

Safety, Health and Environment (SHE unit)

GCC COVID-19 RISK ASSESSMENT PROCESS FOR SCHOOLS & EDUCATIONAL SETTINGS

(Revised for full reopening in September 2020)



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all pupils in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Community and controlled schools must send their risk assessment to she@gloucestershire.gov.uk by 4th September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

COVID-19 Risk Assessment for reopening schools

ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.

Who may be at risk: Employees, pupils and young people, families (parents, carers and siblings), visitors, contractors, members of public.

Vulnerable groups: Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and pupils and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
Buildings <ul style="list-style-type: none"> Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.). These processes have and will continue as normal. Reviewing emergency and evacuation procedures (e.g. fire wardens, escape routes, roll-call, assembly areas, etc.). This will be reviewed by HT and 	Employees <ul style="list-style-type: none"> Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken. Done at each remote staff meeting and will continue to do so during the coming year Consider personal risk factors: age, pregnancy, existing health 	Access <ul style="list-style-type: none"> Entry points to school controlled (including deliveries). Locked gates and bell system already in use and working effectively for past 2 months Building access rules clearly communicated through signage on entrances. This is in place School start times staggered so 	Minimising contacts and mixing between people reduces transmission of COVID-19 and the school will consider how to implement this. 'Bubbles' <ul style="list-style-type: none"> Small, consistent groups of pupils split into bubbles. 5 class Bubbles containing up to the number of pupils within that class (classes are 29 – 31 pupils) 	Minimise contact with individuals who are unwell: <ul style="list-style-type: none"> Refer to PHE guidance Printed off and displayed on the wall in school office and HT's office Anyone with COVID-19 symptoms, or who have someone in their household who does, not to attend school. School to strongly 	<ul style="list-style-type: none"> Consultation with employees and trades union Safety Reps on risk assessments. This Risk Assessment will be sent off to the SHE Unit at the LA for checking so that its' implementation is effective as from 1/9/2020 Risk assessment published on: school website and shared with all staff and Governors

<p>shared with all staff at INSET on 01-09-2020</p> <ul style="list-style-type: none"> Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent). N/A Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room. Nurture Room adjacent to front entrance of school Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements. Sufficient supplies are already in place with ordering for replenishment in process too. Provide suitable and sufficient bins to support pupils and staff to follow the 'catch it, bin it, kill it' approach. These have already been purchased. Provide sufficient tissues in all rooms. All in place Consider if the school site can be split into separate zones where groups of 	<p>conditions and ethnicity and where necessary conduct individual risk assessments. Continue to consider these issues for individuals</p> <ul style="list-style-type: none"> Employees fully briefed about the plans and protective measures identified in the risk assessment. RA will be shared once agreed with Governors Regular staff briefings. Continue to do so Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. Will continue to do so Regular communications that those who have coronavirus symptoms, or who have someone in their household 	<p>bubbles arrive at different times. These will be published to parents/carers in end of term letter and put on the school website</p> <ul style="list-style-type: none"> Floor markings outside school to indicate distancing rules (if queuing during peak times). These need to be added before 2/9/2020 Screens installed to protect employees in reception. Glass screen already in place Shared pens removed from reception. Done Hand washing facility provided at front entrance. In use by children and adults Pupils, staff and visitors may wear face coverings if they remain in place and are able to wear them independently. School will not be responsible for any masks that are removed and if so 	<ul style="list-style-type: none"> Class groups will be kept together in separate 'bubbles' throughout the day and do not mix with other groups. This will be achieved throughout the day Keep a record of pupils and staff in each bubble, lesson or close contact group. This will be maintained throughout as always School before and after-school clubs to keep try and spread out children into class groups wherever possible to minimise the transfer risks. This will be done where possible and make use of the outside grounds as appropriate <p>Minimise mixing</p> <ul style="list-style-type: none"> Whatever the size of the