

Full Opening of Schools from September 2020 Covid-19 Risk Assessment v006 25/09/2020



The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection as schools welcome all pupils back in September 2020. It should be updated in line with guidance from the UK Government:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Also see <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#contents>

This is a generic risk assessment, which should be built upon to suit individual schools. All actions should be immediate and reviewed in line with guidance updates.

All other policies, procedures or risk assessments which will be impacted by the response to Covid-19 (e.g. fire safety, mental health and wellbeing for pupils and staff, lockdown, behaviour policy etc.) should be reviewed also.

New fire evacuation procedures should be practiced within the first week after full opening.

Adults includes staff who work at the setting, visiting staff, contractors, parents, volunteers and essential maintenance workers. Visitors should be only those necessary for the safe operation of the establishment.

This risk assessment should be used in conjunction with the PHE NW Resource booklet for schools. This document details procedures for dealing with suspected and confirmed cases of Covid-19 in schools and is updated regularly. Please check the Head Teacher's bulletin for updates.

Title / Activity: Crosshill Special School

Date completed: This version completed 28/09/2020

Completed by: Mr David Woodhouse, Estates & Business Support Manager

The "system of control" which should be at the heart of how the school operates is in two parts and is as follows:

Prevention:

1) 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, do not attend school;

- 2) clean hands thoroughly more often than usual;
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- 5) minimise contact between individuals and maintain social distancing wherever possible by putting in place measures that suit the individual schools particular circumstances;
- 6) where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances as identified below

POINTS 1 TO 4 MUST BE IN PLACE IN ALL SCHOOLS ALL OF THE TIME.

Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

NUMBERS 7 TO 9 MUST BE FOLLOWED IN EVERY CASE WHERE THEY ARE RELEVANT.

Prevention

| What is the hazard? | Who might be harmed? | | What are you doing about it? | RAG | Comment | Complete? |
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| | Pupils | Adults | | | | |
| 1) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school; Reference to PPE means: | ✓ | ✓ | 1.1) Child or adult with symptoms outside school <ol style="list-style-type: none"> a) Ensure that pupils, 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. b) Staff (and other adults working in the school) notify school <i>immediately</i> if either they or someone in their home is displaying symptoms of Covid-19 infection and follow the PHE stay at home guidance 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). c) Parents/carers notify school <i>immediately</i> if either their child or someone in the child's household is displaying symptoms of Covid-19 and follow the PHE "Stay at Home" guidance as above and arrange to have a test. Ensure a letter has been sent home informing them of | G | There has been a full communication strategy with all parents/carers before the return of the pupils. Letters have been sent out and the information also published on the school website. The procedure as set out here has been communicated. | Y |

