment controls, ○ All areas used for eating must be thoroughly cleaned at the end of each break, including chairs, door handles, vending machines and payment devices, ○ Telephone equipment, ○ Keyboards, photocopiers and other office equipment, classroom desks and chairs, toys, IT equipment. 				
Lunchtime Catering facilities	Staff and pupils	<ul style="list-style-type: none"> • Consideration should be made for food service and how this will be managed and how social distancing can be achieved in the school kitchen. 		Head of School & SMT	In place by 24 th July	YES

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	Contractors	<ul style="list-style-type: none"> Ensure lunchtimes are staggered and pupil contact is kept to a minimum where possible. 	Lockdown from 6 Jan review individual class access.	AHT	24 July 2020	Yes
Fire Safety		<ul style="list-style-type: none"> Personal Emergency Evacuation Plans (PEEPs) must continue to be in place for those staff that continue to work in the school and any pupils that access the school site, which should include lifts. Ensure all emergency escape routes / doors are fully operational and kept clear. Reminders to staff and pupils that if the fire alarm is activated that they should still keep 2m distancing, if possible, when at the evacuation point. 	<p>Review for Spring term bubbles.</p> <p>Maps up in rooms and practise evacuation in bubbles.</p>	Head of School and SMT	Briefing 5 Jan 2021	YES

Access/Egress of school building	Staff and pupils Visitors	<ul style="list-style-type: none"> One way traffic through external doors to avoid face to face passing to be clearly marked, consider use of markings. 	Consider school arrival arrangement to reduce congestion. Provide relevant	HOS/ SMT	Update by 5 January	YES
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		<ul style="list-style-type: none"> Where possible, these can be propped open to reduce the need for touch (fire protection measures must be adhered to). Wipes and sanitiser available for staff and pupils at appropriate points including Reception. Increased cleaning of handles and touch plates. Allocated drop off and collection times Consider use of additional entrances and exits to classrooms and areas. <p>Preventative – control 8 Always keep occupied spaces well ventilated.</p>	<p>guidance to transport providers.</p> <p>10. AHT Lockdown review to reduce mixing on arrival and exit. More stringent adherence and supervision of bubble paired classes.</p> <ul style="list-style-type: none"> Priority must be given to disabled users and those identified as having health related issues. Provide relevant guidance to parents on drop off and pick up arrangements. <p>Continue accessibility arrangements during Covid 19 protective measures.</p> <p>Additional staff training on ventilation 4 Jan 2021</p>	<p>AHT</p> <p>AHT</p> <p>HOS/ SMT</p>	<p>By 7 January</p> <p>Refresher training by 5 Jan 2021</p>	<p>Yes</p> <p>Yes</p>
First Aid	Staff and pupils	<ul style="list-style-type: none"> Where there may be limited staff, the requirement to provide suitable first aid cover to all staff and students has been assessed with suitable first aid or paediatric first aid provided. Access to first aid facilities is maintained and the school suitably stocked with first aid sundries. Staff or pupils with medical needs have been risk assessed and 	<ul style="list-style-type: none"> The HSE have announced a three-month extension because of the coronavirus: <ul style="list-style-type: none"> First Aid at Work Emergency First Aid at Work Paediatric First Aid Emergency Paediatric First Aid 	SMT	Review first aider list by 7 Jan 2021	