bubble, they are to be kept apart from other groups where possible. Will be achieved except for before and after school care where 	<p>recommend that the individuals and members of that household all book a test for COVID-19</p> <ul style="list-style-type: none"> If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next. Parent / carer will be phoned immediately to collect and informed what to do next providing both telephone number and website address An unwell child awaiting collection, will be isolated in a suitable room with or without adult supervision (depending on age and needs of the child). Child to be situated in the Nurture room with windows open but door closed watching pupil through viewing glass panel. Staff caring a child awaiting collection to keep a distance 	<ul style="list-style-type: none"> Nominated employees tasked to monitoring protection measures. This will primarily be the Headteacher during the autumn and winter terms Members of staff are on duty at breaks to ensure compliance with rules. All staff will be reminded to ensure all safety measures are applied and adhered to at all times. Staff encouraged to report any non-compliance. Staff to inform the Headteacher when and if they witness any breaches to the safety protocols which will be in place The effectiveness of prevention measures will be monitored by school leaders. The Headteacher along with two nominated governors to
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<p>pupils can remain to minimise mixing. EYFS +KS1 can be 'partially separated' except for short corridor to access their own toilets.</p> <ul style="list-style-type: none"> • Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required. Each classroom will remain as a bubble throughout the day with minimum mixing. • Consider separate facilities be provided for meals and refreshments in different zones (e.g. pods, kiosks, cafes). The only additional option will be to access and use the hall • Evaluate the capacity of rooms and shared areas. Forward facing desks in classes 2-4 but very tight. Class 1 to use round tables. • Plan for staggered lunches with more sittings to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc. Use of hall, 2 classes per sitting, using one long side of 	<p>who does, are not to attend school. Will be told to all parents/carers and staff</p> <ul style="list-style-type: none"> • Information shared about testing available for those with symptoms. Will be shared with parents/carers and staff • Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance. AfPE is already in place • Teachers to identify shared resources and how to prevent mixed contact (e.g. cleaning between bubbles or rotas for equipment use). The majority of resources will be in each individual classroom as it is often maths resources which are used most regularly 	<p>hand washing must then take place immediately</p> <ul style="list-style-type: none"> • Covered bins provided on entrances to dispose of temporary face coverings. In place if required using the same bins as for paper tissues for hand washing • Sealable plastic bags provided for reusable face coverings to take home with them. To be provided by the wearer not the school • Gathering at the school gates prohibited. Will remind parents by letter and again during September • Staff on duty outside school to monitor protection measures. Rota for this to be in place by September with individuals wearing high visibility jackets <p>Visitors</p> <ul style="list-style-type: none"> • Wherever possible keep meetings on a virtual platform 	<p>potential mixing may occur</p> <ul style="list-style-type: none"> • Groups use the same classroom or area of a setting throughout the day. Except for dining hall and playground/field • Mixing between bubbles kept to a minimum during arrival, lunchtime, breaks and departure. This will be achieved. • Pupil movements around the school site, either in groups or individuals is controlled to limit contact and mixing. Use of external classroom doors for all classes to access school. Only use corridor to access toilets • The number of pupils in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles. Two classes only in the 	<p>of 2 metres. Monitoring whilst waiting from outside the closed door.</p> <ul style="list-style-type: none"> • PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained. PPE to include disposable gloves, face mask and washable lab coat. • PPE to be worn by staff caring for the child, including: <ul style="list-style-type: none"> ○ a face mask worn if a distance of 2 metres cannot be maintained. ○ if contact is necessary, then gloves, an apron and a face mask should be worn ○ eye protection where there is a risk of fluids entering the eye, for example, from coughing, spitting or vomiting. All of this PPE equipment is set up and ready to use 	<p>monitor the implementation of this Risk Assessment on a monthly basis</p> <ul style="list-style-type: none"> • This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance. The headteacher to remain alert to any updates / variations to this document and apply and re-issue the document to all staff and governors as and when appropriate.