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| <ul style="list-style-type: none"> • fluid-resistant surgical face masks (also known as Type IIR); • disposable gloves; • disposable plastic aprons; • eye protection (for example a face visor or goggles). <p>The PPE that should be used when caring for someone with symptoms of coronavirus (COVID-19) is:</p> <ul style="list-style-type: none"> • a face mask if a distance of 2 metres cannot be maintained; • if contact is necessary, then gloves, an apron and a face mask should be worn; • eye protection if a risk assessment determines that there is a risk of fluids entering the eye e.g. from coughing, spitting or vomiting. <p>N.B. A cloth face covering is NOT regarded as PPE.</p> | | | <p>symptoms and a link to the guidance. This includes the children of key workers;</p> <p>d) Where a family or member of staff is having difficulty accessing a test, schools may support by providing them with a test from the test kits issued directly to schools from central government – guidance is available here.</p> <p>1.2) Child or adult who develop symptoms in school</p> <p>a) If it is a member of staff and they can drive themselves home, they should do so immediately;</p> <p>b) All areas they have been should be cleaned down using schools usual cleaning materials following PHE guidance;</p> <p>c) Decide on rooms within the setting which can be used as isolation rooms and identify with appropriate signage if in use;</p> <p>d) Where an adult needs to be collected, they should be removed to a room where they can be isolated with the door closed and a window open for ventilation.</p> <p>e) If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child and with appropriate adult supervision if required.</p> <p>f) PPE (see left) must 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). They must follow the donning and doffing guidance. Ideally, a window should be opened for ventilation. More information on PPE use can be found here.</p> <p>g) If it is not possible to isolate them, move them to an area that is at least 2 metres away from other people. If they need to go to the bathroom, a separate one to the rest of the school population should be used if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>h) All PPE worn by the supervising adult should be removed as per the donning and doffing guidance. This, along with disposable cleaning cloths and tissues, should be put it in a plastic rubbish bag and tied it when full. Place the plastic bag</p> | | <p>The school now hold home test kits for this purpose.</p> <p>The established procedure is that the affected person goes straight to the Isolation Room where they will be assessed by the designated First Aider who will decide whether or not they are symptomatic. If they are, then the adult will be told to go home and get tested. For some pupils, it may be more appropriate for them to be kept in their bubble until their parents arrive. This will be assessed on a case-by-case basis. If it is a student, then the parent/carer will be contacted to collect them and get tested. PPE is available in the Isolation Room and within Crosshill</p> | |
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| | | <p>in a second bin bag and tie it. Put it in a suitable and secure place marked for storage for 72 hours, safely and securely kept away from children. Do not put the waste in communal waste areas until the waste has been stored for at least 72 hours.</p> <p>i) Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds. At this point, they do not need to go home.</p> <p>j) Record which staff have looked after/had contact with the symptomatic child;</p> <p>k) In an emergency, call 999 if the person is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>l) Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they came into contact with (including the bathroom if used. See PHE guidance for more details.</p> <p>m) Consider removing the rest of the children and staff to a different part of the school while cleaning takes place.</p> <p>n) The symptomatic pupil or adult should be tested for Covid-19.</p> <p>o) In exceptional circumstances, where the parent/carer is unable to collect the child, and the school needs to take responsibility for transporting the child home, they should use:</p> <ul style="list-style-type: none"> • A vehicle with a bulkhead; • The driver and passenger should be 2m apart; • The driver should wear PPE and the passenger should wear a fluid resistant surgical facemask if old enough to do so. | <p>school and a copy of the PHE Donning & Doffing Guide in there too.</p> <p>Previous RA arrangements remain in place – emergency clean team on call. The affected area will be deep cleaned and a sanitising ‘fog’ used.</p> <p>Isolation Room already identified as per previous RA. Staff should record who the affected person has been in contact with.</p> <p>PHE guide on wall and staff have had demonstration of PPE donning/doffing. The school have an emergency cleaning protocol in place with Engie – the Isolation Room will be cleaned following this protocol.</p> <p>A ‘bubble’ will have to be removed to a holding location to</p> | |
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| | | | | | <p>ensure adequate cleaning can take place.</p> <p>The school minibus will only be used in <u>exceptional circumstances</u>.</p> | |
| <p>2) Transmission of virus due to insufficient hand hygiene</p> | ✓ | ✓ | <p>a) Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;</p> <p>b) Where there are only a limited number of wash basins on site, schools may wish to consider installing more;</p> <p>c) Ensure access to soap, warm water, paper towels and hand sanitizer and skin friendly sanitizer wipes if appropriate in all classrooms and social areas;</p> <p>d) Pupils (and staff) wash hands for 20 seconds following PHE guidance. See "six steps to hand-washing" poster in KS2 lesson and NHS video;</p> <p>e) Staff to help small children and those with complex needs to wash their hands thoroughly;</p> <p>f) Have prominently displayed hand washing posters throughout the setting in order to build regular hand washing into the culture of the school;</p> <p>g) Ensure hand sanitizer stations are located away from light switches, lift buttons and well clear of Bunsen burners in labs;</p> <p>h) Ensure use of hand sanitizer is supervised where necessary to avoid risk of ingestion;</p> <p>i) Ensure bins emptied regularly throughout the day.</p> | G | <p>There are adequate supplies of hand sanitiser in place in every classroom. There are also sink areas in each bubble area and around the school. Teaching staff will supervise regular hand sanitising and hand washing. Pupils are reminded about hand hygiene every morning on arrival and there are handwashing posters in all toilet areas.</p> <p>Bins will be emptied on a regular basis by the designated cleaner.</p> | Y |

