

Risk Assessment Form Version:9

For further info on risk assessment see: BHCC Risk Assessment Guidance

To calculate Risk Rating (R): assess the likelihood (L) of an accident occurring against the **most** likely impact (I) the accident might have, taking into account

Task / Activity Covered by the assessment	<i>Risk Assessment for the partial opening of Elm Grove Primary School during the COVID-19 Pandemic (updated at the start of the Spring Term 2021)</i>			National COVID-19 Alert Level (AL)	Likelihood (L)	X	Impact (I)	
				1	Almost Impossible	1	Insignificant (minor injury, no time off)	
Workplace	TO BE READ IN CONJUNCTION WITH BHCC H&S GUIDANCE DOCUMENT – based on the DfE's 'SYSTEM of CONTROLS' and DfE Guidance for full opening: schools			2	Unlikely	2	Minor (non-permanent injury, up to 7 days off)	
Date of Assessment	06.01.2021	Date Assessment to be reviewed	As required	3 Current Level	Possible	3	Moderate ((injury causing more than 7 days off)	
Person Completing	Louise Willard	Manager/ Head teacher	Louise Willard	4	Likely	4	Major ((death or serious injury)	
Staff involved in assessment	Louise Willard, James Waring, Theresa Young, Vitor Brito Casto			5	Almost Certain	5	Catastrophic (multiple deaths)	
					Low =1-3	Moderate = 4-7	Significant = 8-14	High = 15-25

How to use this Risk Assessment:

- This RA is used to mitigate the risk from COVID-19 and should be used alongside any other risk assessment for the task being undertaken.
- To calculate Risk Rating (R): assess the likelihood (L) of a member of staff/others contracting COVID-19, taking into account the control measures that will be in place against the **most** likely impact (I) of contracting COVID-19 might have **L x I = R**
- This risk assessment includes the national [COVID - 19 alert tool](#) (in the table above) as a guide/ baseline on the likelihood of infection **without control measures in place**. By introducing control measures the risk in the workplace should be no higher than the current Alert level and where possible the risk will be reduced to below the current level. The national level is based on the COVID-19's reproduction (R) number, a scientific measure of how fast the virus is spreading and as R reduces, the alert level will be lowered by the Government.
- **The risk assessment must be reviewed whenever the national Coronavirus alert level changes.**
- This risk assessments should be completed in consultation with all relevant union colleagues not just individual unions. As a minimum this must always include Unison, the GMB and the NEU. This will ensure that all your staff who are part of a union have been fully consulted on the issues.

What are the significant, foreseeable, hazards? (the dangers that can cause harm)	Who is at Risk?	Current National COVID-19 Alert Level	Current control measures (What is already in place/done)	Risk Rating			What additional controls can be put in place to reduce the risk further?	Revised Risk Rating			Sign as done
				L	I	R		L	I	R	
E.g Slip, trip or fall on wet flooring	- Staff - Visitors etc.	Tier 4 lockdown	- Barrier matting - Wet floor signs - No running rules (in schools)	3	2	6	- Introduce non-slip flooring to areas by external doorways - Provide cleaning/drying equipment for staff	2	1	2	

1.	Site not prepared for return of more pupils/staff	Pupils/staff	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • H&S check of the premises by site staff – in line with guidance for - Managing school premises which are partially open during the coronavirus outbreak (updated 7/7/20) – including, water/legionella, fire, alarm systems, gas, electricity etc. and continued use of Premises Inspection Checklists. • Cleaning/hygiene arrangements enhanced in line with government guidance: Cleaning in non-healthcare settings and Implementing protective measures in educational and childcare settings including: lidded bins in classrooms/other locations, availability of soap and hot water in every toilet and classrooms, sanitising wipes for cleaning of equipment, hand sanitiser, tissues (and disposal – double-bagging and emptying), following the ‘Catch it, Bin it, Kill it’ principles for the disposal of tissues. • Ensure good ventilation and in classrooms, improve this by opening windows every morning. • Movement around school – avoid creating busy corridors, entrances and exits - reduce possible contact between groups, maintain one-way systems one-way system introduced on stairs (middle staircase=up and far staircase=down), corridors divided to keep all walking to the left, staggered times for arrival/departure, lunch, breaks. Social distancing posters located around the school including the use of staff room, PPA rooms etc., identify any ‘pinch-points’, use of DorGuards or Mag-lock devices linked to fire alarm system to keep regularly used doors in an open position • All staff, and any visitors to the school, to wear face coverings when walking in and around the school site, unless they are within their own class pod or office area. 			<p>New Site Manager commenced role 16.12.20 – ensure thorough induction, especially around COVID risk assessment</p> <p>Children and staff encouraged to wear lots of layers to keep warm during cold weather Temperatures to be monitored across the school Follow H&S guidance: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p>		
----	---	--------------	---	---	--	--	--	--	--