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<p>tables facing same direction</p> <ul style="list-style-type: none"> Consider door signs mounted to identify max number in toilets at one time. KS1 toilets, two pupils no use of middle cubicle. KS2 girls' toilets, two pupils no use of middle cubicle. KS2 boys' toilets, one pupil only with urinals in use again COVID-19 posters/signage displayed. Evident around the building. Identify 'crunch points' (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered. Staggered, 10 minute, arrival/collection time per class bubble Consider one-way system if possible for circulation around the building. Use outside classroom doors for entrance /exist. Pupils only use corridor to access toilets. Stairways to be up or down only. Left hand markings to be placed on staircase. Put down floor markings along the middle of two-way corridors/stairs to keep groups apart and 'keep left' signs. Hazard marker tape to be stuck 	<ul style="list-style-type: none"> Identify and plan lessons that could take place outdoors. This will be considered individually by each class teacher in their own planning but in conjunction with others Consider how online resources can be used to shape remote learning. This is already being looked at and will continue to look to source the best for our children Plan for remote education for pupils, alongside classroom teaching in case of a lockdown or pupils having to isolate. This will be looked at during the early part of September <p>Parents/pupils</p> <ul style="list-style-type: none"> Review EHCPs where required. SENDCo is working on this already Educate pupils before they return 	<p>(e.g. 1:1 session with professionals, recruitment interviews, parental meetings etc.). Where possible this will happen</p> <ul style="list-style-type: none"> Parents/carers and visitors coming onto the site without an appointment is not to be permitted. This will be advised to parents in the letter at the end of term Site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Signage is also in place Where possible visits arranged outside of school hours. Will be considered and also externally but within the school site A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> the name; a contact phone number; 	<p>hall for lunch and one when using the hall for PE. No whole school assemblies to take place in the hall</p> <ul style="list-style-type: none"> Large gatherings such as assemblies or collective worship with more than one group to be avoided. No assemblies next term or until further notice Separate spaces for each group clearly indicated. Delineate markings on the Hall floor to indicate where the two class groups can sit Multiple groups do not use outdoor equipment simultaneously. Class groups can use sports equipment but must be cleaned before and after class use Limiting the number of pupils who use the toilet facilities at one time. One child in the KS2 boys' 	<p>when necessary</p> <ul style="list-style-type: none"> Staff to wash their hands after caring for a child with symptoms. Disposal of gloves in seal plastic bag, face mask to be removed and put in separate bag to be washed or thrown away if the mask is disposable. Lab coat to be taken off and put in a bag to be washed. All areas where a person with symptoms has been to be cleaned after they have left. Member of staff to wear disposable gloves, face covering and lab coat whilst cleaning potentially infected areas Should staff have need to have 'close hands-on' contact they should then monitor themselves for symptoms of possible COVID-19 over the following 14 days. Staff member to be 	
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<p>down the centre of main internal corridor.</p> <ul style="list-style-type: none"> In areas where queues may form, put down floor markings to indicate distancing. These markings to be changed to 1m+ for arrival and collection of pupils. Can separate doors be used for in and out of the building (to avoid crossing paths). No benefit in our school. Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from SHE if necessary. Already in use for all internal doors. Identify rooms that can be accessed directly from outside (to avoid shared use of corridors). All classrooms 1-5 will access from outside Organise classrooms for maintaining space between seats and desks. Reduce excess furniture to maximise internal desk spacing – complete in holiday Arrange desks seating pupils' side by side and facing forwards. For classes 2-5 will be done. 	<p>about the need to stay apart from others and expectations around hygiene. This will be included in the communication to parents/carers at the end of term.</p> <ul style="list-style-type: none"> Communicate to parents on the preventative measures being taken. As above. Post the risk assessment or details of measures on school website. When agreed this will be placed on the school website and a ParentPay message send as a reminder. Parents and pupils informed about the process that has been agreed for drop off and collection. Include this in end of term letter to parents/carers Ensure parents have a point of contact for reassurance as to the plans put in place. This will be 	<ul style="list-style-type: none"> date of visit; arrival and departure time; the name of the assigned staff member. This takes place anyway for safeguarding reasons and general site safety measures <p>Open Days/ Parents Evenings GCC recommends:</p> <ul style="list-style-type: none"> Open days, parents evenings