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| <p>3) Transmission of virus due to insufficient respiratory hygiene</p> | <p>✓</p> | <p>✓</p> | <p>3.1) Face coverings</p> <p>a) Face coverings must be worn by pupils (over the age of 11) and staff who come to school by public transport (unless they are exempt);</p> <p>b) Face coverings should be worn by pupils (over the age of 11) who come to school on dedicated school transport where they are mixing outside of their bubble (unless they are exempt);</p> <p>c) Pupils in Year 7 and above in all secondary schools, including where there is a sixth form, should continue to wear their face covering (unless exempt) at all times while moving around the school building and in communal areas. On arrival at their classroom, they should sanitise their hands, remove their face covering and store in a plastic bag and sanitise their hands again. Follow the link for instructions to staff, children and young people on how to put on, remove, store and dispose of face coverings. Consider having a stock of plastic bags available for any pupil who does not have a one with them for their face covering. National guidance for Face Coverings in Education is here.</p> <p>d) The expectations regarding the wearing, and the process for removing a face covering on arrival at school should be communicated clearly and before the start of the Autumn Term;</p> <p>e) Pupils arriving at primary school wearing a face covering must be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on safe working in education, childcare and children’s social care provides more advice.</p> <p>f) BwDBC acknowledges that some staff working in schools may wish to consider cloth face coverings as a wellbeing consideration as part of their risk assessment. Therefore, if</p> | <p>G</p> | <p>Following recent change in central government policy, all secondary school pupils over the age of 11 will be required to wear face coverings in communal areas and corridors where social distancing is not possible. The school are requiring all pupils to come to school with face masks. This is the general policy - Crosshill School does have a number of students who are exempt from wearing face coverings for a variety of reasons and these students will not be expected to wear face masks. Communication from the school has been sent to all parents/carers explaining these requirements and the need to regularly wash masks or replace disposable masks.</p> | <p>Y</p> |
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| | | | <p>teaching can take place with this individual measure in place and the colleague provides their own face coverings then this would seem reasonable. Colleagues would need to ensure they have completed training of donning and doffing of face coverings. Disposal of any cloth face coverings would also need to be done in the appropriate way. It would also be advised that we remind the individual that this would not replace the regularity required for hand hygiene measures and routines;</p> <p>g) Staff in both primary and secondary schools are advised to wear cloth face coverings (unless exempt) in situations outside of the classroom where 2m social distancing cannot be maintained, for example, in corridors, communal areas, staff rooms and meetings. The same process for removal should be followed as for pupils in 3.1c) and 3.1e).</p> <p>3.2) Ensuring good respiratory hygiene</p> <p>a) Promote the catch it, kill it, bin it approach – display posters prominently in classrooms and around school in order to embed this into the culture of the school;</p> <p>b) Ensure all rooms are well ventilated;</p> <p>c) Schools must ensure there are sufficient stocks of tissues in place for pupils and staff to use;</p> <p>d) Schools must ensure there are sufficient covered bins in place and that they are emptied regularly throughout the day;</p> <p>e) In line with national recommendations staff are not required to wear a face covering in the class room even when social distancing is not possible. Where schools or staff would prefer that face coverings are worn during 1:1 work in class, a face covering in conjunction with a visor rather than a visor alone is recommended. This is not a substitute for social distancing.</p> <p>f) Schools must ensure young children and those with complex needs receive support and are able to get this right;</p> <p>g) Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant.</p> | | <p>Parents will be asked to provide plastic bags and the school will hold a stock as well.</p> <p>Posters are in place in strategic locations in the school.</p> <p>All bubbles have outside windows that can be opened. There are ample stocks of tissues available.</p> <p>There are lidded bins in every room in school.</p> <p>Posters have been provided and are on display.</p> <p>For children with more complex needs,</p> | |
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| | | | This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education. | | staff have a full set of PPE available for use. | |
| 4) Transmission of virus through insufficient cleaning of surfaces | ✓ | ✓ | <p>a) Follow the Covid-19: cleaning in non-healthcare settings guidance;</p> <p>b) All staff should know how to safely put on and take off PPE, please see PHE links to donning and doffing of PPE.</p> <p>c) All staff should complete the Me Learning course 'Infection Prevention Control for Frontline Workers'.</p> <p>d) Appropriately trained and designated staff clean frequently touched surfaces before the start of each school day using the school's standard cleaning products. These surfaces include- door handles, hand rails, chairs, desks, IT equipment, toys, play equipment, mobile phones, toilet doors, flush handles, taps, bin lids, dining tables, etc.</p> <p>e) Bins used to dispose of cleaning materials such as sanitizing wipes and paper towels should be lidded. The rubbish should be double bagged before disposal with each bag being sealed separately.</p> <p>f) Cleaning materials ordered by HT and issued by Site Supervisor, staff inform when they need more but before they run out;</p> <p>g) Supervising staff mirror this cleaning regime (including personal mobile phones and tablets) throughout the day during transition times e.g. break, lunch, while pupils are outside, changing from one type of activity to another;</p> <p>h) Evidence cleaning routine – use tick sheet signed and dated by the person carrying out the cleaning for each area.</p> <p>i) Allocate hand-sanitizing stations around school including in classrooms and communal areas where appropriate. Teach pupils the correct way to use hand sanitizer. See poster here.</p> <p>j) Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools may wish to consider</p> | G | <p>Engie are following the PHE guidance as required with the necessary grade of cleaning materials. All staff have completed the course as required and have had a demonstration about donning and doffing PPE.</p> <p>Extra cleaning has been put in place for all frequently touched surfaces – there is a dedicated cleaner based in Crosshill.</p> <p>There are lidded bins in every room in school.</p> <p>Current cleaning routine will remain in place. There are adequate supplies of disinfectant wipes and sanitizer on site and a ready supply is in place with a</p> | Y |