- Parents and carers asked to wear face coverings at drop off and collection, leaving the site area swiftly
- Provide signage at school entrances/exits and on way to school to indicate changes to access
- Minimise number of resources and furniture etc. to enable cleaning – however, classroom based resources (e.g. books/games) can be shared within a ‘bubble’ and cleaned regularly, along with all frequently touched surfaces.
- Individual & very frequently used equipment – e.g. pencils/pens – not shared (staff/pupils have own items provided by the school).
- Review site signage to indicate physical distancing instructions, including floor markings, indicators, one-way routes etc. as minimising contact between individuals and maintaining social distancing wherever possible, remain important.
- Staff and pupil toilets to be cleaned during the day (additional Nviro cleaner booked daily from 1.30pm).
- Cleaning materials to be supplied in staff toilets - staff to wipe clean after use (paper towels supplied and replenished regularly)
- Review induction information for all staff, pupils and essential visitors (including peripatetic teachers and contractors who require access to site) – all to complete school ‘track & trace’ form.
- No entry signs for rooms not in use
- Maximum number of adults in every communal room are displayed. Staffroom used to store food and make hot drinks only – empty pod classroom or linked activity space to be used for pod staff rest area.
- Staff encouraged to do work from home as appropriate to reduce risk of transmission, eg PPA time, not in pod rota. Request staff do not

Furniture may require moving during lockdown 3 again to create more space in classrooms. Pod group size to be capped at 50% of usual class size unless official guidance suggests different. Groups can over spill into the sister class and the excess group be supported by the TA. New requests for places will be reviewed and added at the start of each new week.

				<p>use the Willow room if causes cross podding of staff (use PC's in vacant class spaces within own pods).</p> <ul style="list-style-type: none">• No cross podding of adults to take place anywhere in the school, unless staff wear face masks and are distanced.• Playground pods to be agreed and playtimes to be timetabled• Furniture minimised to enable cleaning• Water fountains taped off and notice displayed saying not to use								
--	--	--	--	---	--	--	--	--	--	--	--	--

2.	<p>Transmission of the virus</p> <p>Attendance</p> <p>Reduced staffing (due to self-isolation, illness or vulnerability) may result in insufficient supervision ratios/trained first aiders/ qualified staff to work with children with complex needs</p>	Infection to Staff, children, families, visitors and contractors	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, or who have someone in their household who does/has, do not attend school/childcare setting. – see https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms • School to tell children, parents, carers or any visitors, such as suppliers/providers not to enter the education or childcare setting if they are displaying any symptoms of coronavirus or have tested positive in the last 10 days. • School to request that parents/carers of children closely monitor children for signs of Covid-19 symptoms in line with PHE, NHS, Government & DfE guidelines (e.g. unwell with a new or continuous cough, high temperature, loss/change of taste or smell etc.) BEFORE drop-off and do not bring child to school if child/household member is symptomatic. • Ensure symptomatic child/staff member isolates at home for 10 days from when symptoms started and the members of their household for 14 days. Parent to obtain test for the child and staff to obtain a test for themselves including any other symptomatic household members. If negative test result, child/staff can return to school once well and family members can stop self-isolating (follow the guidance on testing on the NHS testing web page) • Contact PHE SE HPT by email SSHPU@phe.gov.uk to notify of single symptomatic case for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart (incl. cleaning requirement etc.) on BEEM designated COVID-19 page. Out of hours number – 0844 967 0069. • Where a child/children/staff member/s tests positive, the rest of their group may be sent home and advised to self-isolate for 14 days (as guided by public health). Contact PHE SE HPT on 03442253861 							
----	--	--	--	--	--	--	--	--	--	--	--

				<p>/ Out of hours number – 0844 967 0069 to notify of single symptomatic/confirmed case AND also where 2 or more confirmed cases in the same group/class - for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart Other household members of this wider group do not need to self-isolate unless their child starts to have classic symptoms or instructed to do so by public health.</p> <ul style="list-style-type: none">• The school must engage with the NHS Test and Trace procedure where a member of staff or pupil is symptomatic or has been diagnosed.• Communicate to staff, parents/carers they need to be ready and willing book a test, self-isolate and inform school of the result of NHS Test & Trace.• Free coronavirus (COVID-19) test booked via the online booking portal but in exceptional circumstances – i.e. where there may be barriers to accessing testing elsewhere – school holds a small supply of home test kits. These are stored securely at ambient room temperature (5-22°C)• School to take advice from PHE if other children in that group are symptomatic.								
--	--	--	--	--	--	--	--	--	--	--	--	--

2.	Transmission of the virus continued		National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> Shielding advice for all adults and children paused on 1 August 2020 - current advice on shielding Pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, school will immediately/continue to offer access to remote education The COVID-19 Individual Risk Assessment used to assess the potential risks to a vulnerable person to return safely, and to be offered to all staff returning to work/ the workplace to identify and address staff concerns about returning and to agree what additional control measures will be in place. Clinically extremely vulnerable staff advised to shield and work from home from 4.1.21 – see guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19. Clinically vulnerable staff and pupils should follow medical advice. Where they have to spend time within 2 metres of other people, settings must carefully assess the risks and determine whether this involves an acceptable level of risk. If not, staff should work from home where possible. School to complete Individual RA in conjunction with staff member and remain flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. If a child or a member of staff lives with someone who is clinically vulnerable or clinically extremely vulnerable, including those who are pregnant, they can attend their education or childcare setting (if not symptomatic) – Individual staff RA completed where concerns raised. People who live with those who are clinically extremely vulnerable or clinically vulnerable can 			<p>Check current advice with B&H H&S team</p>			
----	-------------------------------------	--	---	--	--	--	---	--	--	--

