

LATHOM HIGH SCHOOL RISK ASSESSMENT – COVID-19

Full School opening arrangements during COVID-19 restrictions from 1 September 2020

Headteacher:	Jane Galbraith	Date of Assessment:	17 August 2020
Signature:			
		Planned Review Date:	Wednesday 2 September and/or when any relevant guidance is updated
Member of staff undertaking the risk assessment:	Jan Marshall	Date communicated to staff:	As and when required. See staff briefing notes (Monday, Wednesday, Friday)

VERSION CONTROL		
VERSION	DATE	NOTES
1.0	13/08/2020	Initial assessment of guidance
1.1	17/08/2020	Guidance from other sources collated into the RA and context considered
1.2	20/08/2020	Review by Core SLT
1.3	21/08/2020	Updates following review by SLT. Staff and parent guide created us baseline information from the RA
1.4	27/08/2020	Curriculum review completed and added as appendix 1.0
1.5	28/08/2020	Review of guidance Facial coverings Clean classroom Test kits
1.6	02/09/2020	Curriculum review updates, added as appendix 1.0
1.7	03/09/2020	Amendments to cleaning routine and introduction of bleach as a cleaning product
1.8	16/09/2020	Review of LCC risk assessment and DfE guidance

		<ul style="list-style-type: none"> 1. Managing a single confirmed case of COVID-19 (see control measures) 2. New process for reporting a confirmed case (see control measures)
1.9	07/10/2020	Amendment to entry procedures for staff. All staff must wear a face covering when entering the building. Communicated to staff 07/10/2020
1.10	16/10/2020	Update to acknowledge newly released 'Local COVID alert level framework' and West Lancashire move into Tier 3 very high
1.11	22/10/2020	Core SLT review of Covid-19 data and Tier 3 guidance
1.12	03/01/2021	Core SLT review of Covid-19 guidance and introduction of lockdown
1.13	11/03/2021	Review of DfE guidance regarding wider re-opening of schools – linked guidance documents School Operating Plan LCC Covid-19 update LCC Public Health Guidance Introduction of Mass Testing and LFT home testing
1.14	24/05/2021	Review of DfE guidance and Lancashire Public Health Guidance regarding mask wearing, VOC and School Summer Term Operating Plan
1.15	11/06/2021	A decision has been made by the Headteacher to make it compulsory to wear face masks in the classrooms and on the corridors with immediate effect.

	Area of risk	Control Measures
		<p>KEY: Green: added by school, guidance and latest review date Yellow: school action</p>
1.	Changes to official COVID-19 guidance and advice	<ul style="list-style-type: none"> • School regularly refers to official advice from the DfE, PHE, HS&Q and HR Review of National Guidance for full opening of schools Guidance source: Appendix 1.0 https://www.gov.uk/coronavirus/education-and-childcare 7 August 2020 <ul style="list-style-type: none"> ○ LCC Schools HR guidance via email and Portal ○ LCC Health & Safety COVID-19 web page via Portal • School Action: JM to keep up to date with official COVID-19 Guidance and update the risk assessment and stakeholders as required.
2.	Vulnerable & extremely vulnerable staff or pupils with pre-existing health conditions	<ul style="list-style-type: none"> • Staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield were advised by the Government that they can return to work from 1 August 2020 as long as they maintain social distancing. School Action: JM to speak to relevant staff and complete individual health risk assessment if required. All staff to be reminded that if they feel they are at risk due to a health concern to let JM know. • Pupils who were considered to be clinically extremely vulnerable and received a letter advising them to shield are/were advised by the Government that they can return to school from 1 August 2020 (when the rest of their class returns). School Action: SLT to review student health data and contact relevant parent/carer, and if required, JM to complete individual health risk assessment • If infection rates rise in local areas, individuals (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore may be temporarily absent. School Action: SLT to review suggested amendment ‘If infection rates rise in local areas,

	Area of risk	Control Measures
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		<p>individuals (or family members) from that area, and that area only, will be asked to seek medical advise, and therefore may be temporarily absent. <u>Guidance Source:</u> https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do</p> <ul style="list-style-type: none"> • Staff/students who live with those who are clinically extremely vulnerable or clinically vulnerable or have comparatively increased risk from coronavirus (COVID-19) attend school as normal. <u>Guidance Source: guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</u>.