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| | | | <p>what support they are able to offer to families who struggle to clean uniform regularly;</p> <p>k) Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.</p> | | <p>reliable supplier for re-ordering needs.</p> <p>The school have communicated the behaviour expectations to all parents before reopening.</p> | |
| <p>5) Transmission of virus through contact between individuals</p> <ul style="list-style-type: none"> Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum. Schools should strike a balance between both reducing the number of contacts between children and staff through keeping groups separate (in 'bubbles'), and through maintaining distance between individuals. It is likely that for younger children | ✓ | ✓ | <p>5.1 Groupings in secondary schools</p> <p>a) Staff can operate across classes to deliver the timetable, but they should stay at the front of the class and maintain a distance of 2m from pupils and colleagues. Face coverings should be worn where this is not possible;</p> <p>b) Where volunteers are used to support the work of the school, mixing of them across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff. They should wear face coverings where this is not possible;</p> <p>c) Consider year group bubbles to facilitate the full range of specialist teaching at KS4 and 5;</p> <p>d) If it is possible to be able to deliver the full range of curriculum subjects, consider smaller bubbles;</p> <p>e) Consider class bubbles at KS3 if the full range of curriculum subjects can be delivered. Where this is not possible, consider year group bubbles;</p> <p>f) Keep pupils in one bubble separate from pupils in another where possible;</p> <p>g) Ask pupils to keep their distance from each other where possible;</p> <p>h) Reduce the sharing of rooms and social spaces where possible;</p> <p>i) Clean subject specific rooms between bubbles;</p> <p>j) Ensure good ventilation at all times;</p> <p>k) Reinforce hand and respiratory hygiene at all times.</p> | G | <p>All classrooms have been set up to ensure separation between the class teacher and the students. All pupil desk face forwards as required.</p> <p>Staff have been told to remain at the front of the class and wear a mask or visor if they prefer as much as possible.</p> <p>The school is operating a 'bubble' concept where mixing between groups is not allowed. Each bubble has its own designated area in the school with no mixing allowed. All</p> | Y |