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		<p>relevant consents are in place before children are permitted into school. Staff have been trained in the use of medications and increased level of control applied, to include the use of PPE if required.</p> <ul style="list-style-type: none"> • Review of the First Aid policy to include consideration of the risk of infection of covid-19. • Schools will outline the specific medical needs of their cohort and seek appropriate support/advice/training from community nursing services. 	<p>11.First aid 3rd audit Updated list for additional training for first aid near to expiry date. First Aid meeting with HOS on TEAMS</p>	AHT	<p>Audit by 7 Jan 2020</p> <p>By 7 Jan 2021</p>	
Waste	Staff and pupils Contractor	<ul style="list-style-type: none"> • Relocate waste bins to key strategic positions both in school buildings and in external areas that are in use in order that waste materials can be managed safely • Bins should be emptied daily or consider more regularly. • Double bagging of any hazardous or contaminated waste following government guidance. • Clinical waste disposal 	<ul style="list-style-type: none"> • Staff to ensure they wear protective gloves and or wash hands immediately after carrying out this activity. <p>PHS contract for disposal</p>	Caretakers	In place by 24 th July	YES
Break/Lunch times	Staff and pupils	<ul style="list-style-type: none"> • The school will stagger, where possible, breaks/lunchtimes to achieve the social distancing and reduce contact and mixing. 	Review arrangements for wet weather and snow.	SMT		YES
	Staff and pupils	Preventative – control 7	Risk assessments provide information about PPE	Head of School	Staff and Parents	YES

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Staff/Pupils within the shielded group		<p>Where necessary, wear appropriate personal protective equipment (PPE).</p> <p>Where school applies the full measures in the DfE guidance (2nd July / 20 Nov 2020) the risks to staff are mitigated significantly. This will allow staff to return to the workplace.</p> <ul style="list-style-type: none"> • Complete -Protocol for returning pupils back to school from shielding and Multi Agency Risk Assessment. • Staff and pupils most at risk should seek medical advice and discuss this with the school prior to return. • People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. • People with particular characteristics who may be at comparatively increased risk should make school aware so they can be appropriately supported. • School to assess health and safety risks for staff and complete a risk assessment where required for school operations. 	<p>required for medical or tasks that mean close proximity to pupils.</p> <p>Previously CV children return with multi – agency risk assessment and PPE (Pupils risk assessed by paediatricians to step down from CEV)</p> <p>NEW shielded guidance 28.08.2020/ for 2nd lockdown. Reviewed Dec 2020 prior to Jan lockdown.</p> <p>Individual Risk Assessments for staff if in Shielded group, Pregnant, over 60 and BMI over 40 and BAME. Monitor Re- engagement strategy. Return 2 Dec when possible.</p> <p>12. Review risk assessments for staff again for Jan 2021 Lock down and contact staff if any changes in circumstances since December 2020.</p>	<p>HOS</p> <p>HOS</p> <p>HOS</p>	<p>contacted by 17th July and November 2020</p> <p>Plan in place after 1st August</p> <p>By 6.11.20 and 20.11.2020</p> <p>Completed for 2nd lockdown</p> <p>By 7 January 2021</p>	<p>Done</p> <p>YES</p> <p>YES</p>

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		<ul style="list-style-type: none"> Consider any concerns from staff due to new variant of Covid 19 and any safety issues or concerns. 	<p>13. Meet staff individually to discuss any issues or concerns and update operational guidance.</p>	HOS with Exec Head	<p>From 6 January and record outcome</p>	
Contractors	Contractors	<ul style="list-style-type: none"> All contractors must provide a suitable and sufficient risk assessment for the activities they carry out which must include covid-19 protective measures. All contractors will be provided with the School's operating guidance. All planned/reactive maintenance to be carried out during out of hours unless an emergency. 	<p>Planning schedule for works and access.</p> <p>Plans circulated and protective measures information circulated in advance / on arrival. Site Health and Safety team check on site reports..</p> <p>January Lockdown – offer lateral flow tests for workers if accessing site near staff.</p>	<p>Caretakers</p> <p>Caretakers</p> <p>HOS</p>	<p>Plan in place by 24th July</p> <p>From 7 January 2021</p>	<p>YES</p> <p>Yes</p> <p>YES</p>
Property Compliance	Staff and pupils	<ul style="list-style-type: none"> The school has ensured that relevant property statutory compliance checks have been completed and records updated. 	<p>No planned works CHRISTMAS break.</p>	<p>Head of school and Executive Head</p>	<p>In place</p>	<p>YES</p> <p>4/12/2020</p> <p>YES</p>

