



Significant Findings of Risk Assessment

Site / Premises: Rushey Mead Academy	Assessment Carried Out By	Assessment Serial Number: 30 08.2021		
Department:	Name: Derek Forman Signature:	Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
<b>Activity / Process:</b> School activities during COVID-19 outbreak at Government Roadmap Step 4 <ul style="list-style-type: none"> <li>• <b>During this evolving situation please monitor and follow government guidance given in the web links provided</b></li> <li>• All normal working practices should be assumed to continue unless they need to change for the duration.</li> </ul>	<b>Responsible Manager / Team Leader</b>  Name: Claire Stoneman Signature:	16.07.2020	24.07.2020	Carolyn Robson
		24.07.2020		
		28.07.2020 V.5		Derek Forman
		28.07.2020 V.6	21.08.2020	Derek Forman
		21.08.2020 V.7	01.09.2020	Derek Forman
		27.08.2020 V8	01.09.2020	Derek Forman
		07.09.2020 V9		Derek Forman
		11.09.2020 V10		Derek Forman
		21.09.2020 V11		Derek Forman
		01.10.2020 V12		Derek Forman
		09.10.2020 V13		Derek Forman
		12.10.2020 V14		Derek Forman

		16.10.2020 V15		Derek Forman
		27.10.2020 V16		Tracy James
		06.11.2020 V17		Derek Forman
		20.11.2020 V18		Derek Forman
		14.12.2020 V19		Derek Forman
		04.01.2021 V20		Derek Forman
		07.01.2021 V21		Derek Forman
		28.01.2021 V22		Derek Forman
		04.02.2021 V23		Derek Forman
		25.02.2021 V24		Derek Forman
		Review		Carolyn Robson
		11.03.2021 V25		Derek Forman
		12.04.2021 V26		Derek Forman
		17.05.2021 V27		Derek Forman
		15.06.2021 V28		Derek Forman
		16.08.2021 V29		Derek Forman
		24.08.2021 V30		Derek Forman
		02.09.2021 V31		Derek Forman

**Risk Rating.**

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

<p><b>General Principles of Control</b></p>	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. This system of controls provides a set of principles which, if followed will effectively minimise risks. When implemented these measures create an inherently safer environment for children and staff where the risk of transmission of infection is substantially reduced. The way to control this virus is the same, even with the current new variants. Current evidence suggests that the Public Health England (PHE) endorsed 'system of controls' which are set out in this guidance are the right measures to take. All elements of the system of controls are essential:</p> <p><b>Prevention:</b></p> <ul style="list-style-type: none"> <li>• minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.</li> <li>• clean hands thoroughly more often than usual.</li> <li>• Ensure the school is well ventilated, and a comfortable teaching environment is maintained by a variety of measures using both mechanical and natural ventilation.</li> <li>• ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</li> <li>• introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.</li> </ul> <p><b>Response to any infection:</b></p> <ul style="list-style-type: none"> <li>• engage with the NHS Test and Trace process.</li> <li>• manage confirmed cases of coronavirus (COVID-19) amongst the school community.</li> <li>• contain any outbreak by following the NHS health team advice.</li> </ul> <p>The academy in line with Government guidance expects and recommends that all non-exempted persons should wear face coverings in crowded areas where they may encounter others they do not normally meet.</p> <p>Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask.</p>
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	<ul style="list-style-type: none"> <li>minimise contact between individuals. Where necessary wear appropriate personal protective equipment (PPE).</li> </ul> <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.</p>	<p>However, if dealing with a student with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing (FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance: <a href="https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe">https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe</a></p> <p>Face Fitting Test for mask Guidance: <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p>							
What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	A c t i o n B y W h o ?	Action By When ?	Additional Action Completed (Initials)
Catching / spreading the virus.	Staff, Students, Visitors	<p><b>Attendance - From Thursday 26<sup>th</sup> August 2021</b> on-site education will resume for all students. The academy will phase student start dates week commencing 16th August 2021 to allow Lateral Flow Testing to begin before the return of all year groups. This will allow all students to begin on-site education from Thursday 26<sup>th</sup> August 2021.</p> <p><b>Rapid Result Tests (Lateral Flow Tests)</b> Rapid Result Tests (Lateral Flow Tests) are available to conduct twice weekly testing of staff, and students to help</p>	3	3	9				