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| <p>the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> | | | <p>5.2 Groupings in primary schools</p> <ul style="list-style-type: none"> a) Have full class bubbles with older children keeping their distance from each other as much as possible; b) Staff can operate across classes. With older children, they should stay at the front of the class and 2m distant where possible. c) Where volunteers are used to support the work of the school, Mixing of them across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible; d) With younger children, this may not be possible, so good hand and respiratory hygiene and an enhanced cleaning schedule is important. <p>5.3 In Classrooms</p> <ul style="list-style-type: none"> a) Ensure good ventilation at all times; b) Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone; c) This will not be possible when working pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal; d) Where pupils are old enough, they should be supported to maintain distance and not touch staff and their peers where possible through reminders from staff and appropriate signage; | | <p>teaching rooms used have windows to enable ventilation. Teaching and support staff will supervise regular hand hygiene practice. Extra cleaning is in place to clean toilet areas which are shared by bubbles.</p> <p>N/A</p> <p>Each classroom has a window to the outside. Due to the complex needs of the students, social distancing is not expected or always possible between students but is practiced by staff.</p> | |
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| | | <p>e) Allocate smaller, class sized bubbles where children are too young to maintain social distancing;</p> <p>f) Adapt classrooms to facilitate more distancing by removing unnecessary furniture;</p> <p>g) Optimise respiratory hygiene by having pupils facing forwards rather than face to face or side on.</p> <p>h) If the school is in a ward with additional restrictions, remove soft toys and furnishings.</p> <p>5.4 Music, Dance and Drama Lessons</p> <p><u>Guidance</u> has been updated and schools should risk assess on an individual basis depending on the lessons they offer. In general:</p> <p>a) Keep groups separate and in their usual bubbles;</p> <p>b) Maintain social distance between individuals;</p> <p>c) Where staff move between bubbles, they should keep 2m distance between themselves and children/other adults;</p> <p>d) The social distancing requirement for these lessons may limit the activity/numbers in each group – risk assess on an individual basis;</p> <p>e) No physical correction by teachers and contact between pupils in dance and drama;</p> <p>f) Keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</p> <p>5.5 Physical activity in schools</p> <p>a) Pupils should be kept in their consistent groups (bubbles);</p> <p>b) Sports equipment should be thoroughly cleaned between each use by different bubbles;</p> <p>c) Contact sports should be avoided;</p> <p>d) Prioritise outdoor sports;</p> <p>e) Use large indoor spaces where using outdoor space is not possible;</p> <p>f) Pay scrupulous attention to cleaning and hygiene due to the way people breathe during exercise;</p> <p>g) Do not use the indoor gym in school if there is one;</p> <p>h) External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities;</p> | | <p>There no practical music lessons taking place.</p> <p>PE will be taught in bubbles. The preference is for this to be taught outside (weather permitting).</p> <p>No fixtures are planned.</p> | |
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| | | <p>i) Schools can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so following the protective measures in place in school. External coaches, instructors etc. should maintain 2m social distance at all times where possible unless;</p> <p>j) Schools should refer to guidance on the phased return of sport and recreation and guidance from Sport England for grass root sport;</p> <p>k) Also refer to advice from organisations such as the Association for Physical Education and the Youth Sport Trust.</p> <p>5.6 Measures elsewhere</p> <p>a) Keep groups of pupils apart by avoiding large gatherings such as assemblies or collective worship;</p> <p>b) Minimise movement around school where possible – have staff rather than pupils move if feasible;</p> <p>c) Stagger movement times and avoid bottlenecks at entrances/exits;</p> <p>d) Continue to operate one way systems with appropriate signage in place;</p> <p>e) Continue to stagger breaks and lunch where possible to allow cleaning of surfaces in dining halls between groups;</p> <p>f) School kitchens should be fully open for the Autumn Term and must comply with the guidance for food businesses on coronavirus (COVID-19).</p> <p>g) Decide on arrangements for pupils who bring packed lunches to school. Schools may decide to follow protocols devised for extended opening if feasible with larger numbers;</p> <p>h) Set up staff workrooms to facilitate 2m social distancing;</p> <p>i) Minimise use of staff room and ensure access to cleaning products for staff to wipe surfaces etc. before and after use.</p> <p>5.7 Arriving and leaving school</p> <p>Given the pressures on public transport services it may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school</p> | | <p>Any outside coaches will be closely monitored.</p> <p>No assemblies will take place – this will be done virtually.</p> <p>Lunch will be brought from the kitchen and served in bubble areas.</p> <p>Movement around school will be very closely monitored and controlled.</p> <p>The kitchen is fully open and offering a full hot and cold meal service for Crosshill. The kitchen is COVID safe with extra cleaning supplies in place.</p> | |
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| | | <p>transport services, including in places where these services do not currently operate.</p> <ul style="list-style-type: none"> a) Please refer to new guidance on Transport to School published on August 11th 2020. Schools who commission or provide their own transport to school should use this guidance to inform their Travel to School RA. All schools should use the guidance to share information with parents/carers and pupils who will use public or dedicated school transport from the start of the Autumn Term 2020. b) Parents/carers and pupils should be encouraged to avoid using public transport and walk to school where possible. c) Families using public transport should refer to the safer travel guidance for passengers. d) See Section 3.1 above on face coverings. e) Consider staggered start and finish times where possible to keep groups apart as they arrive and leave school, but do not reduce the amount of teaching time; f) Keep parents/carers informed of new routines and remind them not to gather in groups or enter the school grounds without an appointment; g) Maintain/adjust drop-off/pick-up protocols as necessary and inform parents/carers; h) All staff and pupils must wash their hands on arrival at school; <p>5.8 Other considerations</p> <ul style="list-style-type: none"> a) Where there is no alternative but to arrange face to face meetings with a parent/carer, only one person plus an interpreter should attend. Ensure the room is well ventilated and large enough to allow for social distancing; b) Consider the use of screens at such meetings and at the main school reception; c) Prepare pupils with SEND (EHCP or on SEN support) individually to the changes in routine using social stories if appropriate. See Annex B of the full opening guidance for more information regarding pupils with EHCPs; d) Update individual SEND risk assessments as necessary; | | <p>The school does not have a dedicated transport service but a transport service is operated by BwDBC. They have assured the school that they are COVID safe.</p> <p>All meetings will take place outside school hours where possible and will take place in a place where social distancing is possible. Screens are in place at the main Reception.</p> | |
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| | | | <p>e) As Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, ensure they understand that they must minimise contact and maintain as much distance as possible from other staff. This includes Specialists, therapists, clinicians and other support staff for pupils with SEND who should provide interventions as usual, following Covid-19 hygiene procedures established in school;</p> <p>f) Maintain and share established Covid-19 distancing and hygiene procedures for contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, arranging for them to come out of school hours where possible and ensuring a record is kept of who has been on site;</p> <p>g) Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child;</p> <p>h) Ensure that staff and pupils have their own set of frequently used resources such as pens, pencils, maths equipment etc. kept in a wipeable case;</p> <p>i) Classroom based resources, such as books and games, can now be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces using standard cleaning products. Keep a track of what has been cleaned, by whom and when and evidence this with a tick sheet;</p> <p>j) Resources shared between classes or bubbles, such as sports, art and science equipment should be 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. Again, keep a track of and evidence this as above;</p> | | <p>All supply teachers are briefed when they arrive in school.</p> <p>Contractors are aware of the Engie arrival protocol.</p> <p>N/A</p> <p>Teaching and support staff have been provided with wipes in every room to regularly wipe down desks (every 2 hours for pupil desks and after every lesson changeover for teacher desks).</p> <p>Sports equipment will be cleaned frequently using the wipes provided.</p> | |
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| | | | <p>k) Continue to limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones, all of which can be brought in in a bag;</p> <p>l) Pupils and teachers can take books and other shared resources home but only where necessary. Staff and pupils should clean hand before and after using these resources, and they should be cleaned quarantined as in g) above on return to school;</p> <p>m) Engage with local immunisation providers to provide immunisation programmes on site, ensuring these will be delivered in keeping with the school's control measures.</p> <p>5.9 Supervised Tooth brushing Programmes These programmes can resume from the start of the autumn term. New guidance was issued on August 13th 2020. Please follow this link to the guidance from which a separate risk assessment should be developed.</p> | | <p>Students have been told not to bring excess items from home and NOT to take items home from school.</p> <p>TBC</p> | |
| 6) Transmission of virus due ineffective use of PPE | ✓ | ✓ | <p>a) All staff should know how to safely put on and take off PPE, please see PHE links to donning and doffing of PPE.</p> <p>b) All staff should complete the Me Learning course 'Infection Prevention Control for Frontline Workers'.</p> <p>c) Staff should wear PPE 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 as in Section 1.2 f above;</p> <p>d) Staff should wear PPE 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;</p> <p>e) Staff should wear PPE as per BwD guidance for First Aiders in Appendix A.</p> <p>f) For more specific guidance on safe working in education, click here.</p> | G | All staff have had a live demonstration about donning/doffing of PPE and have completed the infection prevention course. Full PPE is available for use to move a child and is in each bubble area. | Y |
| Response to infection | | | | | | |