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		<ul style="list-style-type: none"> Daily and weekly checks have been reinstated and pre-opening checklist completed. Ventilation 	No Visitors in school day unless an emergency during Jan Lockdown.		4 Jan 2021	
Hygiene	Staff and pupils/ visitors agreed on site	<p>Preventative - Control 4:</p> <p>Clean hands thoroughly more often than usual.</p> <ul style="list-style-type: none"> Promote hygienic practices at all levels and for all staff, with emphasis on: handwashing and respiratory etiquette Hand washing facilities in most classrooms, those that do not have handwashing, should use the nearest available facility Gel hand sanitisers to be made available for staff, where washing facilities are not readily available. Staff, students and visitors to be reminded on a regular basis to wash their hands for 20 seconds with water and soap, importance of proper drying with disposable towels. <p>Prevention – Control 3</p> <p>Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p> <ul style="list-style-type: none"> Staff, students and visitors reminded to catch coughs and 	<p>Posters, leaflets and other materials are available for display and updated 4 Jan 2021.</p> <p>See hand-washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Frequently open windows between groups.</p> <p>Open windows when possible to mitigate transmission.</p>	<p>SMT</p> <p>Teachers and staff</p> <p>HOS / AHT</p>	<p>Plan in place by Friday 10th July.</p> <p>Staff trained by Friday 17th July, updates in Nov, Dec and January 2021</p> <p>By 5 Jan 2021</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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		<p>sneezes in tissues – Follow Catch it, Bin it, and Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the school.</p> <ul style="list-style-type: none"> Schools should endeavour to keep rooms as well ventilated as is possible based on the school environment and consider not using areas with poor ventilation. Schools to have procedures in place for removal of face masks by pupils and staff arriving at school. 	<p>Pupils and staff to wear coats if needed in colder weather. (see ite on staff training)</p>			
And Shared activity and equipment use.	Staff and pupils	<ul style="list-style-type: none"> For frequently used equipment such as pens and pencils, it is recommended that staff and pupils have their own items and these are not shared. Classroom based resources can be used and shared within the bubble – should be cleaned regularly. Resources shared between classes or bubbles should be cleaned frequently and always between bubble and left unused for 48 hours (72 for plastic) between use by different bubbles. Settings make assessment of cleanability of therapy equipment. Where cleaning or disinfectant is not possible between use must be restricted to one user or left unused 	<p>Review which outdoor play equipment should be used for January Lockdown.</p> <p>cleaning revisited by all bubbles for Jan lockdown</p>	SMT AHT	By 5 January 2021	YES

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		<p>for a period of 48 Hours (72 for plastic) between users.</p> <ul style="list-style-type: none"> • Pupils limit resources they bring into school – bags, lunch boxes, hats, coats, books, stationary, mobile phones permitted. • Pupils and staff can take books or other shared resources home, but unnecessary sharing should be avoided. • Unnecessary sharing of resources outside each bubble to be avoided. • Minibus use – schools to have a risk assessment for use of school minibuses. 	No off site visits this term			
Accident reporting Covid-19 incidents	Staff and pupils	<ul style="list-style-type: none"> • The Health & Safety Executive have recently updated <u>the Reporting of Injuries, Diseases and Dangerous Occurrences regulations (RIDDOR)</u> to include the requirement to report possible or actual exposure to the Covid-19 virus as a result of, or in connection with, a work activity. For further advice and guidance you should contact Health, Safety & Wellbeing Adviser. 	Training refreshed and accident reporting is part of staff induction. Health and Safety review and report provided to Exec Head for end of autumn term 2020	Head of School	Dec 2020	YES
Administrative Staff	Staff and pupils	<ul style="list-style-type: none"> • School to consider changes to shift patterns of creation of Admin bubble. • Reduce traffic through admin areas. • Face covering worn in reception and moving around site for visitors and social distancing. 	Refresh training with all admin/finance/ site bubble by 5 Jan 2021. All staff to regularly consider procedures and routines to reduce contact with admin staff and report concerns for	PA to Executive Head	Review by 5 Jan 2021	