3	<p>School Transport</p> <p>Guidance source: - Appendix 1.1 Guidance for Schools- COVID-19 Dedicated School Transport 18 August 2020</p>	<ul style="list-style-type: none"> • The majority of students travel to LHS on the dedicated school bus, walk, cycle or are dropped off. A very small number of students may use public transport. School Action: A staggered start/finish time is not required to enable travel to take place on public transport outside of peak times. • Students on dedicated school services do not mix with the general public on those journeys. Therefore the usual social distancing measures will not apply from the autumn term 2020 on dedicated transport School Action: JM ongoing consultation with LCC and A1 Travel School Action: JM Review A1 Risk Assessment including cleaning routines School Action: SLT Inform parents of bus fare increase and payment procedure – increase from £2.80 to £3.00 No change will be given • The existing system of managing queuing, boarding and disembarking from transport will remain. School Action: SLT Consider bus seating plan to keep year group bubbles together as much as possible as no additional transport will be available • Students over the age of 11 are recommended to wear face coverings School Action: SLT inform parents • Review safety measures for staff to travel on dedicated school bus service. No guidance available. School Action: SLT Consider asking staff to volunteer with the proposed control measures in place:- PPE – mask, visor and gloves, immediately after returning to school washing their hands thoroughly with warm running water and hand soap for at least 20 seconds. • As requested by LCC, school to keep a daily record of students travelling on the dedicated school transport. School Action: SLT develop record template (use seating plan?) to support test and trace. A1 Travel to be informed if a student/staff who travelled on the service subsequently tests positive for COVID-19
4	Students arriving to school	<ul style="list-style-type: none"> • All classrooms have a hand sanitiser station. On entry to the building move directly to the tutor base and immediately sanitise hands School Action: SLT Consider separate access/egress points for year groups. • Reusable face coverings must be placed in a plastic bag that the wearer has brought with them and stowed in a safe place such as a school bag to be taken home School Action: Inform staff and students • A covered bin is in place for non-reusable face coverings on arrival at the school grounds School Action: SLT Add instruction to duty rota. Order bins
5	Staff arriving to school	<ul style="list-style-type: none"> • All staff must access the building via the front entrance and use their existing ID card to verify entry into the building via the Invenry system • Upon arrival, all staff to wash their hands thoroughly, using the staff toilets on the middle floor

		<ul style="list-style-type: none"> • School Action: SLT Inform staff
6	Hand washing and sanitisation	<ul style="list-style-type: none"> • Posters are displayed around school on good hand washing and hand sanitisation technique
7	Student access to toilets	<ul style="list-style-type: none"> • Lesson time – allocated year group toilets open? • Break/lunchtime – allocate year group toilets • School Action: SLT Review above bullet points • Enhanced cleaning routine in place to clean all toilets hourly
8	Catering	<ul style="list-style-type: none"> • Review of menu planner to ensure compliance with food regulation guidance and feasibility of products due to proposed increase in time of lunch service • Installed cashless catering to support COVID-19 secure response to avoid cash handling • Installed hand sanitiser stations in two areas of the dining room to ensure good hand hygiene prior to eating School Action: SLT Inform duty team and students • Installed two COVID secure and anti-vandal fresh water units in the dining room to replace all plastic bottles. Additional units installed on each floor. School Action: SLT inform staff, students, parents. Consider Lathomised water bottles • School Action: SLT to consider staggered break and lunchtime to support year group bubbles and cleaning of surfaces and touch points after each service <p>Wk1 No break service – grab bag lunch for FSM students only. All other students to bring packed lunch/drinks/break snack Consider where break and lunch could be eaten</p> <p>Wk2 – limited break service for all. Consider staggered times Limited lunch service for all, consider staggered times 2 hour lunch = each year group 15 mins to eat, 10 mins to clean dining room) Staffing?</p> <ul style="list-style-type: none"> • Enhanced cleaning routine discussed with catering team and appropriate PPE provided to ensure no cross contamination between food service and cleaning routine • Review measures with Food Service Options School Action: JM
9	Not yet reviewed Curriculum Delivery	<ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; • Classroom based resources, such as books and games are used and shared within the bubble; these are cleaned regularly, along with all frequently touched surfaces; • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles;