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| <p>7) Test and Trace</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> | ✓ | ✓ | <p>a) Schools must ensure they understand the procedures they must follow in the PHE NW Resource Pack for Schools. Please monitor the HT bulletin/Services for Schools website for the most up to date version.</p> <p>b) Schools must communicate with staff and parents/carers so that they understand they must be ready to book a test if they or a child is displaying symptoms, give details of anyone they have been in close contact with if they test positive or are asked by a contact tracer and self-isolate if they have been in close contact with someone who develops coronavirus (Covid-19) symptoms or someone who tests positive for coronavirus (Covid-19);</p> <p>c) Schools must ask staff and parents/carers to contact them immediately if the result is negative.</p> <p>d) If the result is positive, they must follow the stay at home guidance for households with possible or confirmed Coronavirus (Covid-19) 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.</p> <p>e) Schools should be familiar with and implement the NHS COVID-19 app in schools and further education colleges guidance.</p> | G | <p>The school has been provided with 10 Home Testing kits for this purpose.</p> <p>Where a parent /carer is asked to ensure that their child needs to be tested, the school will maintain communication and follow up the call as necessary.</p> <p>Parents will be advised to self isolate as a household in the event of a positive test.</p> | Y |
| <p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> | ✓ | ✓ | <p>a) Follow the procedures outlined in the PHE NW Resource Pack for Schools. This is updated regularly – updates are posted on the HT bulletin.</p> | G | <p>PHE and the DfE has introduced a new dedicated advice service for schools. The service is for those needing support on the action they should take when they have been informed of a confirmed case of</p> | Y |

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| | | | | | <p>COVID-19 in school (staff or pupil).</p> <p>The Coronavirus Helpline can be reached on 0800 046 8687 and selecting option 1. This will take the caller to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with the school to identify close contacts and will inform the school what action is to be taken based upon current guidelines.</p> | |
| 9) Contain any outbreak by following local health protection team advice | ✓ | ✓ | a) Contact the LA and local HPT (See PHE NW Resource pack for contact details) to help with large or complex outbreaks with 5 or more cases across 2 or more bubbles, i.e. 5 new cases or 5 in the last 14 days. They will also advise regarding all special needs and residential/boarding schools related cases | G | As above. The LA will also be contacted for advice and expertise. | Y |
| Risks involving school operations | | | | | | |
| 10) Transmission of virus on transport | ✓ | ✓ | 10.1) Dedicated school transport (services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only). See Section 5.7a) | G | N/A – there is no dedicated school transport this is controlled by BwDBC | Y |

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| | | | <p>DFE has published Transport to School guidance which schools should use if they provide or commission their own transport; or use when working with the LA and transport providers when ensuring the transport needs of the pupils are met.</p> <ol style="list-style-type: none"> Consider the feasibility of being able to have groupings on school transport reflecting the bubbles pupils are in within school; Consider providing hand sanitizer on school transport; Consider extra cleaning of transport between groups of pupils; Organisation of queueing and boarding; Distancing within vehicles if possible; The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet. Communicate protocols and expectations to parents and pupils before the start of the Autumn Term. For more detail, click here. <p>10.2) Public transport</p> <ol style="list-style-type: none"> If feasible, work with partners to stagger start and finish times to minimise the numbers of pupils traveling on public transport during rush hours; Encourage parents/carers, staff and pupils to walk or cycle to school; Consider the feasibility of establishing “walking buses”; Investigate working with the LA to secure funding to support walking or cycling to school. Remind parents/carers and pupils that wearing face coverings is mandatory for children over the age of 11 on public transport; Ensure families who use public transport are aware of the safer travel guidance for passengers. | | <p>who operate in a COVID safe manner.</p> <p>Where the minibus is used, the drivers will operate in a COVID safe manner and disinfect the seating areas when required.</p> <p>For students on public transport, the transport companies have their own COVID safety arrangements in place. Parents will be encouraged to let their child walk to school.</p> | |
| 11) Risks to vulnerable groups within the school population | ✓ | ✓ | <ol style="list-style-type: none"> School should be aware of any pupil, staff or family member with a serious underlying health condition; | G | Communication with parents/carers has been maintained and | Y |