<p><b>Catching / Spreading</b></p>		<p>detect those who are carrying the Covid 19 virus without displaying symptoms.                  The testing available consists of two Lateral Flow Tests taken at home each week, 3 to 4 days apart.                  Upon initial return to school in the Autumn 2021 term secondary aged pupils will be expected to undertake two on-site Lateral Flow Tests.                  The requirement for continued twice weekly testing for staff and secondary aged pupils will be reviewed at the end of September 2021.                  For logistical reasons all students aged 11 to 17 are to be supervised by an adult whilst taking the tests, rather than students aged 11 have the tests administered by an adult.                  The On-Site testing facility will remain in place to permit the testing of those unable to do this test at home.                  For students, the completion of 2 supervised On-Site tests is a pre-requirement to permit home testing.</p> <p><b>Lateral Flow Test Results</b>                  A negative result will allow the tested person to remain in school.                  A positive result will require the tested person to self-isolate for 10 days and undertake a confirmatory Covid 19 PCR Test as soon as possible (within 2 days). The use of public transport should be avoided where possible by the person testing positive.</p> <p>The results of the PCR Test determine whether self-isolation is to continue. If a positive result is returned the student or staff member will need to self-isolate for 10 days. If a negative result is returned within 2 days of the LFT the student or staff member can return to school and the household end self-isolation. <b>If the PCR test is taken beyond 2 days after the LFT students or staff will need to</b></p>							
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<p><b>Catching / Spreading</b></p>		<p><b>self-isolate for 10 days regardless of the result.</b> From Monday 16 August 2021 unvaccinated young people up to the age of 18 years and 6 months and fully vaccinated adults, will no longer be required to self-isolate if they live in the same household as someone with COVID-19 or are a close contact of someone with COVID-19. Those identified as a close contact will be informed by NHS Test and Trace that they have been in close contact with a positive case and advised to take a PCR test. RMA strongly encourage all individuals to take a PCR test if advised to do so. There is no requirement to self-isolate while awaiting PCR test results and so individuals can attend their setting as usual. Students who have been identified as a close contact will continue to attend their setting as normal. Although encouraged this testing is voluntary and prior consent is required.</p> <p><b>LATERAL FLOW TEST FACILITY</b>          A dedicated Covid 19 Rapid Results Test Facility has been set up in an external changing room the facilities &amp; procedures of which include:</p> <ul style="list-style-type: none"> <li>• 4 x appropriately trained staff.</li> <li>• Secure storage for LFD Test Kits at between 2 and 30 Degrees Celsius.</li> <li>• An operational temperature of between 15 and 30 Degrees Celsius is maintained.</li> <li>• A non-porous floor.</li> <li>• Good air flow/ventilation &amp; well lit.</li> <li>• One-way flow or adequate space for social distancing.</li> <li>• Test subjects seating in the swabbing area 2m apart from each other.</li> <li>• A registration desk at the entrance to the facility.</li> </ul>							
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<p><b>Catching / Spreading</b></p>		<ul style="list-style-type: none"> <li>• Separate desks for recording and processing tests, and a swabbing area.</li> <li>• The swabbing desk and processing desk are near each other [within 1m], with the recording desk close by.</li> <li>• There is a clear demarcation between the swabbing area and processing area, and test subjects are not permitted to enter the processing area.</li> <li>• Hand sanitising facilities are provided, which are to be used by all persons entering or leaving the test facility.</li> <li>• Facilities &amp; PPE for containing &amp; cleaning up bodily fluids are readily available (sneezing or vomiting may be expected).</li> <li>• Established NHS testing protocols are followed in line with the training and guidance provided.</li> <li>• Appropriate PPE is worn - Gloves, Apron, Fluid Resistant Surgical Mask &amp; Eye Protection for Processing Operatives &amp; Cleaners. Fluid Resistant Surgical Masks for all others. Results Recorders will need to wear gloves if in contact with LFT devices.</li> <li>• PPE should be replaced between test sessions, and Sample Processors are to change gloves after each sample.</li> <li>• General Waste disposal facilities are provided. All Lateral Flow Test waste can now be treated as General waste.</li> <li>• The swabbing area and processing area are cleaned between each test and the testing facility cleaned daily.</li> <li>• Routine 'quality audit' checks are carried out by the Site Supervisor, and records kept.</li> </ul>							