		<ul style="list-style-type: none"> • Resources that are shared between classes or bubbles, such as sports, art and science equipment are 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; • Pupils are only allowed to bring essentials into school each day including school bag, lunch boxes, hats, coats, books, stationery and mobile phones; • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development. Unnecessary sharing including the sharing of items that do not contribute to a pupil's education or development is not permitted; • Shared resources are cleaned frequently and meticulously and before being shared and taken home or; • Shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home; •
	<p>Not yet reviewed Curriculum Delivery</p>	<ul style="list-style-type: none"> • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable and maintaining social distancing based on the age and ability of the pupils and the feasibility of measures when offering a broad curriculum; • Pupils have been placed in 'class bubbles' and interaction between other classes minimised as far as is reasonably practicable; • Pupils have been placed in 'class bubbles' for core subjects but are mixed in some curriculum subjects. Interaction between other years groups is minimised as far as is reasonably practicable; • Following an assessment of the school circumstances and the practical logistics, pupils have been placed in 'year group' bubbles to enable the school to offer a full curriculum. Interaction between other years groups is minimised as far as is reasonably practicable; • Settings offering alternative provision take steps to minimise social contact and mixing as far as is practicable; • Smaller alternative provision settings have adopted a whole school bubble approach in order to best meet the needs of the pupils; • Classrooms are not shared with other class groups; • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; • Start and finish times are staggered to keep groups apart as they arrive and leave school;

		<ul style="list-style-type: none"> • Start and finish times and breaks are staggered to ensure that corridors or circulation routes have a limited number of pupils using them at any time and to reduce mixing between groups; • Children in different groups are encouraged not to play together/socialise at break times. Breaks are staggered to restricted the number of children playing at one time and groups are supervised and kept apart as far as possible; • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of different groups of pupils; • Where possible rooms are accessed directly from outside; • A one-way circulation route along corridors is in operation; • As far as practicable groups will be kept apart with only brief transitory contact where this is unavoidable; • Large gatherings such as assemblies or collective worship with more than one group is prohibited; • Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible; • When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene;
	<p>Not yet reviewed Curriculum Delivery</p>	<ul style="list-style-type: none"> • Secondary school staff take active steps to maintain a 2 metre distance from their pupils at all times including staying at the front of the class, limiting face to face contact and minimising the time spent within 1 metre distance of anyone; • Staff to maintain a 2 metre distance from each other at all times; • All staff and pupils are expected to adhere to the current social distancing guidelines as far as is reasonably practicable; • Where space allows, pupils who are old enough are supported to maintain a distance from each other and are encouraged not to touch staff and their peers where possible; • Where staff or pupils cannot maintain social distancing due to space restrictions the risk is reduced by keeping pupils in smaller, class-sized group bubbles; (See above) • Classrooms have been adapted to support social distancing where possible including; <ul style="list-style-type: none"> — seating pupils side by side and facing forwards, rather than face to face or side on; — moving unnecessary furniture out of classrooms to make more space; • Where practical desks have been assigned to individuals or to the smallest number of pupils