2.	Transmission of the virus continued		National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Staff to notify SLT as early as possible if they or any member of their household are presenting symptoms and to follow NHS/111 isolation/medical advice. • Member of SLT on site each day and will establish daily supervision levels and contact local authority (Education & Skills) if unable to operate safely. Parents/carers to be informed following LA discussion • Ensure there are adequate first aiders/paediatric in-line with HSE guidance and current paediatric first aid requirements under EYSF – refer to the school’s First Aid needs assessment SLT/Admin team to check first aid cover each day • Ensure appropriate support is made available for pupils with SEND, for example by deploying (approp. trained) teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups. • Where support staff capacity is available, schools may consider using this to support catch-up provision or targeted interventions. • Subject to individual job descriptions, Teaching Assistants (where needed) deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. Level A and B TA’s should not be required to supervise whole classes in the absence of a qualified teacher. Level C TAs job descriptions provide for them to cover classes occasionally during the absence of the teacher so Level Cs should not be required to lead lessons as part of planned arrangements. Level D /HLTAs can be asked to supervise classes but this should not be for an indefinite period. Any level of TA may volunteer to do this providing they are suitably skilled/experienced. 			<p>Note: the school is updating it’s First Aid/ Paediatric first aid needs assessment. Staff will undertake online accredited course during lockdown period</p>			
----	-------------------------------------	--	---	---	--	--	---	--	--	--

				<ul style="list-style-type: none"> Existing safeguarding procedures and controls should be reviewed and any potential impact due to COVID-19 related issues, closely monitored/managed. 								
2.	Transmission of the virus continued			<ul style="list-style-type: none"> Emergency key holder procedures in place so that the school can be opened/closed should premises staff be unable to attend work Flexibility amongst teaching staff to teach/lead different year School to check that external providers (e.g. catering providers) have robust COVID-19 arrangements in place. Where existing teachers/staff have to operate across different classes and year groups, they try to keep their distance from pupils/other staff - ideally 2m from other adults. (Where possible) the number of (visiting) supply teachers, temporary staff or peripatetic teachers used minimised, given longer assignments and particular care to maintain distance from other staff and pupils and robust hygiene arrangements. Mixing of volunteers across groups kept to a minimum and to remain 2m away from staff/pupils. 				<p>Keyworker and vulnerable pupil pods currently arranged in year groups with staff from that year group. This will be maintained wherever possible.</p>				

3.	<p>Children absence from school for a prolonged period of time due to self-isolating or school closure</p> <p>Missed learning</p>	Pupils	<p>National COVID-19 Alert Level Tier 4 lockdown</p>	<ul style="list-style-type: none"> • Most pupils returned to remote learning education from January 2021 – excepting those children of critical keyworkers, vulnerable or symptomatic/positive result COVID-19 pupils • Communicate clear and consistent expectations around eligibility for KW/VP places to families – and remote learning expectations for those not on site • School to inform parents if a child feels unwell during the school day • Class DoJo will be used regularly for homework/remote learning, parent/pupil communication. • This platform to be used for home learning for the whole school. Teachers will plan using Oak Academy lessons, White Rose maths and Talk for writing units of work. The school office will support with uploading basic plans/information onto the school website as appropriate. Teachers and TA's will also upload activities and provide regular feedback. • Remote learning platform used and appropriate support provided by school and LA. • Home learning resource page on BEEM • Home resources packs sent home • Appropriate differentiation to cater for all ability levels including children with SENs • Parents without access to a computer/tablet/phone to inform the school so that learning and resources can be sent home (all parents/carers surveyed) • School to signpost and help parents access additional IT support on offer, eg laptops, data • Await and follow further DfE technical guidance for schools, regarding the recording of attendance and absence. 						
----	---	--------	---	---	--	--	--	--	--	--

4.	Physical distancing (PD) and grouping	Infection of staff and children	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> Minimise contact and mixing between individuals and maintain social distancing, wherever possible, including: <ul style="list-style-type: none"> - grouping children together (mixing into wider groups for specialist teaching, wraparound care & transport, are permitted) - avoiding contact between groups, including staff - arranging classrooms with forward facing desks/seating side-by-side- staff maintaining distance from other staff and pupils as much as possible [Prioritise adult to adult contact first, then adult to pupil, then pupil to pupil] Maintain consistent keyworker/vulnerable pupil pods – KW/VP (children and staff) and keep apart, where possible (whatever the size of group – maximum of 50% usual class size in each group). Record of pupils/staff kept for each group (and any close contact (proportionate recording process) that takes place between staff/children in different groups) to assist contact tracing in the event of a positive COVID-19 test. Large gatherings (such as assemblies or collective worship) with more than one group avoided. Elm Grove will operate the same KW/VP ‘pods’ at lunch and break times. Children play in consistent, identified area. Avoid interactions in shared rooms/social spaces as much as possible. If necessary, maintain 2m distance and wear a face mask Stagger/timetable to keep groups apart – start/end of day, movement, lunch, breaks etc. Avoid close face-to-face contact and minimise time spent within 1 metre of anyone. Children old enough, supported to maintain distance within groups & not touch staff or peers where possible. 			<p>Consider classroom layout for younger pupils?</p> <p>Drop Off and Pick Up Times</p> <table border="1"> <thead> <tr> <th>Pod</th> <th>Start Time</th> <th>Home Time</th> <th></th> </tr> </thead> <tbody> <tr> <td>Rec</td> <td>8.55am</td> <td>3.05pm</td> <td>Car Park</td> </tr> <tr> <td>Y1</td> <td>8.50am</td> <td>3pm</td> <td>Car Park</td> </tr> <tr> <td>Y2</td> <td>8.50am</td> <td>3pm</td> <td>Main Gate</td> </tr> <tr> <td>Y3</td> <td>9.05am</td> <td>3.20pm</td> <td>Main Gate</td> </tr> <tr> <td>Y4</td> <td>9am</td> <td>3.15pm</td> <td>Main Gate</td> </tr> <tr> <td>Y5</td> <td>9.10am</td> <td>3.25pm</td> <td>Main Gate</td> </tr> <tr> <td>Y6</td> <td>8.55am</td> <td>3.10pm</td> <td>Main Gate</td> </tr> </tbody> </table>	Pod	Start Time	Home Time		Rec	8.55am	3.05pm	Car Park	Y1	8.50am	3pm	Car Park	Y2	8.50am	3pm	Main Gate	Y3	9.05am	3.20pm	Main Gate	Y4	9am	3.15pm	Main Gate	Y5	9.10am	3.25pm	Main Gate	Y6	8.55am	3.10pm	Main Gate		
Pod	Start Time	Home Time																																							
Rec	8.55am	3.05pm	Car Park																																						
Y1	8.50am	3pm	Car Park																																						
Y2	8.50am	3pm	Main Gate																																						
Y3	9.05am	3.20pm	Main Gate																																						
Y4	9am	3.15pm	Main Gate																																						
Y5	9.10am	3.25pm	Main Gate																																						
Y6	8.55am	3.10pm	Main Gate																																						