and other events will be avoided. Consider telephone consultations Events will be held on a virtual platform to avoid gatherings in school. <p>Where such events do take place:</p> <ul style="list-style-type: none"> Any large parents' events will be planned and risk assessed for COVID-19. Measures taken to ensure the strict adherence to 	<p>facilities, up to two pupils using either the infant or KS2 girls' toilets at any one time</p> <ul style="list-style-type: none"> Allow pupils to have access to toilets at all times during the day, to prevent queues developing at break/lunch times. This will be communicated to all teaching and lunch staff The same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same. This will be the case Staff that move between classes and year groups, to keep their distance from pupils and other staff. This will be communicated to all staff To avoid mixing during before and after-school clubs, a carousel system to be operated with children from different bubbles 	<p>reminded of this information once the child has been removed from school and if the test result returns as positive</p> <p>Hand washing</p> <ul style="list-style-type: none"> Frequent hand washing encouraged for adults and pupils (following guidance on hand cleaning). Guidance on how to wash hands thoroughly is displayed at all sinks. Sufficient handwashing facilities are available. Three sets of sinks now exist, in three separate places on external school buildings. Each of these have soap and paper towels. There is also sinks in each of the three toilet blocks, for children, within the school building. In addition, there is also a sink in every class bubble with plentiful soap and paper towels 	
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<ul style="list-style-type: none"> Inspect classrooms and remove unnecessary items and furniture to make more space. HT will inspect prior to opening to pupils on 2/7/2020 Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces. Hours and schedule to be completed by HT by 17/7/2020 	<p>PSA and Headteacher</p> <ul style="list-style-type: none"> Limit the equipment pupils bring into school each day to essentials such as lunch boxes, hats, coats, books, stationery. This will be informed to parents/carers Bags are allowed. Yes All pupils will be given personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class. All ordered and will also be contained in a clear plastic zipped folder per child Parents informed only one parent to accompany child to school. In letter at end of term Parents and pupils encouraged to walk or cycle where possible. As always is the case Staggered drop-off and collection times planned and communicated to parents. Table to 	<p>social distancing of 2 metres.</p> <ul style="list-style-type: none"> The size and circumstance of the rooms/spaces will determine the maximum number of people that can be accommodated while also facilitating social distancing. In determining the number of people that can reasonably follow 2 metres distancing the total floorspace as well as likely pinch points and busy areas taken into account (e.g. entrances, exits). Attendees will be pre-bookings only to manage numbers and will help with the Test and Trace (see below). Weather permitting, stalls set up outside as the risk of transmission is lower outdoors. Making use of multiple exit and entry points. 	<p>rotating between activities (e.g. inside, outside, snack time etc.) with cleaning surfaces between groups. This will be set up ready for September start and communicated to the two individual staff members</p> <p>Distancing</p> <ul style="list-style-type: none"> Staff to keep 2 metres from other adults as much as possible. Will be communicated to all staff Where possible staff to maintain distance from their pupils, staying at the front of the class. This will happen wherever possible and as often as possible and communicated to all teachers and teaching assistants Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone. Will be communicated to 	<ul style="list-style-type: none"> Where there is no sink, hand sanitiser provided in classrooms. There are 7 hand sanitiser stations within the school building with posters above them Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser. Wipes are available in school for cleaning keyboards Pupils to clean their hands when they; arrive at school, when they return from breaks, before and after eating and before returning home every day. Staff help is available for pupils who have trouble cleaning their hands independently (e.g. small children and pupils with complex needs). This refers to a very small number of pupils and all 	
<p>Timetabling and lessons</p> <ul style="list-style-type: none"> Consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. KS2 classes arrive 8.40 leave 3.10pm KS1 classes arrive 8.50 leave 3.00pm Stagger break times and lunch times to avoid mixing and time for cleaning surfaces in the dining hall between groups. Break: cl 3+2 10.00-10.15 Cl 4+5 10.15-10.30 Cl 1 Field 10.00-10.15 Lunch: In Hall, cl 1+2 12.00-12.30pm 					