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| | | | <p>appropriate for the staff member to return to the workplace and if so what control measure are required. Schools People Risk assessment.</p> <p>b) Based on the People Risk assessment outcome and where appropriate control measures can be implemented the Staff member may be able to return to work.</p> <p>c) It is important that all staff are properly risk assessed before returning to work. It is also strongly advised that where possible, deployment options are discussed with this group of staff to enable remote working.</p> <p>d) If based on the people risk assessment and all appropriate control measures are in place, (these must include stringent hand and respiratory hygiene practices and <u>strict social distancing</u>.) The individual may be able to return to the work place as long as all these can be observed at all time. Advice for guidance on shielding and protecting the extremely vulnerable.</p> <p>e) People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p> <p>f) Where staff have characteristics that put them more at risk (see Covid-19: review of disparities in risks and outcomes report) and are concerned about returning to work, discuss concerns and risk assess individually;</p> <p>For other staffing considerations, including staff support, deployment, recruitment, temporary and peripatetic, ITT trainees, staff leave etc. see Actions for Schools – guidance for full opening Section 2 and scroll down to the appropriate section.</p> | | <p>precautions whilst in school.</p> <p>RA's for BAME staff have been carried out and concerns noted and acted upon.</p> | |
| 12) Estates considerations | ✓ | ✓ | <p>a) As all staff and pupils will need to wash their hands more frequently, some schools may wish to consider installing extra wash basins.</p> <p>b) Where schools have electric hand driers, these can be used, but pupils (and staff) must wash their hands</p> | G | Due to the fabric of the building and plumbing 'lines' this would be very difficult. Extra | Y |

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| | | | <p>thoroughly for 20 seconds following PHE guidance. See “six steps to hand-washing” poster in KS2 lesson and NHS video. They must then follow the hand drier manufacturer’s instructions for drying hands (usually to hold hands under the air stream for 30 – 40 seconds without rubbing hands together until dry).</p> <p>c) Ensure all statutory safety checks are carried out;</p> <p>d) Where buildings have been closed or have had reduced occupancy, follow the guidance on Legionella risks during the coronavirus outbreak;</p> <p>e) Ensure all classroom windows that can be opened are able to be opened safely. Safety devices may need to be fitted in some instances;</p> <p>f) Where the school has an air conditioning system, follow advice in the Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak.</p> <p>g) Refer to guidance on managing school premises during the Coronavirus (Covid-19) outbreak.</p> | | <p>sanitiser stations will be made available in September.</p> <p>All legionella checks carried out as scheduled by Engie. All rooms to be used have adequate ventilation. The school do not have an air conditioning system. It is an air circulation system which pulls in fresh air from outside (roof).</p> | |
| 13) Educational Visits | ✓ | ✓ | <p>a) Day visits can now resume with an appropriate risk assessment and in line with the protective measures in place in school and the Covid secure control measures at the destination;</p> <p>b) Schools should conduct pre-visits;</p> <p>c) Schools should be aware of wider advice on visiting indoor and outdoor venues. Contact julie.hemingway@blackburn.gov.uk for support in planning visit during the Covid-19 outbreak;</p> <p>d) Pupils and staff should stay within the same consistent groupings they are in in school;</p> <p>e) All levels of visits should be submitted for approval to the appropriate person within the timescale set out in Requirements for Off-Site Visits and Adventurous Activities (see guidance section on Evolve);</p> | G | <p>The school will ensure that all day visits are fully risk assessed and that pre-visits are conducted. There are plans for visits to the Youth Zone and local parks.</p> | Y |