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			re- engagement weekly reviews.			
Personal Protective Equipment	Staff and pupils	<ul style="list-style-type: none"> Personal Protective Equipment should not be used as an alternative to social distancing, except where there is no other practical solution. Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should receive their care in the same way. PPE should be worn if a distance of 2 meters cannot be maintained from any child, young person or learner displaying coronavirus symptoms. PPE should be used properly and staff trained in how to put it on and take it off properly. Re-usable PPE should be thoroughly cleaned after use and not shared between staff. Multi – Agency risk assessment (MARA) will provide advice for PPE under health for medical procedures required in schools. NHS will provide training for FF3 masks prior to re- admission as required. 	<p>Agree what PPE is required for the site and use supply chains to purchase.</p> <p>Work with Health for guidance on PPE for gastrostomy feeds and other medical procedures.</p> <p>Review progress for CEV pupils and staff returning from 2nd lock down</p> <p>13. Follow up CEV pupil list from 2nd lockdown with paediatrician. List for Jan 2021 lockdown for staff and pupils to stay at home.</p>	<p>Head of School, Community Paediatrician and school nurses</p> <p>HOS</p> <p>HOS</p>	<p>Training plan in place 1st September and nov 2020</p> <p>By 4 December 2020</p> <p>DEC 2020</p> <p>Dec 2020</p>	<p>YES</p> <p>YES</p> <p>Yes</p> <p>Yes</p>

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Behaviour	Staff and pupils	<ul style="list-style-type: none"> Staff/Pupil behaviour and cooperation will be the key to implementing all of the controls. Schools should consider how to communicate additional rules and any policy changes to staff, pupils and parents. Schools should communicate clear, reasonable and proportionate expectations of pupil behaviour. Schools provide support to overcome barriers to attendance and increased incidence of poor behaviour resulting from lack of regular attendance. Schools will identify pupils in need of Additional support with social, emotional and mental health concerns and work with local services. Duty of care remains and school should have appropriate risk assessments in place for use of physical intervention if required. 	<ul style="list-style-type: none"> All pupils returning to school will have risk assessment completed to ensure they and other pupils and staff can be kept safe. <p>Do not expect to review Behaviour addendum from Nov 2020 for Jan lockdown.</p>	<p>AHT and class teachers</p> <p>AHT and teachers</p>	<p>Risk assessments in place by 1st Sept.</p> <p>Reviews by 15 Jan 2021 review following re-opening</p>	Yes
School Staffroom / staff spaces	Staff and pupils	<ul style="list-style-type: none"> Shared staff spaces – Schools should plan how these are set up and used to help staff distance from each other. Staff room use minimised, but staff must have a break of reasonable length in day. Arrangements should be made to ensure the staffroom is not overcrowded and social distancing 	<p>Alert staff to risks from lessons learned from other schools update / briefings</p> <p>14. Jan 2021 lockdown - Planning staff break out areas within bubbles and staggered for pairs of classes.</p>	<p>HOS</p> <p>AHT</p>	<p>5 Jan 2021 and ongoing</p> <p>6 January and ongoing</p>	