				<ul style="list-style-type: none"> • When staff or children cannot maintain distancing, particularly with younger children, those with complex needs or where space does not allow, the risk reduced by keeping pupils in smaller, class-sized groups with consideration of the need to maintain the safety, security, safeguarding and welfare of those children who may require physical contact. • Where a child routinely attends more than one setting on a part time basis, school/setting work collaboratively through the system of controls to address any risks identified. • Children walk in single file (observing 2m rule where possible) when moving about the building and must not hold hands.. • In the event of a fire/emergency evacuation, PD to be practiced as far as possible, but nearest available exit to be used (over any one-way systems in place). PD to be practiced at assembly point (as far as practical). Refer to schools revised evacuation procedure. • Pupils to eat together in own groups - two metre distancing to be maintained, wherever possible and surfaces cleaned between groups. • Protocol/staggered times/queuing system in place to avoid people congregating at drop-off/pick-up times and agreed access/egress routes to enable better physical distancing communicated to parents/guardians. • Contractors/other visitors only allowed on site with prior arrangement and ideally, outside school hours e.g. emergency or statutory compliance works. Records kept of all visitors. • Physical distancing practised in all internal/external rooms/areas of the school and signage/regular reminders to reinforce • Avoid use of public transport where possible but where unable, remind staff/families to follow government safer travel guidance for passengers 			<p>No clubs to operate during lockdown, apart from EGOOSC wrap around care. Children's KW/VP pods maintained, including for staff who work in both settings.</p>			
--	--	--	--	--	--	--	--	--	--	--

				<p>and practice good hand hygiene, physical distancing, use of face coverings etc.</p> <ul style="list-style-type: none"> Car journeys restricted to those from the same household (where possible) 				All KW/VP pods to eat in classrooms. Lunches ordered from Caterlink to be delivered by staff at agreed times.			
4.	Physical distancing (PD) and grouping continued		National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> Staff breaks covered by the same member of staff each day to reduce mixing where possible. Where possible and with consideration of the ages of the children each child to use a designated area (desk and chair/equipment) throughout the day, with thorough cleaning of the rooms at the end of the day. Maximise learning opportunities outdoors – schedule in times for different groups to be taught and play outside. As far as possible, staff are to avoid games and activities that lead to physical contact between children. Ensure toilets do not become crowded by limiting the number of children who use the toilet facilities at one time - different groups don't need allocated toilets but these should be cleaned regularly and pupils encouraged to clean hands thoroughly. Staffroom to be used for making drinks and storing food only. No cross podding of adults. Masks worn at all times. Staff use agreed pod staff rooms to eat and relax. Timetable occupancy of offices to minimise numbers of staff using at the same time Reminders to children not to hold hands, hug, touch or jump on each other etc. with due consideration of their age and level of understanding. Staff to avoid physical contact with children, wherever possible, however essential contact (e.g. to preserve the safety of a child, to prevent injury or self harm, for first aid and/ or for safeguarding purposes) would continue. 							

5.	<p>Physical Distancing SEND pupils</p> <p>Difficulty for some children to follow social distancing guidelines or those requiring personal care.</p>	Infection of staff and children	<p>National COVID-19 Alert Level Tier 4 lockdown</p>	<ul style="list-style-type: none"> • Physical distancing practiced as far as possible but acknowledged not (often) able to when working with pupils who have complex needs or who need close contact care. • SEND risk assessment guidance considered and followed including consideration to home schooling when needs cannot be safely met. • Use of social stories at home to help inform changes when children return. • SEND pupils' educational and care support and interventions provided as normal (incl. specialists, therapists, clinicians and other support staff) and staff increase level of self-protection (as above). 								
----	---	---------------------------------	---	---	--	--	--	--	--	--	--	--