		<p>possible. Where desk sharing cannot be avoided desks are wiped down between changes of pupils;</p> <ul style="list-style-type: none"> • As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; • Where mechanical ventilation is present, re-circulatory systems have been adjusted to full fresh air. Where this is not possible mechanical ventilation systems have been switched off; • <i>(Provide further detail about your specific arrangements here).</i>
	<p>Not yet reviewed Curriculum Delivery</p>	<ul style="list-style-type: none"> • Singing, and playing wind and brass instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies; • During music lessons or clubs involving singing, shouting or the playing of wind and brass instruments group sizes will be restricted to 15; • A 2 metre social distance will be maintained and pupils will be positioned back to back or side by side; • Instruments will not be shared where at all possible, where this is not possible frequent cleaning of instruments between use will take place; • When practical, singing and wind/brass instruments will be played outside. If this is not possible windows will be opened to encourage good ventilation. <p><i>Further detailed DfE guidance will be published shortly</i></p>
<p>10</p>	<p>Cleaning and sanitisation of work areas, classrooms and corridors Guidance source: Appendix 1.0 https://www.gov.uk/coronavirus/education-and-childcare 7 August 2020</p>	<ul style="list-style-type: none"> • Increased cleaning routine with hours re-directed between the hours of 10am – 5pm, change of contractor hours agreed. School Action: SLT Issue timetable to cleaning team to enable classroom sanitisation to be scheduled School Action: JM Cleaning checklist in place to support review of effectiveness/impact of change • Hand sanitisation units installed in all teaching spaces, toilets and dining room. School Action: inform staff, students and parents – staff and parents to sanitise hands when entering and exiting • Cleaning fluid and cloth available in all teaching and office spaces to support regular cleaning of surfaces, touch points, resources and IT hardware School Action: Update staff and parents • Bottles of hand sanitiser available in all office spaces • Office spaces reviewed to ensure adequate ventilation and social distancing where possible School Action: re-designate work area for JJ and CH • School reception layout rearranged to facilitate side by side working and screening installed to protect office staff when dealing with visitors.

11	Staffroom/staff toilets/work areas	<ul style="list-style-type: none"> • Staff are advised to maintain social distancing of 2 metres and reduce face to face contact in the staffroom School Action: SLT Inform staff. Floor markings, remove some furniture - required? • Staff are encouraged to bring their own food to work or purchase from the school canteen. Staff are encouraged not to purchase food off site to prevent possible transmission of the COVID-19 virus through contact with other people and/or contaminated surfaces. School Action: Inform staff • Classroom space for PPA School Action: SLT to review available classrooms and if necessary group staff, ensuring cleaning routine and social distancing measures in place. Inform staff. • Staff toilets School Action: cleaned hourly. Inform staff
12	Meetings	<ul style="list-style-type: none"> • As a general rule meetings are to be held remotely wherever possible. • Governor meetings – remote meetings for the Autumn Term. School Action: Core SLT sign off • Parent meetings – telephone meetings wherever possible. If a face to face meeting is absolutely necessary ensure minimum number of participants, whilst observing social distancing rules either in an outdoor space or well ventilated area indoors. School Action: SLT nominate meeting place (PL office to not be used). Hand sanitiser and disinfectant and cloth provided in designated meeting rooms where handwashing facilities are not immediately available. School Action: Floor markings are used in designated meetings rooms to help participants to maintain appropriate social distancing. • Staff briefing – staff briefing to be held in the Arts Theatre with staff socially distanced School Action: SLT Inform staff. Seating plan? • Department meetings –suitable space, socially distanced. Most likely largest classroom in the department School Action: Inform staff • SFIT/LDG/CPDL - School Action: SLT review available space • Line management meetings – School Action: SLT allocate suitable office space, socially distanced • Off site meetings – if staff are invited to a meeting off site they must first discuss the risk relating to COVID-19 with JM School Action: Inform staff • Any other meetings? Safeguarding?
13	Visitors to school and deliveries	<ul style="list-style-type: none"> • Visitors to site are limited to essential persons only and wherever possible by appointment only. • Supply teachers, and/or other temporary staff are permitted and can move between schools School Action: SLT JJ to update Cover Guidance - minimise contact and maintain as much distance as possible from other staff. • Specialists, therapists, clinicians and other support staff for students will provide interventions as usual following the Government's guidance and the school's strict hygiene and social distancing rules