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		<p>can be achieved e.g. stagger lunch times for staff.</p> <ul style="list-style-type: none"> Consider use of other spaces for staff breaks within bubbles. 				
Mental Health and Wellbeing	Staff and pupils	<ul style="list-style-type: none"> Schools to ensure DSLs have sufficient time to provide support to staff and children regarding any new safeguarding concerns. Schools to consider a recovery curriculum including pastoral support to address and equip pupils to respond to issues linked to Covid-19. Managers to discuss with staff how to raise concerns and anxieties and who they can talk to. Staff to be involved in completing risk assessments. Staff to have training in recovery curriculum to prepare for possible challenges and risks from pupils returning to school after prolonged break. Staff to be kept updated so they feel involved and reassured. 	<p>Develop strategy for mental health that links to school 'Stress and Wellbeing group'.</p> <p>Tab on website for concern/ anxious that goes to Safeguarding Lead to support out of hours, self-isolating or lockdown scenarios.</p> <p>Additional training week commencing 5 Jan with updates to Risk management and School Operating Procedures.</p> <p>15. Staff Feedback survey. Meetings with individual staff if concerns arise.</p>	<p>Head of School and SMT</p> <p>HOS by TEAMS in bubbles</p> <p>AHT</p>	<p>Plan in place by 24th July</p> <p>9.11.2020</p> <p>2.11.2020</p> <p>5 Jan 2021</p> <p>11 Jan 2021</p>	<p>YES</p> <p>YES</p> <p>YES</p>

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RESPONSE TO INFECTION						
Symptoms of Covid-19 – suspected or test positive case	Staff and pupils/ Visitors	<p>Response to any infection</p> <p>9) Engage with the NHS Test and Trace process.</p> <p>10) Manage confirmed cases of coronavirus (COVID-19) amongst the setting’s community</p> <p>11) Contain any outbreak by following local health protection team advice</p> <p>Lateral flow testing programme. Test staff who consent and pupils with parental consent.</p>	<ul style="list-style-type: none"> • Continue to follow current advice regarding self-isolation and testing • Inform Local Authority and Education transport services of positive test cases. • Maintain training requirements for identified staff in use of PPE. • Posters for website. <p>Local Authority Protocol for positive tested case and requirements trigger arrangements planned for Remote learning.</p> <p>Schedule for testing and reporting results. Implement recommended procedures for tests and report back any incidents to TEAM Leader.</p>	<p>Head of School</p> <p>HOS/ EXEC Head</p> <p>EXEC Head</p>	<p>Plan in place by 10th July.</p> <p>Staff training by 17th July</p> <p>20 Nov 2020</p> <p>Start 4 January and ongoing</p>	<p>Yes</p> <p>YES</p> <p>Yes</p>

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		<p>Controls- Numbers 9 to 11 must be followed in every case where they are relevant.</p> <p>Staff or pupils exhibiting any symptoms of COVID-19 should not be in school.</p> <ul style="list-style-type: none"> • If anyone, staff or pupil, becomes unwell with a new continuous cough, a high temperature or other symptoms during the day in the school, they will be sent home and advised to follow the stay at home and testing guidance. • Anyone presenting Covid-19 symptoms to be isolated according to school protocol awaiting collection. Ideally in a well-ventilated room. School to allocate toilet facilities to be used. • If a distance of 2m or 1 metre Plus cannot be maintained PPE including an appropriate facemask may be worn by staff caring for the child. • If the child awaiting collection requires personal care disposable gloves, a disposable apron and a fluid resistant mask should be worn by the supervising adults. • If a risk assessment determines that there is a risk of splashing to the eyes, for example from 	<p>Updated in Risk assessment and staff training to refresh awareness and strategies.</p> <p>Reminders in newsletters and website.</p> <p>Contact parents when necessary for self – isolation and use Local Authority template letters if these are advised.</p> <p>Circulate information with Public Health England guidance from NHS and on website.</p>	<p>HOS</p> <p>HOS</p>	<p>5.11.2020 4.1.2021</p>	<p>YES</p> <p>YES</p> <p>YES all completed and some updates ongoing.</p> <p>Yes</p>