6.	Inadequate health and hygiene	Infection of staff and children	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Induction for all members of the school community (pupils/staff/peripatetic teachers/others) to explain the latest COVID-19 safety arrangements and guidelines to follow with regular reminders. • Encourage staff and pupils to feedback any concerns/issues regarding the measures in place. • Continual reminders/routines for (staff/pupils/visitors etc.) to wash hands (effectively) for 20 seconds and handwashing facilities available and replenished, including: <ul style="list-style-type: none"> - when they arrive at school - when they return from breaks - when they change rooms - before and after eating and play • Hygienic wipes or cleaning supplies/hand sanitiser available in each classroom/ office and stored out of reach. Tissues and lidded bins to dispose of waste also in every classroom/ office. • Anyone entering the building should sanitise/wash their hands with clear instructions for visitors to follow on where to wash/availability of hand sanitiser and dedicated toilet facilities. • Robust cleaning regime in place and arrangements to deal with suspected or symptomatic COVID case, including deep clean following <u>Government guidance</u> • Door handles, light switches, computer key boards, toys and other touch points regularly disinfected throughout the day. • More frequent cleaning of rooms /shared areas that are used by different groups. • Premises staff/ other Nviro team to ensure that appropriate cleaning resources/protective clothing is ordered as required following DfE guidance. • Premises staff / Nviro team to ensure availability and replenishment of hand gel/liquid/wipes/ soap/tissues/bins. 			<p>Number of-handwashing station(s) inside/outside building increased to wash hands before/upon entering the building and/or provide sanitiser for children under supervision.</p> <p>New Site Manager to quality assure Nviro cleaning</p> <p>PHE revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance</p>		
----	-------------------------------	---------------------------------	---	---	--	--	---	--	--

				<ul style="list-style-type: none"> • Premises staff to continue to ensure that the hot water system is working properly – any issues reported promptly. • Keep rooms ventilated by opening windows and doors where possible and safe to do so. 						
6.	Inadequate health and hygiene continued		National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Regular supervised use of hand sanitiser where soap/water not immediately available. • Remind children not to touch their eyes, nose and mouth with unwashed hands • Anyone handling food must wash their hands before and afterwards • Anyone who has to treat a cut or wound must wash their hands before and afterwards • Posters showing effective hand washing and other advice re good hygiene to be displayed above each wash station/sink and in toilets • Posters and lesson plans on general hand hygiene can be found on the eBug website • Good respiratory hygiene – “Catch it, Bin it, Kill it” approach - staff and children told to use a tissue or cover their mouth and nose with a bent elbow, when coughing or sneezing. Tissues to be disposed of in lidded bins and to be emptied at the end of each day and double bagged. Hands must be washed after coughing or sneezing, with soap and warm water. • Support for pupils who struggle to maintain good respiratory hygiene (e.g. who spit uncontrollably or use saliva as a sensory stimulant) and the staff who work with them, by reviewing the individual RA for those pupils 						

7.	Cleaning – inadequate supplies of products/ arrangements	Infection of staff and children	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Arrangements in place for regular cleaning of surfaces that children are touching, such as toys, books, tables, chairs, doors, sinks, toilets, more regularly than normal using standard products, such as detergents. In the event that standard detergents become unavailable, bleach can be used where COSHH risk assessment demonstrates it is safe to use . Follow the COVID-19: cleaning of non-healthcare settings guidance. [Pod teams responsible for cleaning resources used and wiping tables during the school day. Premises and Nviro cleaning team responsible for daily cleaning of all used areas. Premises team responsible for ensuring all outdoor spaces are clear and free of litter,debris,etc) • Seek to prevent the sharing of frequently used individual equipment where possible. Ensure play equipment is cleaned between different groups of children using it, and that multiple groups do not use it simultaneously. • Review the use of soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts). • Classroom based resources/shared materials e.g. books and games shared within bubble and cleaned/disinfected regularly, along with frequently touched surfaces. • Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned meticulously between bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between use by different bubbles. • Limit the amount of equipment pupils bring into the setting each day, to essentials such as lunch boxes, hats, coats, books, stationery, mobile phones and bags. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided - robust handwashing, cleaning etc. followed. 							
----	--	---------------------------------	---	--	--	--	--	--	--	--	--

				<ul style="list-style-type: none">• Thorough cleaning of areas that a symptomatic child has touched - Public Health/DfE/Gov guidelines on decontamination/deep cleaning to be followed• Arrangements in place with in-house/NVIRO cleaners for thorough cleaning of all areas in use.• Cleaners to wear disposable gloves and aprons and if an area has been heavily contaminated such as with visible bodily fluids from a person with COVID-19, use protection for the eyes, mouth and nose, as well as wearing gloves and an apron.• The setting should ensure an adequate supply of essential supplies.• A monitoring system for PPE introduced to ensure that a supply of stock is available to all who require it.							
--	--	--	--	--	--	--	--	--	--	--	--