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<p><b>Catching / Spreading</b></p>		<ul style="list-style-type: none"> <li>• General school Covid 19 control measures apply to those awaiting test and upon completion of testing.</li> <li>• Where someone has a positive test result, they are kept isolated until they can return home to self-isolate and encouraged to undertake a confirmatory Covid 19 PCR Test.</li> </ul> <p>The academy follows the <a href="#">Mass asymptomatic testing: schools and colleges guidance</a> for handling any positive results.</p> <p>Where tests are carried out at home the results must be reported to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions in the home test kit.</p> <p>Staff also share their result with the school to help with contact tracing.</p> <p>Issuing of home test kits to staff are recorded in an Issue Log, and results of home tests are recorded in a separate Results Register.</p> <p>Results for tests taken at school are recorded &amp; reported in line with current school test logging protocols.</p> <p><b>LATERAL FLOW TEST INCIDENT REPORTING</b> Incidents regarding LFT testing are reported as follows:</p> <p>Home testing Clinical Incidents to – <a href="https://coronavirus-yellowcard.mhra.gov.uk">https://coronavirus-yellowcard.mhra.gov.uk</a> &amp; the SLT Home testing Non-Clinical Incidents to - NHS Test &amp; Trace Service Telephone N° 119 &amp; the SLT</p>							
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<p><b>Catching / Spreading</b></p>		<p>It is important that all incidents related to testing are recorded, including void results.</p> <p>Serious incidents, including those that require immediate pausing of all testing on site, are escalated immediately to the DfE helpline.</p> <p>Incidents that disrupt testing and/or could potentially impact quality or safety of testing and cannot be resolved locally are reported to the DfE helpline.</p> <p>Any other incidents that disrupt testing in any way, but that are resolved locally, are reported to DfE through the Incident Reporting Form on www.Gov.uk. DfE then escalate issues to DHSC through the clinical governance process for rapid testing as required.</p> <p>DfE Coronavirus Helpline 0800 0468687.</p> <p>Records of all incidents are kept.</p> <p><b>General control measures</b></p> <p><b>Non-legislative additional control measures for consideration based upon Government Expectations &amp; Recommendations.</b></p> <p>Rushey Mead Academy (RMA) expects and recommends that all non-exempted persons wear face coverings in crowded areas where they come into contact with others they do not normally meet.</p> <p>Rushey Mead Academy (RMA) has put into process a gradual resumption to full workplace attendance.</p> <p>Staff will use their own personal judgement in adopting additional control measures to minimise their own exposure risks to Covid 19.</p>							
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		<p>All persons are expected to limit close contacts as far as is reasonably practicable with those persons they do not normally live with (i.e. considering the frequency, duration &amp; numbers of contacts).</p> <p>Meetings outside are prioritised over meetings indoors as meetings outside are less prone to virus spreading,</p> <p>Records are maintained of staff, visitor &amp; contractor attendance for NHS Test &amp; Trace purposes</p> <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Frequent hand washing/sanitising is carried out by all persons throughout the day, including before &amp; after eating, after sneezing &amp; coughing or using tissues. After washing hands for at least 20 seconds, they are then dried using hand driers / disposable towels etc, which are disposed of into the bins provided.</p> <p>For students' regular hand washing / sanitising would include washing / sanitising their hands, on arrival, after breaks, before &amp; after lunch, after using the toilet and when changing rooms.</p> <p>For SEN students regular hand washing / sanitising is as for other students (see above) however SEN students may need additional support, encouragement, or supervision for this. Where possible, there should be an identified adult documented through the SEND individual risk assessment.</p> <p>Individual Risk Assessments have been completed for SEND and Vulnerable students.</p>							