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>coughing, spitting, or vomiting, then eye protection should also be worn</p> <ul style="list-style-type: none"> • In an emergency, if they are seriously ill call 999. • After use ensure cleaning of the room and all areas person has been in, following government advice with first warm soapy water, usual disinfectant cleaner and a disposable cloth. Pay particular attention to frequently touched areas. If an area has been heavily contaminated use protection for the eyes, nose and mouth as well as wearing gloves and an apron. • Wash hands thoroughly for 20 seconds after removing PPE • Other pupils to be moved to safe areas while cleaning occurs. • All cleaning items and PPE to be double bagged, stored for 72 hours or until negative test result received and then put in normal waste. • Deep clean parts of school if a positive tested case is notified and provide that information to staff and parents. <p>Test and trace: Test and Trace procedures to be followed using flow chart called 'Actions to be taken by schools (version 5 June 2020) Public Health England. Now</p>	<p>Update for parents and staff for DEC 2020 as part of school contingency planning and preparedness.</p>	<p>HOS</p> <p>HOS</p>		<p>YES</p> <p>Yes</p>

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>updated to September 2020 version and circulated to staff and leaders.</p> <p>Follow advice in 'A guide to NHS Test and Trace in Cambridgeshire and Peterborough (June 2020) updated September 2020.</p> <p>Follow Local Authority advice as part of 'Contain framework' to safeguard children and prevent Covid 19 transmission and LA advice notes.</p>	<p>Follow Jan 2021 safeguarding updates and inform staff</p>	Safeuardin g Lead	By 11 Jan 2021	
Contingency framework Local outbreak of virus	Pupils, staff and wider community	<ul style="list-style-type: none"> School reports and liaises with Local Authority (Public Health England – local health protection team who will advise additional actions for the school should they be required as part of the Tier 1 -3 guidance). 	Protocol prepared for tested positive case and bubble lists of close proximity	Head of School and Exec. Head	Plan in place by 1 st September	YES
Extremely high Risk of high level of COVID 19 virus transmission in local community.	Pupils, staff and wider community	<ul style="list-style-type: none"> Local Authority or PHE may advise school closure due to new 'Contingency framework' measures if there is extremely high rate of transmission in the local area. 	<p>Consult and follow Local Authority advice when/if contacted and inform Trustees as part of communication protocol in addition to parents and staff.</p> <p>Trustees Extraordinary meeting on 4 Jan 2021.</p>	Head of School and Exec. Head	Plan in place Dec 2020 and ongoing	YES

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
Swimming Pool	Staff and pupils	<ul style="list-style-type: none"> Risk assessment and operating guidance training for staff in place. <p>Will need to update if new guidance emerges for Jan 2021 Lockdown.</p> <p>Returning to the pool – swimming pools 21 August 2020 and after 2nd lock down ending 2 December.</p> <ul style="list-style-type: none"> Lead person accountable for Covid 19 protective measures per swimming session and reports back any issues to Head of School. Teaching staff should ensure they set example and support pupils to follow government guidance on social distancing and handwashing, Avoid contact between bubbles. Provide time between groups for cleaning requirements as per PWTAG note 44. Life guard qualification per session. Normal operating procedures (NOP) and Emergency action plan (EAP) 	<p>Swimming pool risk assessment to be completed in discussion with staff and LA adviser prior to opening.</p> <p>PWTAG technical note 'Disinfecting Coronavirus (TN 44) dated 21.11.2020.</p> <p>Ensure sufficient cleaning and hygiene supplies in pool area.</p> <p>Cleaning schedules</p>	<p>SMT & LA adviser</p> <p>HOS</p> <p>HOS</p>	<p>Sept 2020 and 7 Dec 2020 update</p> <p>working group end Sept 2020</p> <p>Sept 2020 and update for 11 Jan 2021</p>	<p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> • Bather load and staff to pupil ratios and pool layout planned prior to swim session. (Scotland advise is 6m2 per bather for pools) • PWTAG technical note 45: • Cleaning surfaces significantly reduces risk of viruses after 72 hours. Plastic – 72 hours, stainless steel and glass is 48 hours, cardboard and wood is 24 hours and copper 4 – 8 hours • Regular cleaning: Public areas with minimal pass through can follow usual cleaning regime daily. Frequently touched surfaces clean twice daily and when contaminated with secretions, excretions or body fluids. • All surfaces touched by pupils or staff must be cleaned and disinfected including objects visibly contaminated by body fluids bathrooms and changing areas, door handles, grab rails with 60% ethyl alcohol. • Ensure pool users do not come into direct contact with chlorinated surfaces when wet. Clean after every group. • Encourage use of plastic over shoes to reduce pollution being introduced. (usual practice) 	<p>Follow PE Adviser recommendations linked to size of pool/ hydrotherapy pool.</p> <p>Safe water checks prior to reopening in Nov 2020 and monthly checks. TN 44 'Disinfecting Coronavirus' 21.11.2020.</p> <p>Staff training for cleaning operatives and staff involved in cleaning. cleaning risk assessments and operating procedure</p>	<p>HOS</p> <p>HOS</p> <p>HOS</p>	<p>July 2020</p> <p>Nov 2020</p>	<p>YES</p> <p>YES all completed</p> <p>Done</p>