8.	Arrival and departures – staff/pupils (incl. transport considerations)	Infection of staff, children and families	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Process/communication for safely removing face coverings when pupils and staff (who use them arrive at school). How to put on,remove,store and dispose of face coverings • Pupils instructed not to touch the front of their face covering during use or when removing them. • Temporary face coverings disposed in a covered bin and reusable face coverings placed in a plastic bag to be taken home. Hands washed again before heading to their classroom. • Parents’ drop-off and pick-up protocols (including staggered start times, one parent/carer, where possible/wearing of face coverings) in place to minimise adult-to-adult contact: asking parents to maintain 2m distancing when they drop off and collect children, whilst maintaining safeguarding/visual controls. • Public transport avoided where possible – those using public transport should refer to the safer travel guidance for passengers • Public transport use by pupils, particularly in peak times, should be kept to an absolute minimum – staggered start times considered to avoid peak times. • Encourage parents, staff and pupils to walk or cycle to school if at all possible and consider using ‘walking buses’ (a supervised group of children being walked to, or from, school), • Work with local authority to promote safe cycling routes, where possible. • Make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely). • All adults and children to clean/sanitise their hands on arrival/entry to the school • Encourage parents not to leave buggies, car seats and scooters at the school and if this is essential, items are to be left outside the school building. 			<ul style="list-style-type: none"> • Staggered drop-off and collection times for groups • Accessing rooms directly from outside where possible. • If possible, have a queuing system - one way in and one way out • Signage/markers to indicate required 2 metre distancing using signage and/or floor markings. • Information poster on reducing risk of infection on building entrance and where adults converge • Set up/review an outside handwashing station to wash staff and children’s hands or provide sanitiser under supervision before entry • DfE will shortly publish new guidance to local authorities on providing dedicated school transport, based on the framework outlined here. 		
----	---	---	--	---	--	--	---	--	--

9.	Arrival and departures - Visitors	Infection of staff, children and visitor	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • No non-essential visitors to the setting/school and out of hours where possible. Records kept of all visitors. • Visitor induction to COVID protocols, including: <ul style="list-style-type: none"> - Hand washing/sanitising on arrival and visitor instructed of need to use/location of wash station/toilet, hand sanitiser etc. • Tell suppliers (prior to visit) not to enter the school if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) • Procedure for delivery of food and other supplies so that deliveries are left outside: Food deliveries to be taken to rear of car park for collection. • All maintenance work/ checks completed outside of operational hours wherever possible. • Emergency maintenance/ repair work can take place if safe to do so during operational hours and usual safeguarding and contractor management procedures apply. • Contractors visiting premises – let them know arrangements in advance of visit and check that they have robust social distancing procedures in place. Office/ reception staff to log their arrival and departure from site. 								
----	--	--	--	--	--	--	--	--	--	--	--	--

10.	Extra-curricular provision – transmission of the virus			<ul style="list-style-type: none"> • Consideration given to planning of breakfast and after-school provision where this can work alongside wider protective measures, including keeping children within their year groups or pods, where possible. If it is not possible to maintain pods being used during the school day small, consistent groups used. • Refer to guidance produced for holiday childcare - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak to aid planning extra-curricular provision. • Parents advised to limit the number of different wraparound providers they access, as far as possible. • As with physical activity during the school day, contact sports should not take place. (see Physical Activity below) 						
11.	Physical activity in schools – transmission of the virus			<ul style="list-style-type: none"> • Pupils kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. • Outdoor sports prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. • External facilities only used in line with government guidance for the use of, and travel to and from, those facilities. • Work with external coaches, clubs and organisations for curricular and extra-curricular activities subject to obtaining provider assurance/evidence that this is safe to do so and careful consideration how such arrangements can operate within school wider protective measures. 			<ul style="list-style-type: none"> • Schools should refer to the following advice: <ul style="list-style-type: none"> - guidance on the phased return of sport and recreation - guidance from Sport England for grass root sport. - advice from organisations such as the Association for Physical Education and the Youth Sport Trust - School PE leads - BHCC Outdoor Education & PE Support Service <p>All Elm Grove extra-curricular clubs postponed during lockdown</p>			

12.	Educational visits			<ul style="list-style-type: none"> • No domestic (UK) overnight and overseas educational visits permitted at this stage - see coronavirus: travel guidance for educational settings. • Consider resumption of non-overnight domestic educational visits when appropriate post lockdown, subject to additional COVID-19 measures in place. • Children kept within their consistent group, and the coronavirus (COVID-19) secure measures in place at the destination. • Use of outdoor spaces in the local area to support delivery of the curriculum. • Schools consult the health and safety guidance on educational visits • Additional Guidance and support from Paula Greening, Outdoor Education Adviser and documentation on EVOLVE. 						
-----	--------------------	--	--	--	--	--	--	--	--	--

13.	Sickness at setting	Infection of staff and children	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • The school must engage with the NHS Test and Trace procedure where a member of staff or pupil is symptomatic or has been diagnosed. • Communicate to staff, parents/carers they need to be ready and willing book a test, self-isolate and inform school of the result of NHS Test & Trace. • Children instructed to let staff know immediately if they start feeling unwell (hot, new continuous cough, loss/change of smell/taste). • Staff aware of and vigilant to symptoms of coronavirus. • Procedure in place to be followed if staff or children become unwell on site with a new, continuous cough, high temperature or loss /change of smell or taste, including: <ul style="list-style-type: none"> • Who will liaise with the local Health Protection Team and provide any necessary information or support to allow them to conduct their rapid risk assessment to confirm who has been in contact with the person. • Process for sending home any people identified by the Health Protection Team and informing them of the need to self-isolate for 14 days • How staff/ parents/ guardians will be informed following the Health Protection Team advice/ templates • Protecting personal data - not sharing the names or details of people with coronavirus (COVID-19) unless essential to protect others. • Symptomatic staff will be sent home to self-isolate and must arrange a test via NHS Test and Trace and school informed of the result. • Symptomatic child moved to the Hazel room where possible away from others, door to be closed and window opened for ventilation. Whilst awaiting collection, the child supervised by one member of staff. Parent/carer must arrange a test for child via NHS Test and Trace and school informed of the result. 			<p>All schools 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.</p> <p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they and other members of their household can stop self-isolating. If they are unwell (e.g. with another virus, such as a cold or flu) they should avoid contact with other people until they are better.</p> <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. Other members of their household should continue self-isolating for the full 14 days.</p>			
-----	---------------------	---------------------------------	---	---	--	--	--	--	--	--