<p>Cl 3+4 12.30-1.00pm, cl 5 1.00-1.30pm All pupils have 30 mins eating plus 30 mins play.</p> <ul style="list-style-type: none"> When timetabling, groups should be kept apart and movement around the school site kept to a minimum to avoid creating busy corridors, entrances and exits. Two groups on playground, and two groups in Hall. At 12.30 cl5 playground with cl 1 to Field at same time Prepare arrangements to allow remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year. Discussions with staff have already started at staff meeting on 9/7/2020 <p>Policies and procedures</p> <ul style="list-style-type: none"> Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> Safeguarding/child protection Behaviour Curriculum SEND Visitors to school These will be added to prior to 1/9/2020 Ensure website is compliant with regards to the publishing of policies. 	<p>be included in letter at the end of term</p> <ul style="list-style-type: none"> Made clear to parents that they cannot gather at entrance gates. This will be included in the letter Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings). To include in letter to parent/carers <p>Others</p> <ul style="list-style-type: none"> Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers). Already in process Assurances that caterers comply with the guidance for food businesses on COVID-19. Kitchen staff to check (AW) 	<ul style="list-style-type: none"> Introduce a one-way flow in and out, with appropriate floor markings or signage. Any changes to entrances, exits and queues take into account the need to make reasonable adjustments for those who need them, such as people with disabilities. Arrival and departure times of different group will be effectively supervised so as to reduce the pressure at exits and entrances. Queues managed to reduce the risk of congestion Socially distanced queuing systems. Frequently touched surfaces cleaned regularly. On entering and leaving everyone, to wash their hands. Wash stations will be provided. Wearing face coverings if 	<p>all staff prior to September start</p> <ul style="list-style-type: none"> Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. This information will be shared with any supply teacher upon arrival and peripatetic teachers too plus them using the music room only for their teaching space with cleaning afterwards The occupancy of staff rooms and offices limited. Staff advised to use the staffroom 'sparingly' collecting drinks and snacks and returning to own classrooms at every opportunity Use of staff rooms to be minimised. As above, with the recommendation that no more than 8 adults in the 	<p>others need to become independent in doing this job as quickly as possible</p> <ul style="list-style-type: none"> Use resources such as "e-bug" to teach effective hand hygiene etc. This will be sent to all teachers to start the term to display in their electronic boards <p>Respiratory hygiene</p> <ul style="list-style-type: none"> Adults and pupils are encouraged not to touch their mouth, eyes and nose. Inform teachers and TA's to remind pupils of this as from 2/9/2020 and then regularly from then onwards. Adults and pupils encouraged to use a tissue to cough or sneeze and use bins for tissue waste Use the slogan 'catch it, bin it, kill it' with children and adults Tissues to be provided. All classrooms have a supply, in 	
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<p>Presently up to date but will continue to replace as appropriate.</p> <ul style="list-style-type: none"> Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place. Protocol to be written and shown to any visitors Governing boards and school leaders to have regard to staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for pupils and teachers is available. This will be a complex year and we will need to remain alert to these issues for all staff <p>Response to any infection</p> <ul style="list-style-type: none"> Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team. Leaders already using process successfully Plan how to inform staff members and parents/carers that they will need to be ready and willing to 	<ul style="list-style-type: none"> Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and minimising contacts). This will be discussed with AW during W/B 13/7/2020 Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.) As necessary Limit visitors by exception (e.g. for priority contractors, emergencies etc.). <p>Lettings and non-school users</p> <ul style="list-style-type: none"> Out of school settings for children are permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines. Wraparound care has been 	<p>maintaining 2m distancing is difficult.</p> <ul style="list-style-type: none"> Toilets kept open and carefully managed e.g. avoid overcrowding, ensure distancing, regular cleaning. To support the NHS Test and Trace a temporary record of attendees to be kept for 21 days, in a way that is manageable. This will include name and contact number. Car parking to be managed to help people socially distance. <p>Evacuation procedures reviewed, particularly if normal fire exits are changed or inaccessible.</p>	<p>room at any one time</p> <ul style="list-style-type: none"> Staff in shared spaces (e.g. office) to avoid working facing each other. Each office staff member has their own office set up now as the 'Rainbow' room has now been converted into Finance / leadership office Use a simple 'no touching' approach for young children to understand the need to maintain distance. This will be communicated to children in September by their class teachers regularly until they fully understand the requirement Older children to be encouraged to keep their distance within bubbles. This will be communicated across KS2 classes (3,4 and 5) <p>Minimising contact</p> <ul style="list-style-type: none"> Doors propped open, where safe to do so to limit 	<p>stock, in their classrooms</p> <ul style="list-style-type: none"> Bins for tissues provided and are emptied throughout the day. This is and will be part of the additional cleaning duties for the cleaners Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Remind all staff on INSET 1/9/2020 Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> physical distancing; playing outside wherever possible; limiting group sizes to no more than 15; positioning pupils back-to-back or side-to-side; 	