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
<p>Hydrotherapy pool - additions</p>		<ul style="list-style-type: none"> • Use mop heads that are disposable or can be washed at 60C or disposable cloths or paper using disinfectant that is effective against enveloped viruses. Disposal by double bagging in waste leave for 24 hours and disposal into communal waste after 72 hours. • Disposal of any PPE gloves, aprons in double bagging after 72 hours. • Clean systematically from cleanest areas to dirtiest areas so that debris can fall and be cleaned off. • Wash hand basin drains may become contaminated with bacterial pathogens so should be cleaned downwards from taps to drain then cloths changed and disposal. • Pool surrounds – Take care not to get disinfectant into the pool or combine with free chlorine residual. Check cleaning residues go to waste water drain not pool overflow channel. • SELV or battery operated scrubber dryer floor cleaning machine will put down cleaning solution, scrub surface and dry afterwards. • Do not disinfect stainless steel or similar metal fittings and surfaces as this may cause pitting and corrosion. Instead wipe with alcohol wipes twice daily. Any fitting washed continually by pool water will not require further disinfection. 			<p>Reminder for Jan 2021 if pool can be used in Lockdown</p>	<p>Yes all actions completed and checked with pool staff</p>

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		<ul style="list-style-type: none"> • Wash first with soapy water detergent before disinfection and rinse off the disinfection and leave surfaces to air dry. • Solution of chlorine or bleach should be applied to dirty areas so that the dirt will use up some of the available chlorine as it is oxidised so the amount to activate virus is reduced before the disinfection rinse off. • Alcohol hand cleansers may be used or wipes but must contain 70% isopropyl alcohol or 60 % ethyl alcohol by volume to inactivate viruses. All chemical solutions need to be added to COSSH register of hazardous substances and fire risk register. • Cleaning regime between groups/individual and deeper clean between bubbles. • Pupils to clean hands on entry and shower before entering the pool and after use. • Limit number of pupils using pool according to bather load capacity. • Cleaning of buoyancy aids – 1 hour in chlorine solution 100mg /1 then rinsed. • Maintenance of pool disinfection – All pool bathers must shower before entering the pool. Free chlorine reserve in the pool water should be readily available to reduce cross infections 	<p>Fire risk register - hazardous substances list and storage.</p>			