		<p>e.g. hand washing/sanitisation upon entry School Action: SLT TM to update visitor protocol</p> <ul style="list-style-type: none"> • Visitor/Contractor site rules & procedures have been revised to include additional controls to mitigate the risk of transmission of COVID-19 School Action: SLT FNJnr to update contractor guidelines • Inventory has been installed to prevent the handling of pens and paper by multiple people. School Action: SLT TM to update visitor protocol to ensure visitor records are available for track and trace purposes • The number of site deliveries reduced where possible. Procedure is in place to wipe down deliveries with sanitiser on entering the school premises where possible. Staff handling deliveries will observe good hand hygiene, washing hands using warm, running water and soap for a minimum of 20 seconds or using hand sanitiser after handling new deliveries that have not been sanitised. School Action: SLT FNJnr to update H&S policy
14	Fire Evacuation	<ul style="list-style-type: none"> • In the event of a fire alarm, staff, students, visitors do not have to stay 2m apart if it would be unsafe but should do so where this is possible School Action: Inform staff and update fire evacuation plans
15	<p>First Aid and Medical Room Guidance source: Appendix 1.0 https://www.gov.uk/coronavirus/education-and-childcare 7 August 2020</p> <p>Guidance source: Appendix 1.2 https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders 30 July 2020</p>	<ul style="list-style-type: none"> • Medical room provision set up, PPE provision available in medical room, Adequate ventilation and access to toilet • Nominated COVID-19 First Aiders – JM and JMG. School Action: Inform staff • All first aiders to receive updated guidance training School Action: SLT JM to deliver on INSET? TM to ensure first aid training for lapsed certificates is scheduled asap and no later than the 30 September as this is the current extended timeframe
16	<p>PPE Guidance source: Appendix 1.0 https://www.gov.uk/coronavirus/education-and-childcare 7 August 2020</p>	<ul style="list-style-type: none"> • Adequate levels of PPE have been purchased to support cleaning, catering and first aid • Visors have been purchased for all staff to wear if they choose to School Action: SLT review
17	Home visits/AP visits	<ul style="list-style-type: none"> • Staff intending to schedule an off site visit must first discuss the risk relating to COVID-19 with JM School Action: SLT Inform staff
18	Staff Wellbeing	<ul style="list-style-type: none"> • It is intended that staff will feel supported returning to school through staff briefings/updates/training and where relevant individual return to work plans. • Staff are able to contact colleagues, union rep or managers for advice and support, or just for

		<p>reassurance, during the normal working day</p> <ul style="list-style-type: none"> • Staff can report concerns over breaches of school safe working policy/guidelines so that intervention can occur either anonymously or direct to the H&S manager • Where a member of staff returning to the workplace has raised concerns about their safety or wellbeing due to the risk of COVID-19, where necessary JM will complete a risk assessment addressing COVID-19 concerns for an employee to help identify key concerns and any further adjustments required to support them at work; • The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available; • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.
19	<p>Staff, students & household members displaying signs of COVID-19</p> <p><i>The main 3 symptoms of coronavirus are:</i></p> <p><i>1. high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</i></p> <p><i>2. New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</i></p> <p><i>3. loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal</i></p>	<ul style="list-style-type: none"> • Staff, parents and pupils are made aware of COVID-19 symptoms Guidance source: https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus School Action: SLT update staff and parents • Staff, other adults and students are instructed not to come into school if they or members of their household have coronavirus (COVID-19) symptoms, in-line with the guidance for households with possible coronavirus infection. School Action: SLT update staff and parents. Create Q&A sheet. TM to update visitor guidance and procedures. • Staff or students showing COVID-19 symptoms are sent home, reminded to self-isolate for 10 days and instructed to arrange a test to see if they have COVID-19; • Staff and parents are advised that other members of their household (including any siblings) should self-isolate for 14 days from date of onset of symptoms; • Staff and parents have been instructed to inform school immediately of the results of a test so that an assessment can be made of the potential impact on school; • If someone tests negative, if they feel well and no longer have any symptoms similar to those identified for coronavirus (COVID-19), they can stop self-isolating. They may still have another virus, such as a cold or flu, therefore it is still advisable to avoid contact with others until they recover. However other members of their household can stop self-isolating; • Staff who have assisted someone who has taken ill with COVID-19 symptoms and any pupils who have been in close contact with them, will wash their hands with warm, running water and soap for a minimum of 20 seconds. They do not need to go home unless they display the symptoms themselves or are advised to do so by NHS Test and Trace or Local Health Protection Team;