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<ul style="list-style-type: none"> ○ book a test if they are displaying symptoms; ○ inform the school immediately of the results of a test; ○ provide details of anyone they have been in close contact with; ○ self-isolate if necessary. <p style="color: red;">This has already been done successfully and will continue to inform all parents of their duty of care</p> <p>Swimming</p> <ul style="list-style-type: none"> ● Staff in schools with pools and swimming teachers read and understood Swim England Return to Pools Guidance. ● Review Normal Operating Procedure (NOP) and Emergency Action Plan (EAP). ● The capacity of classes calculated before lessons can be permitted. ● If using external swimming provision, liaise with the provider and discuss any changes, to check the risks have been assessed and they have implemented COVID-secure control measures following guidance. ● The same bubbles from the classroom will be 	<p style="color: red;">discussed with associated staff and we will be ready to begin opening once again from 2/9/2020</p> <ul style="list-style-type: none"> ● A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines. This is relevant to our use of the school hall ● Any groups hiring the facilities must refer to relevant government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines. Need to liaise with St George's Hall administrator how this will work. Need to ask for their RA. ● The school can ask any hiring organisation to 		<p>use of door handles. Ensure closed when premises unoccupied. This is already in process daily</p> <ul style="list-style-type: none"> ● Taking books and other shared resources home to be limited, although unnecessary sharing avoided. Shared with staff before September ● Staff and pupils to have their own individual and very frequently used equipment, such as pencils and pens. All sorted and in place for September for every pupil <p>PE and School Sport</p> <ul style="list-style-type: none"> ● Pupils kept in same consistent bubbles where possible during PE and sport. Confirmed ● Sports equipment thoroughly cleaned between each use. ● Staff fully aware of COVID-19 guidance for re-starting 	<ul style="list-style-type: none"> ○ avoiding sharing of instruments; ○ ensuring good ventilation. <p style="color: red;">Remind all teachers of these limitations regarding music and music lessons</p> <p>Ventilation</p> <ul style="list-style-type: none"> ● Increase the supply of fresh air by opening windows and doors (where safe to do so). A concertina door has been added to the external door frame of class 5 ● Use ceiling fans or desk fans for good air circulation. This has not been done but will be considered as the weather becomes colder and we may need to reduce the opening gap of both doors and windows. Desk fans may be the most cost effective solution here. ● Air conditioning systems that normally run with a recirculation mode 	
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<p>applied to the pool groups.</p> <ul style="list-style-type: none"> • When delivering swimming lessons teachers and assistant deliver from the poolside. • The numbers of personnel on poolside sufficient to ensure safety and teaching whilst maintaining social distancing. • Where practical, each swimming teacher to deliver from alternate sides of the pool. • A consistent way of moving around poolside established to reduce staff cross-overs and promote social distancing practice (e.g. one way). • Hand cleaning stations and additional waste bins on poolside and in changing rooms. • Sufficient time between lessons for cleaning and to reduce the chance of bubbles overlapping at the poolside and in changing rooms. • All equipment should be sanitised before and after each activity. Where possible submerge equipment in adequately disinfected swimming pool water. • Pupils do not share equipment. 	<p>provide evidence of their risk assessment.</p> <p>Relevant to St George's Hall</p> <ul style="list-style-type: none"> • Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.). <p>This will be shared with St George's Hall Administrator</p>		<p>competitive sport issued by the relevant governing bodies and the required actions for each sport</p> <ul style="list-style-type: none"> • Outdoor sports should be prioritised where possible. Yes, including the daily mile • Large indoor spaces used where it is not. Use of St George's Hall by one group at a time with the windows and doors open • Distance between pupils from mixed bubbles will be maximised. Where possible and in relation to the before and after school clubs • Sporting activities delivered by external coaches, clubs and organisations will only go ahead if they can satisfy the above requirements. No 'voluntary run' after school clubs to function during 	<p>set up to run on full outside air.</p> <p>N/A</p> <ul style="list-style-type: none"> • Ventilations system that removes and recirculates air to different rooms is turned off. N/A • Ventilation system remains on at all times, even when the building is unoccupied. The system set to operate at lower ventilation rates during evenings and weekends. Need to consider keeping some windows on a 'locked latch' so that continuous trickle ventilation happens over night and during the weekends. Need to identify which windows have this lockable system without compromising the security of the building. <p>Music</p> <ul style="list-style-type: none"> • Singing, wind and brass playing should not take 	