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<p><b>Catching / Spreading</b></p>		<p>Evidence: Risk Assessments saved on shared drive.</p> <p>All persons are reminded to not touch their eyes, nose, or mouth if their hands are not clean. Information on not touching eyes, nose mouth included in staff &amp; student briefings / Parent Communication.</p> <p>Evidence: Parent letter / Parent Flyer / Staff Briefings</p> <p>Hand sanitiser units are available in all corridors and near all entrances/exits, and hand sanitiser bottles are in all classrooms.</p> <p>All units are kept fully stocked. These are to be used by all persons when entering and leaving the area.</p> <p>See hand washing guidance.  <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Electric hand dryers are enabled &amp; paper towel provided with separate bins in communal hand washing areas</p> <p>Drying of hands with disposable paper towels.  <a href="https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/">https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</a></p> <p>Checks in place to ensure soap, paper towels &amp; sanitising stations have adequate supplies.</p> <p>Evidence: Signing log sheets in place at all toilets – Kept in Site file each week.</p> <p>Evidence: Site team complete and record checks of all sanitising stations / PPE stations each evening.</p>							
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<p><b>Catching / Spreading</b></p>		<p>There is no need for anything other than normal personal hygiene and washing of clothes following a day in an educational or student care setting.</p> <p>Clear signage and information are displayed reminding all persons of hygiene and hand washing requirements. This information is also easily understandable to small children where necessary.</p> <p>Tissues will be provided for employees and SEN students along with bins for their disposal. All persons use a tissue when coughing or sneezing and place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, and washing hands afterwards is an acceptable alternative.</p> <p>Contact with personnel suspected of having caught COVID-19 will be avoided.</p> <p>If persons disclose that persons living with them are self-isolating, they should be encouraged to <b>take a PCR test</b>.</p> <p>Any existing individual risk assessments (disability, young persons, or new / expectant mothers) to be reviewed.</p> <p>Good respiratory hygiene and skin cleaning hygiene measures are to be always followed.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the school (Based upon Government Guidance and this risk assessment).</p>							
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<p><b>Catching / Spreading</b></p>		<p>Contingency plans are in place to provide remote learning for students where this becomes necessary.</p> <p>This risk assessment and any safe systems of work must be communicated to staff before they start work and be available in school. Staff to sign to say they have read and will comply.</p> <p>The SLT have ensured that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p> <p>Records are kept of classes, groups, staff, visitors, and their close contacts, so that these can be provided to the Local Public Health Team if required.</p> <p>Employee support services (Occupational Health Service / Amica etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Managers/SLT keep in regular contact with and monitor the wellbeing of staff not currently working on the site.</p> <p><b>PPE</b>          Whilst additional PPE is not required for most tasks in school PPE has been made available for added reassurance should staff want to use it. Aprons are available in in cleaning cupboards and medical rooms and gloves are available in each teaching room. All employees have been made aware of PPE availability (gloves and masks) and use.</p>							
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<p><b>Catching / Spreading</b></p>		<p><b>With effect from June 2021</b>                  The trust strongly advises that face coverings are worn by staff, students, and visitors in crowded areas where they may encounter others they do not normally meet. for example, when moving around in corridors and communal areas or in meetings with outsiders (with the standard exceptions for disabilities / breathing difficulties / lip reading etc applying (see below). A small stock of spare face coverings is held at reception to support this measure.</p> <p>Specially marked yellow or white bins are provided in toilets and in classrooms for disposable masks, reusable masks should be kept in sealed plastic bags.                  Hands are washed/sanitised before and after handling masks.                  Students and staff have been instructed in the safe removal and disposal of masks using an infographic.                  Evidence Infographic at the school entrance and in PL day teacher's pack.</p> <div data-bbox="539 908 600 967" data-label="Image"> </div> <p>Removing a face mask safely merged</p> <p><b>Exemptions</b>                  Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> <li>• cannot put on, wear, or remove a face covering because of a physical or mental illness or impairment or disability</li> </ul>							