			<ul style="list-style-type: none">• If it is not possible to isolate child, move them to an area, which is at least 2 metres from others.• The child should use a separate toilet (staff toilet next to counselling room) and this should then be thoroughly cleaned before being used by anyone else (in line with guidelines). Cleaning in non-healthcare settings/sealed for 72 hours, then cleaned.• A small PPE supply is available for staff supervising children presenting with symptoms before collection where 2m distance cannot be achieved. A facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then gloves, an apron and a facemask should be worn by the supervising adult. If a dynamic risk assessment by the first aider determines there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.• The member of staff supervising the child being isolated must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after the child is collected.• A symptomatic member of staff or child should take the shortest route out of the building.• Clean the area around the person with symptoms with normal household disinfectant.• Contact PHE SE HPT by email – SSHPU@phe.gov.uk to notify of single symptomatic case for risk assessment support and follow up – see full PHE South East Health Protection Team flowchart (incl. cleaning requirement etc.) on BEEM designated COVID-19 page. Out of hours number – 0844 967 0069.• Where a child/children/staff member/s tests positive, the rest of their group may be sent home and advised to self-isolate for 14 days (as guided by public health). Contact PHE SE HPT on 03442253861 / Out of hours number – 0844 967 0069 to notify of single symptomatic/confirmed case AND also where							
--	--	--	---	--	--	--	--	--	--	--

14.	<p>Staff Wellbeing -</p> <p>Staff are worried and feel stressed because of the national situation and fear of the risk of infection</p>	All Staff including SLT	<p>National COVID-19 Alert Level Tier 4 lockdown</p>	<ul style="list-style-type: none"> • Staff have access to BHCC wellbeing pages and school wellbeing plan. • Governing boards and school leaders should have regard to staff (including the Headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. • Headteacher wellbeing considered and monitored by the Governing Body and support provided [weekly phone calls with Chair of Governors] • Please refer to pages 6/7 'Transmission of virus continued' for the latest shielding/vulnerability advice and completion of the COVID-19 Individual Risk Assessment used to assess the potential risks to a vulnerable person to return safely. • Open-door policy for staff to raise any wellbeing concerns - including becoming overwhelmed – and regular SLT check-ins (remotely or at a 2m distance). • Staff briefing regarding new arrangements and expectations – including those for staff working at home. • Agreed methods of communication – e.g. email, Ping, WhatsApp groups, website, staff contact numbers, text alerts, line manager contact and support etc. • All staff meetings (teacher meetings, phase group, SLT, SMT, well-being, parents eve, etc) to be carried out virtually on MS Teams • DSE guidance on BEEM and BHCC website . • Regular breaks to be programmed in for all staff. • Use designated pod staff rooms. Use of main staffroom should be minimised to making hot drinks and storing food, although staff must still have a break of a reasonable length during the day. 			<ul style="list-style-type: none"> • Staff briefing (subject to distancing guidelines/electronic communication) and explanation of current controls/opportunity to raise concerns/implement additional measures. • Take time to identify staff personal experiences during pandemic to identify individual worries or concerns. Think together about what challenges might be ahead and what support individuals might need. Increase frequency of supervision for vulnerable staff. Seek support or guidance for overwhelmed staff. • Mental Health training for staff 			
-----	--	-------------------------	---	---	--	--	--	--	--	--

	<p>Staff Wellbeing Continued</p>	<p>All staff including SLT</p>	<p>National COVID-19 Alert Level Tier 4 lockdown</p>	<ul style="list-style-type: none"> • SLT to monitor who is ill and make contact if possible for those that live alone SLT to follow guidance re PPE from LA/DfE/PHE etc. to ensure staff have appropriate types and supply of PPE • The use of face shields should be considered where staff have particular concerns and used/provided where task RAs dictate. • Cleaning/premises staff provided with PPE including disposable gloves, aprons and face mask • CPD and training accessed via eLearning • Bereavement support and guidance available from SLT/Inclusion Team • DfE additional support for both pupil and staff wellbeing in the current situation & information about the extra mental health support for pupils and teachers available. • The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing. 								
--	---	--------------------------------	---	---	--	--	--	--	--	--	--	--

15.	<p>Children's wellbeing</p> <p>Children anxious about returning or impact of lockdown</p>	Children	<p>National COVID-19 Alert Level Tier 4 lockdown</p>	<ul style="list-style-type: none"> Find out or provide opportunity for each child to share their experience of lockdown including positives, negatives, any experiences of separation and loss, anxiety about returning, confusion, bereavement. Update information on SEND, health and learning, with high priority given to wellbeing.. Staff to be mindful that young children may find it difficult to adjust to changes and avoiding physical contact with others. Children to be put in small/same groups and staff to monitor the emotional/welfare of children. BHISS to be contacted to offer support for those children who have, or are, experiencing trauma, anxiety and finding lockdown difficult Other specialist support available through the local authority, Elm Grove Inclusion Team/The Nest and referrals to B&H Well Being Team Stagger children's start/finish times. Encourage updates from home, on Class DoJo, via phone and current online systems Follow guidance on supporting children's mental health and wellbeing during the coronavirus pandemic. Bereavement support and guidance through Elm Grove's Inclusion Team/The Nest. 								
16.	<p>Any staff - home working and use of display screen equipment (DSE)</p> <p>DSE related ill-health or injury and Isolation</p>	Staff	<p>National COVID-19 Alert Level Tier 4 lockdown</p>	<ul style="list-style-type: none"> Staff made aware of the corporate guidance for 'working well at home' and how to access this DSE guidance on BEEM and BHCC website Staff asked to complete/update DSE assessments for working at home Management to make regular contact with homeworkers to check if any issues and on their wellbeing Contact the school DSE Assessor (SBM)with any issues/ questions. I around home working 								