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<p>Swimming lessons have not resumed as yet for pupils at Blockley school. This will be considered in due course.</p>			<p>term 1 and then until further notice</p> <p>Educational Visits and journeys</p> <ul style="list-style-type: none"> From the autumn term, non-overnight educational visits only. Only if a full and separate RA is established beforehand Risk assessments of visits and journeys to be undertaken by visit leaders. As above No overnight and overseas visits until government guidance changes. No residential until further notice from Government Pupils grouped together on transport in the same bubbles that are adopted within school where possible. Only where a school class trip has been Risk Assessed Journey's planned with to allow distancing within vehicles (this may mean large vehicles or more 	<p>place in larger groups such as school choirs and ensembles, or school assemblies.</p> <ul style="list-style-type: none"> Measures to be taken when playing instruments or singing in small groups such as in music lessons include: <ul style="list-style-type: none"> physical distancing; playing outside wherever possible; limiting group sizes to no more than 15; positioning pupils back-to-back or side-to-side; avoiding sharing of instruments; ensuring good ventilation <p>Peripatetic teachers are beginning to return to school but instructing one pupil at a time using their own instrument</p>	<p>Cleaning</p>
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			<p>are used). If a school trip happens then a larger, full size coach will be used</p> <ul style="list-style-type: none"> • Use of hand sanitiser upon boarding and/or disembarking. Only when and if a school trip gets put in place with Risk Assessments all in place 	<ul style="list-style-type: none"> • Sanitising spray and paper towels to be provided in classrooms for use by members of staff. Sanitising spray to only be used by adults • Thorough cleaning of rooms at the end of the day. Go through cleaning protocols with cleaning staff regularly (once per week then monitor cleanliness of building • Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.). Teachers and TA's to be reminded of this as from 1/9/2020 • Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously 	
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				<p>and always between bubbles. Teachers and TA's to be reminded of this as from 1/9/2020</p> <ul style="list-style-type: none"> • Outdoor equipment appropriately cleaned frequently. Teachers and TA's to be reminded of this as from 1/9/2020 • Toilets to be cleaned regularly. Cleaners to clean toilets 3 times per day at the following times: 11.00am, 1.00pm and 3.30pm • Staff providing close hands-on contact with pupils need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces. This is only for a very small number of pupils and will be discussed with an individual member of staff 	
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				<p>PPE The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained • where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used. <p>This information will be shared with all staff</p>	
				<p>Face coverings (In the event of local lockdowns or restrictions, or at the discretion of the school at all other times):</p>	

				<ul style="list-style-type: none"> • Face coverings may be required to be worn by pupils, and staff or visitors (unless exempt), where social distancing cannot be maintained moving around the premises (e.g. in corridors). • Staff or visitors may be asked to wear face coverings in areas outside of classrooms where social distancing is not possible (e.g. staffrooms or offices). • Pupils, staff and visitors would in this situation be expected to provide their own face covering. • Cleaning of hands before and after removing or putting on face covering. • Face coverings placed in sealable plastic bags between use It must be stressed that at present there is no expectation that pupils, staff or visitors have 	
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				<p>to wear any form of face covering.</p> <p>First Aid</p> <ul style="list-style-type: none"> • Check if qualifications run out. Consider enrolling more staff on training. This process is already in progress and courses will be identified as appropriate • Employees providing first aid to pupils will not be expected to maintain 2 metres distance. The following measures will be adopted: • washing hands or using hand sanitiser, before and after treating injured person; • wear gloves or cover hands when dealing with open wounds; • if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives; • if CPR is required on a child, use a 	
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				<p>resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</p> <ul style="list-style-type: none"> dispose of all waste safely. <p>The final 5 bullet points to be discussed with staff at INSET on 1/9/2020</p>	
<ul style="list-style-type: none"> https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace 					