		<ul style="list-style-type: none"> • If a pupil displays symptoms their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be placed in a separate room until they can be collected, whilst being mindful of the individual pupils' needs; • Ideally, a window will be opened in the room for increased ventilation; • If it is not possible to isolate the pupil e.g. if it causes them undue distress or they need to remain under adult observation, an assessment will be carried out to see whether it is sufficient to move them to an area which is at least 2 metres away from others; • If an individual (adult or child) showing COVID-19 symptoms, needs to use the bathroom while waiting to go home, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected before being used by anyone else; • The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people as per the COVID-19: cleaning of non-healthcare settings guidance; • When caring for someone with symptoms of coronavirus (COVID-19) a face mask should be worn if a distance of 2 metres cannot be maintained. If direct contact is necessary, then gloves, an apron and a face mask should be worn; • If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting, or vomiting, then eye protection will also be worn by the supervising adult.
20	Staff, pupils & household members test positive for COVID-19	<ul style="list-style-type: none"> • If someone tests positive, they are instructed to follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' self-isolating for at least 7 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. They will be advised that other members of their household must continue self-isolating for the full 14 days; • The School will contact the local health protection team as soon as they have been notified of a positive result. (This team may also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace); • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate; • Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact

		<p>means:</p> <ul style="list-style-type: none"> — direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); — proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; — travelling in a small vehicle, i.e. a car, with an infected person; <ul style="list-style-type: none"> • School will keep a record of pupils and staff in each group (bubble) and any close contact that takes places between children and staff in different groups. School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others; • Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms; • If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they are instructed to follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and instructed to get a test; • If the test is negative they are instructed to remain in isolation for the remainder of the 14-day isolation period as they could still develop the coronavirus (COVID-19) within the remaining days; • If the test result is positive, they are instructed to inform school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period); • They are advised that their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.
21	Outbreak of Covid-19 within school	<ul style="list-style-type: none"> • The school will work closely with the local health protection team if there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected. The local health protection team will advise if additional action is required; • Schools is aware that in consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.
22	Additional Risk Assessment	<ul style="list-style-type: none"> • Black and Asian and Minority Ethnic (BAME) communities seem to be at greater risk from Covid-19. • School Action: SLT Consider if additional control measures are required to mitigate risk for any

Black, Asian and Minority Ethnic (BAME) staff/students

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in (Name of school)

Signed:

Name:

Risk Assessor:

CONTROL MEASURES

Version control update 1.7	Introduction of bleach as a cleaning product	<p>Household bleach to be used as a diluted cleaning product in all areas of school cleaning. Bleach is a hazardous chemical and is carefully managed to ensure appropriate use. Cleaning staff have been instructed on safe use and storage.</p> <p>Touch point cleaning is a system of cleaning that focuses on high-traffic areas, specifically 'high touch points' i.e. surfaces that people will regularly touch with their hands.</p> <p>High-traffic areas include:</p> <ul style="list-style-type: none"> <input type="radio"/> Building entrances <input type="radio"/> Reception areas <input type="radio"/> Classrooms <input type="radio"/> Offices <input type="radio"/> Kitchens <input type="radio"/> Toilets 	Storage in JM office locked in a cabinet and controlled measurement of use by cleaning staff with records kept.	JM
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		<ul style="list-style-type: none">○ Communal areas○ Sitting/lounge areas○ Stairs○ Lifts○ Corridors○ Waiting areas <p>Items/surfaces that will require more regular 'touch point' cleaning include:</p> <ul style="list-style-type: none">○ Cupboards, worktops and shelves that are in use○ Doors, push plates, handles, keypads○ Touchscreen sign-in systems○ Switches, sockets, glass partitions○ Desks, tables and chairs○ Kettles, hot or cold water dispensers, and fridges○ Lift buttons○ Stair rails, hand rails○ Toilet seats, bowl. flush and cistern, dryers (if in use)○ Sinks, taps and mirrors○ Cubicles/partitions○ Shared toys or play equipment○ Shared work equipment e.g. computers, laptops, keyboards, touchscreen devices		
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<p>Version control update 1.8</p>	<p>Updated Guidance for Managing Single Cases of C19 in a School</p> <p>As outlined in the bulletin on Friday 11th September, there is now a new process in place agreed with the local Health Protection Team.</p> <p>In order to avoid delays in schools being able to take protective actions, rather than contacting LCC and PHE we now are asking schools to make decisions regarding single cases and their contacts, following the guidance attached, then to report the outcome of your contact tracing on the secure LCC click sheet (the "C19 minimum dataset" attached is designed to ensure you have the necessary information to hand).</p> <p>Collected up to date guidance to support schools in this are attached as follows:</p> <p style="padding-left: 40px;"> Updated PHE NW schools resource pack version 2.6 Guidance for schools to manage single cases of confirmed COVID19 Poster on COVID for parents and schools "Warn & Inform" leaflet for parents C19 minimum dataset </p> <p>If your school identifies two or more confirmed unconnected cases (from different households), then please contact the local health protection team to notify them of a suspected outbreak.</p>	<p>JM</p>
<p>Version control update 1.8</p>	<p>The DfE's guidance for education and childcare settings sets out the process for managing confirmed positive cases of coronavirus (COVID-19) when the individual is known to have been in a school, college or early years setting. The DfE recognises that there have been some difficulties getting through to the local public health protection teams for advice on action to take on a positive case in the setting. As a result, from tomorrow (17 September), there will be a new dedicated advice service available to advise nurseries, schools and colleges who have been informed of a confirmed case(s) of coronavirus (COVID-19) in their setting (i.e. a pupil or staff member testing positive). The DfE are updating their guidance to reflect this change.</p> <p>The new advice service has been set up to advise the following education settings: early years settings including</p>	<p>JM</p>

	<p>nurseries; schools including primary schools, infant or junior schools, middle schools, secondary schools, boarding schools, special schools; and further education providers.</p> <p>This means that instead of calling your local health protection team when there is a confirmed case in your education setting, we will now be asking schools and settings to call the DfE’s helpline and you will then be directed to the dedicated NHS advice team for nurseries, schools and colleges with confirmed cases.</p> <p>From September 17th 2020, this new service can be reached by calling DfE’s existing helpline on 0800 046 8687 and selecting the option for reporting a positive case. The line will be open Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. Please only select this option if you have a confirmed case of coronavirus (COVID-19) within your nursery, school or college.</p> <p>Schools / settings will be put through to a team of advisors who will advise on what action is needed based on the latest public health advice, and work through a risk assessment to identify close contacts.</p> <p>This new process will free up capacity of the Public Health England’s local health protection teams to deal with more complex cases, for example special schools and universities, or outbreaks where there is more than one confirmed case. Advisors will be responsible for escalating these cases as necessary following a triaging of the relevant circumstances during the call.</p> <p>The DfE helpline also remains available for all other queries about coronavirus (COVID-19) relating to your education and childcare setting on 0800 046 8687. Please listen carefully to the available options and select the one most appropriate to your setting’s current situation.</p>	
<p>Version control update 1.11</p>	<p>Meetings Staff Briefing (Mon/Wed/Fri) - Online from Friday 23 October 2020 SLT morning meeting (daily) - online from Monday 2 November 2020 Departmental and ST after school meetings – remain face to face in appropriate space to socially distance, QA with line manager Line management meetings – online from Monday 2 November 2020</p>	