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
		<p>between bathers by pathogens in the water. (PWAG Nov 2020 update on disinfection TN 44) ATACP recommendations for hydrotherapy pools – 7 July 2020</p> <ul style="list-style-type: none"> • Screening before use of hydrotherapy pool to avoid contraindications as good practice for aquatic physiotherapy. High temperature that means pupil feels hot to touch on chest or back. New continuous cough for more than 1 hour or 3 or more coughing episodes in 24 hours Loss of change to sense of taste or smell No contact with someone with Covid 19 symptoms • Instruction or treatment from poolside 2m distance to minimise risk of Covid 19 virus. School to undertake risk benefit analysis to determine if hands on treatment or instruction for special needs and disabled pupils is required. • PPE will be considered on a case by case basis. If therapist in water needs to submerge and instructed to wear face mask then face mask is not practical. If a face mask gets wet it will need to be replaced. 	<p>Swimming teacher / teaching staff to check prior to entry to all pool areas.</p> <p>Risk benefit analysis on case by case basis if assistance required by staff inside the pool.</p>	<p>Pool staff</p>		<p>YES</p>

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		<ul style="list-style-type: none"> • 2m social distancing within pool/ changing room and poolside. • Comply with infection prevention and control guidance by PHE, NHS and PWTAG. • ATACP standard is at least two members of emergency evacuation trained staff at pool area. • Follow CPR procedures as trained annually. • After each pupil all areas must be cleaned including hand rails, benches, shower beds, hoist equipment and any walking aids as per PWTAG technical note 45. • Mechanical ventilation should operate on 100% fresh air with no re- circulation • Hoists and slings tested including loller testing. 	<p>Adequate supply of PPE if assessed.</p> <p>Follow up on face to face guidance for staff training view: www.csp.org.uk/system/files/publicationfiles/face to faceEngalnd webversion Final.pdf Yes checked</p> <p>Staff ratios discussed with PE Adviser and approved by Head of School and are part of bather load in the water,</p> <p>CPR training log (Review Jan 2021)</p> <p>Building maintenance checks log. (Nov 2020)</p>	<p>HOS</p> <p>Pool staff</p>		<p>YES</p> <p>YES</p> <p>Yes</p>

What are the hazards?	Who might be harmed and <i>how</i> ?	What are you doing already?	What further action is necessary?	Action by whom?	Action by when?	Done
				Caretaker and pool staff		

New guidance November:

1. 'Guidance for full opening: Special schools and other specialist settings' dated 20 November 2020
2. 'Covid 19 Winter plan – summary' dated 23 November 2020

Useful Guidance

1. The Government Guidance for implementing protective measures in educational and childcare settings can be found [here](#)
2. The NASUWT has also produced a useful checklist for reopening of schools that can be found [here](#).
3. CLEAPSS [Guide to doing practical work in a partially reopened school Science](#)
4. CLEAPSS [Guidance for science departments returning to school after an extended period of closure](#)
5. Conducting a SEND risk assessment during the coronavirus outbreak guidance can be found [here](#)
6. COVID-19: guidance on supporting children and young people's mental health and wellbeing can be found [here](#)
7. Guidance for full opening: special school and other specialist settings (2nd July 2020). Gov.uk
8. HSE – 'What to include in your Covid-19 risk assessment'. Health and Safety Executive
9. ' A guide to NHS Test and trace in Cambridgeshire and Peterborough' and 'Action to be taken by schools' (Version 5 June 2020)
10. Returning to the pool, Swim England – published 20 August 2020
11. ATACP recommendations note 7 July 2020
12. PWTAG technical note 45 – revised 3 July 2020.
13. PWTAG technical note 44 – (Disinfecting Coronavirus) 21.11.2020

Transport Arrangements: (need to refer to guidance)

To be agreed with Local Authority

- Travel providers clear about revised travel arrangements.
- Ensure adequate social distancing arrangements to and from school
- Ensure agreement to any changes to start and finish times
- Clarification that transport providers know not to work if they or a member of their household are displaying symptoms of coronavirus.
- Confirm that transport provider will be following hygiene rules.
- Agreement on risk reduction measures for children and young people with complex needs where social distancing cannot be maintained.

Policy agreed on 04.12.2020 and updated 5. 01 2021.

Signed on behalf of the Trustees : Kim Taylor

Committee: FPP