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<p><b>Catching / Spreading</b></p>		<ul style="list-style-type: none"> <li>• speak to or help someone who relies on lip reading, clear sound or facial expression to communicate.</li> </ul> <p>Staff who wish to wear face coverings in the classroom will be allowed to do so for their own well-being.</p> <p>Where a student is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it, or it has become soiled or unsafe, the academy has a contingency supply available to meet such needs.</p> <p>No -one is to be excluded from education on the grounds that they are not wearing a face covering.</p> <p><a href="https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/92222/schools-coronavirus-covid-19-operational-guidance">Schools coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></p> <p>PPE Guidance sheets provided for cleaning staff and frontline first aid staff included in First aid rooms, cleaners' cupboards, and induction packs for cleaners / first aiders.</p> <p><a href="#">Safe working in education, childcare and children's social care provides</a></p> <p><b>WHO / PHE Posters:</b> Clear signage and information are displayed reminding all persons of respiratory hygiene and hand washing requirements. Posters, leaflets and other materials are displayed in:</p> <ul style="list-style-type: none"> <li>• Reception areas             <ul style="list-style-type: none"> <li>• Classrooms</li> </ul> </li> <li>• Toilets</li> </ul>							
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		<ul style="list-style-type: none"> <li>• Notice boards in staffrooms, workrooms and staff kitchens</li> <li>• Meeting rooms</li> </ul> <p>This information has been made easily understandable to SEND and EAL students  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p><b>Good respiratory hygiene:</b>          Good respiratory hygiene ensured following the ‘catch it, bin it, kill it approach.</p> <p>Tissues provided in all classrooms and staff bases for the use of staff and students along with bins for their disposal.</p> <p><b>Ventilation</b>          The school is well ventilated, and a comfortable teaching environment is maintained by a variety of measures including:</p> <ul style="list-style-type: none"> <li>• mechanical ventilation systems – adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance. Where possible, systems are adjusted to full fresh air or, where not, the systems are operated as normal where they are within a single room and supplemented by an outdoor air supply. Desk or ceiling fans can be used provided that the area is well ventilated, but they should not be used in poorly ventilated areas.</li> <li>• natural ventilation – windows are opened but in cooler weather they are opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space. Opening internal</li> </ul>							
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<p><b>Catching / Spreading</b></p>		<p>doors also assists with creating a throughput of air. Doors are propped open to reduce contact points, provided fire safety, security &amp; safeguarding requirements are not compromised. Fire doors are not held open – unless using devices that automatically release them in the event of a fire alarm activation.</p> <p>Where necessary external opening doors are also used (if they are not fire doors and where safe to do so)</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures are also used as appropriate:</p> <ul style="list-style-type: none"> <li>• high level windows are opened in preference to low level to reduce draughts.</li> <li>• the ventilation is increased while spaces are unoccupied (e.g., between classes, during break and lunch, when a room is unused).</li> <li>• additional, suitable indoor clothing is allowed i.e., students are permitted to wear thermal t-shirts/vests, long sleeve and preferably white, under their formal school shirt and a formal school jumper.</li> <li>• furniture rearranged where possible to avoid direct drafts.</li> </ul> <p>Heating is used as necessary to ensure comfort levels are maintained particularly in occupied spaces.</p> <p>Where ventilation units have filters, enhanced precautions are taken when changing filters.</p> <p>See HSE guidance  <a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p><a href="https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2,-covid-19-and-hvac-systems">https://www.cibse.org/coronavirus-covid-19/coronavirus-sars-cov-2,-covid-19-and-hvac-systems</a></p>							