	<p>CPDL – online from Monday 2 November 2020</p> <p>Visitor Policy – review to ensure visitors to site kept to a minimum, including no dropping off student lunches, forgotten kit/resources etc</p> <p>Face Coverings – all staff to wear a mask (not visor) when on duty :- bus(am), morning, break,lunch, bus(pm) and, a visor or mask when social distancing can be in place e.g meetings.</p> <p>Site Manager to conduct a site review completing a checklist every morning recording :- Classrooms:- distancing in every classroom in place – e.g ensuring desks have not ‘crept’ forward, hand sanitiser stations are full, clean cloths are available and detergent bottles are full. In all other areas hand sanitiser stations are full and in good working order. Staffrooms (upper and lower floor) – furniture not ‘crept’ back in and the area is clean and tidy</p>	

Appendix 1.0 Curriculum Review

9	Not yet reviewed	<ul style="list-style-type: none"> • For individual and very frequently used equipment, such as pencils and pens, staff and pupils are instructed to have their own items that are not shared; • Classroom based resources, are cleaned regularly, along with all frequently touched surfaces and always between bubbles; • Resources that are shared between classes or bubbles, such as sports, art and science equipment are cleaned frequently and meticulously between bubbles; or alternatively allowed them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles • Pupils are only allowed to bring essentials into school each day including school bag, water bottle, lunch boxes, hats, coats, books, stationery and mobile phones; • Pupils and teachers are permitted to take books and other shared resources home that contribute to the pupil's education and development; • Shared resources are cleaned frequently and meticulously and before being shared and taken home alternatively shared resources are rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) before being shared and taken home;
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	<p>Not yet reviewed Curriculum Delivery</p>	<ul style="list-style-type: none"> • The school has applied the Government's principles of keeping groups separate (bubbles), keeping bubble sizes as small as is reasonably practicable whilst offering the full curriculum to all year groups; • Following an assessment of the school circumstances and the practical logistics, pupils have been placed in 'year group' bubbles to enable the school to offer a full curriculum. Interaction between other years groups is minimised as far as is reasonably practicable; • Classrooms are not shared with other bubbles; • Measures have been put in place to limit interaction, between groups (bubbles) as much as possible; • Classroom selection and timetabling have been carefully managed to reduce movement around the building and to prevent mixing of pupils from different bubbles; • Where possible rooms are accessed directly from outside; • As far as practicable groups will be kept apart • Avoidable large gatherings such as assemblies will not take part at this time • Pupils are kept in consistent groups during P.E and outdoor sports are prioritised where possible; • When indoor sport is unavoidable a large indoor space is used maximising distancing between pupils and scrupulous attention is given to cleaning and hygiene; • Cleaning of touch point areas is completed in between year group bubbles using the PE changing rooms • The same processes apply to extra areas utilised for changing for PE as those applied in the PE changing rooms • The DfE guidance for practical subjects is being followed and regularly reviewed • No group activities can take place at this time, any paired work must take less than 10 minutes, with no student movement around each classroom at this time
	<p>Not yet reviewed Curriculum Delivery</p>	<ul style="list-style-type: none"> • Secondary school staff take active steps to maintain a 2 metre distance from their pupils at all times including staying at the front of the class, limiting face to face contact and minimising the time spent within 1 metre distance of anyone; • Staff to maintain a 2 metre distance from each other wherever reasonably practical;

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| | <ul style="list-style-type: none">• Any member of staff working in close proximity to a student (Teachers, LSA, Academic Mentors, Learning Mentors, Cover Supervisor, AHOY) must wear a visor if supporting a student for longer than 15 minutes. Hand sanitising routines to also be scrupulously followed• Pupils are supported to maintain a distance from each other• Classrooms have been adapted to support social distancing where possible including;
— seating pupils side by side and facing forwards• Where practical desks have been assigned to individuals or to the smallest number of pupils possible.• At lesson changeover all classroom doors to remain open and bubble areas supervised by staff• As much as possible, fresh air is increased within buildings by opening windows and doors frequently to encourage ventilation, taking account of any potential security or fire safety issues; |
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