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| | | | <p>f) All visits must have a contingency for dealing with a child or member of staff who starts to display symptoms of Covid-19 on a visit;</p> <p>g) There is no start date for when residential visits in the UK or abroad can resume.</p> | | | |
| 14) Extra-curricular Provision | ✓ | ✓ | <p>a) Where schools are resuming breakfast and after school provision, they should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible;</p> <p>b) If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups;</p> <p>c) Schools should advise parents to limit the number of different wraparound providers they access, as far as possible;</p> <p>d) Contact sports should not take place;</p> <p>e) For further detail, please see the guidance produced for summer holiday childcare, available at Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak. The LA has produce a risk assessment from this document. Please contact julie.hemingway@blackburn.gov.uk for a copy.</p> | G | <p>Breakfast is being provided within school and distributed to bubbles.</p> <p>There are no extra-curricular clubs or after school provision at the moment.</p> <p>Contact sports will be avoided.</p> | Y |
| 15) Behaviour Expectations | ✓ | ✓ | <p>a) Update the behaviour policy in line with new school rules/procedures;</p> <p>b) Set out clearly at the earliest opportunity the consequences for deliberately breaking the rules to reduce the transmission of Covid-19;</p> <p>c) Work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs;</p> | G | <p>The new behaviour expectations have been communicated with all parents/carers before the start of term. All pupils have also been briefed by class teachers at the start of term.</p> | Y |

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| 16) Contingency plans for future outbreaks | ✓ | ✓ | <p>a) For individuals or groups of self-isolating pupils, remote education plans should be in place. For further details, see here;</p> <p>b) Have a contingency plan in place should PHE Health protection Team or the LA advise school to close to all but vulnerable children and the children of key workers to reduce transmission rates;</p> <p>c) Remote education support must be ready to be put in place immediately in the event of a local lockdown (see link in a) above)</p> | G | <p>In the event of a bubble having to isolate, then the school has a remote learning strategy in place to enable pupils to continue to learn.</p> <p>In the event of a mass outbreak, then the advice from the PHE Health Protection team will be followed. If the school has to close, then the school will only be open for vulnerable children and the children of key workers identified by the relevant risk assessment.</p> | Y |
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Head Teacher Signature: *L Cattrell*

Date:

Date of Review:

Chair of Governors/Trust CEO:

Date:

Date of Review:

Local Authority/Trust CEO:

Date:

Date of Review:

Appendix A

Advice for First Aiders in Schools/Early Years Settings during Covid-19

We recognise that first aid remains a crucial skill even as the country deals with the COVID-19 pandemic. We have put together the below advice for first aiders so that you can continue to support others where required and keep yourself safe.

Government guidance on first aid response during Covid-19 can be found [here](#).

Keep yourself safe

During the Covid-19 pandemic, it is recommended that you wear gloves and a facemask for all first aid incidents. Eye protection and an apron may also be required, where there is a risk of coming into contact with bodily fluids. PPE can be found with/in first aid kits.

Please see Public Health guidance on how to safely put on ([don](#)) and take off ([doff](#)) PPE, advice posters should be located with first aid kits. It is recommended that employees who are first aiders familiarise themselves with safe use of PPE as soon as possible, so they are able to keep themselves and the casualty safe, when they respond to a first aid incident.

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty. Avoid touching your mouth, eyes and/or nose.

Ensure that you do not cough or sneeze over a casualty when you are treating them, if you need to cough, do this into your elbow.

- Do not lose sight of other cross contamination that could occur that is not related to COVID-19.
- Wear gloves at all times
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely – double bag and place in a bin
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound

Cardiopulmonary resuscitation (CPR) – Adults

Full statement from the Resuscitation Council can be found [here](#)

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (this would be a “dynamic risk assessment” at the time) and adopt appropriate precautions for infection control.

Do not go down close to the casualty to check breathing just look at the chest and abdomen. Ring 999, ensure you are wearing a mask and start compressions.

For adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; **perform chest compressions only**. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest due to lack of oxygen).

If a decision is made to perform mouth-to-mouth ventilation, you must use a resuscitation face shield or mask from your first aid kit.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on isolation.

Cardiopulmonary resuscitation (CPR) – Paediatric Advice

We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, **the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation, call 999 immediately.**

The importance of calling an ambulance and taking immediate action cannot be stressed highly enough. If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths may increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

If a decision is made to perform mouth-to-mouth ventilation, you must use a resuscitation face shield or mask from your first aid kit.

Paediatric First Aid Ratios and Validity

Current guidance states that if children aged 2-5 are within a setting, providers must use their 'best endeavours' to ensure one person with a full PFA certificate is on-site. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a risk assessment and ensure that someone with a current First Aid at Work or Emergency PFA Certification is on site at all times children are on premises.

'Best endeavours' means to identify and take all the steps possible within your power, which could, if successful, ensure there is a Paediatric First Aider on site when a setting is open, as per the usual EYFS requirement on PFA.

New entrants (levels 2 and 3) will not need to hold a Paediatric First Aid (PFA) certificate within their first 3 months in order to be counted in staff:child ratios, during the COVID-19 outbreak.

Additionally, if PFA certificate requalification training is prevented for reasons associated directly with COVID-19, or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020.

Providers remain responsible for ensuring all children in their care are kept safe at all times.