17.	Nappy/pad changing, intimate care and clinical waste removal	Staff may be exposed to the virus	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Children whose routine care already involves the use of PPE due to their toileting and/or intimate care needs should continue to receive their care in the same way and staff provided with the same levels of PPE • Schools current toileting/ intimate care procedures are followed for nappy/pad changing. • Clinical waste arrangements/facilities already in place. Additional government guidance is followed on waste removal. 				<ul style="list-style-type: none"> • Public Health and Health and Safety have advised that mask wearing is not required for nappy changes 				
18.	Office equipment Staff exposed to the virus through shared equipment	Staff	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Shared equipment avoided wherever possible – e.g. own phones, desks, stationery and no hot-desking • Where equipment has to be shared, it is used by as few people as possible & cleaned after use – e.g. photocopiers, intercoms/entry systems etc. • Visitors/contractors signed in by reception/ office staff and reminded of SD/hygiene expectations. • All keyboards, mice, desks, chair arms and telephones to be cleaned before use, between shifts, and at the end of the day with antibacterial cleaners or standard disinfectants. • Cleaning wipes available. • Workstations/staff set apart by 2m, e.g. with floor markings or taped-off areas/desks. 				<ul style="list-style-type: none"> • Signs requesting physical distancing displayed at external reception doors and within reception area – esp. where no screen. • Physical distancing markings on floor and/or ‘one in one out’ policy where physical distancing difficult. 				

19.	Communication SLT/staff not up to date with PHE/Government/ DfE & LA advice/guidance	All Staff/Pupils/ Parents/Out side Agencies	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • SLT to read, review and share PHE/DfE/Government information and advice from Brighton & Hove local authority ensuring all staff/governors/parents/carers are kept up to date, including: <ul style="list-style-type: none"> - Daily emails from Education & Skills - Links to Gov.uk information - BEEM • Admin team to check LA website daily and notify SLT - https://new.brighton-hove.gov.uk/coronavirus-covid-19 • Admin team to update school website when necessary • HT to liaise with Chair of Govenors to regularly update due to ever changing circumstances. • Emergency procedures should be regularly updated and shared with all staff following updated guidance from public health England/DfE/Government and LA • Behaviour Policy to be updated to reflect changes and communicated to pupils, parents and staff. 				•				
20.	School closure: full or partial due to COVID infection outbreak or staff shortages etc.	Pupils	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • School closure protocols followed including seeking advice from and informing the LA; communication protocols for staff/ parents/ contractors etc. • Work with the Local Public Health Protection Team who will advise if additional action is required. In some cases, HPT may: <ul style="list-style-type: none"> - recommend a larger/group self-isolate as a precautionary measure - where an outbreak is confirmed (and in consultation with the local Director of Public Health), dispatch a mobile testing unit 				•				

21.	<p>'HUB or shared staff / premises Arrangements' (if applicable) Staff unfamiliar with premises, emergency arrangements and/or pupils</p>	Staff/pupils	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Staff who do not usually work at site inducted (& recorded) to include: <ul style="list-style-type: none"> - Layout of premises/facilities/equipment. - Evacuation procedures and how to raise the alarm. - Who the first aiders are and how to summon help in an emergency. - Who/how to contact with any questions/concerns. - Expected role whilst on site. - Check staff training to undertake specific roles. - Check staff re: any ongoing medical conditions/adaptations, which may be required to work safely. - The sharing of relevant premises/task risk assessments. - Hygiene measures and physical distancing procedures in place • The sharing of behaviour plans/strategies/individual pupil RAs, if working with children with known complex needs. 								
-----	---	--------------	--	---	--	--	--	--	--	--	--	--

22.	Caterlink unable to provide a school meals service/or are operating a reduced service	Pupils	National COVID-19 Alert Level Tier 4 lockdown	<ul style="list-style-type: none"> • Liaison with Susie Haworth, School Meals Manager to check kitchens will be open from the start of the spring term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals. • Seek assurance that school kitchen operation complies with the guidance for food businesses on coronavirus (COVID-19). • Consider having an arrangement in place to ensure hygiene e.g. a trolley for lunch bags/boxes with cleaning supplies provided nearby so that the lunches can be left in a specific place and then the containers sanitised • If only reduced/alternative menu available, parents/carers informed to ensure allergies considered. • School to seek assurance from Caterlink that appropriate policy (and compliance) in place for managing COVID-19 including: non-attendance where symptomatic, increased hygiene, cleaning of equipment (incl. tables & chairs) & arrangements to ensure social distancing for deliveries, food preparation and serving, queuing, staggering sittings, tables/seats safe distance apart etc. Use of other suitable areas if necessary. 								
-----	---	--------	---	---	--	--	--	--	--	--	--	--