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		<p><b>Minimise contacts:</b>                  Students, staff, and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or have tested positive in the last 7 days. Anyone developing those symptoms during the school day is sent home,</p> <p>Persons are told to self-isolate for 10 full days from symptom onset should they find they have a new, persistent cough, a high temperature and/or a change to their senses of smell or taste. They are also advised to take a Polymerase Chain Reaction (PCR) test.</p> <p>If a student or staff member test positive without symptoms, they are obliged to self-isolate for 10 full days from their test date. If the positive result is from an LFT they will be advised to take a confirmatory PCR test within 2 days</p> <p>If the student / staff member is isolating because of a positive test result but did not have any symptoms, and they develop COVID-19 symptoms within their isolation period, a new 10-day isolation period must be started by counting 10 full days from the day following the symptom onset</p> <p>Any person with symptoms of COVID-19 (persistent cough, high temperature etc.) is NOT allowed to attend the school and is to follow Government guidance on self-isolating and arrange to be tested.                  Staff members and parents/carers understand that they need to be ready and willing to:</p> <ul style="list-style-type: none"> <li>• book a PCR if they or their child are displaying symptoms.</li> </ul>							
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		<ul style="list-style-type: none"> <li>• provide details of anyone they or their child have been in close contact with if they test positive for coronavirus (COVID-19) if asked by NHS Test and Trace.</li> <li>• self-isolate if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so having recently travelled from certain other countries.</li> </ul> <p>The school in co-operation with NHS Test &amp; Trace, the local public health team and the local authority will take active steps to identify close contacts of persons tested positive.</p> <p>Individuals who are fully vaccinated or below the age of 18 years &amp; 6 months or have a medical exemption from vaccination are not required to self-isolate for 10 days if they live in the same household as someone with Covid 19 or are a close contact of someone with Covid 19. Instead, they will be contacted by NHS Test &amp; Trace or the school and advised to take a PCR test. RMA strongly recommends, in writing, that all individuals take a PCR test if identified as a close contact.</p> <p>Students who have been identified as a close contact, will continue to attend school as normal.</p> <p>If for any reason the member of staff or the student have a negative test result during the 10-day isolation period, this does not mean isolation can stop. Even if they do not have symptoms, they could still pass the infection on to others.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>							
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		<p>In all cases the day after symptom onset or test date is counted as the first full day of self-isolation.</p> <p>Close contact with people suspected of having caught COVID-19 will be avoided</p> <p>Close contact means:</p> <ul style="list-style-type: none"> <li>• anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19</li> <li>• anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR or LFD test:</li> <li>• face-to-face contact including being coughed on or having a face-to-face conversation within one metre</li> <li>• been within one metre for one minute or longer without face-to-face contact</li> <li>• sexual contacts</li> <li>• been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)</li> <li>• travelled in the same vehicle or a plane</li> <li>• Have been advised by a public health agency that contact with a diagnosed case has occurred.</li> </ul> <p>If 5 or more linked positive cases are identified within a 10-day period, this may indicate an outbreak, and in these circumstances the School should contact the DfE Advice Service (Helpline Number 0800 0468687 Option 1). Public Health England's Local Health Protection Teams will then conduct a rapid investigation and will</p>							
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		<p>advise the school on the most appropriate action to take (such as implementing Outbreak Management Plans). Outbreak Management Plan / Contingency plans are in place to revert to a greater level of Covid 19 control measures (based upon previous risk assessment controls) should this be advised by Public Health due to local outbreaks.</p> <p>These contingency plans include the provision of remote learning for pupils where this becomes necessary, (see appendix 1).</p> <p>Emphasis on control measures such as washing and sanitising of hands, good respiratory hygiene and enhanced cleaning of settings are essential to minimise transmission risks and therefore minimise the numbers of students and staff who may need to self-isolate</p> <p><b>Measures within the classroom</b>                  There is a maximum of 32 students per classroom. Classrooms clearly laid out – classroom layout plans with numbered/named seats for students and posters on doors to support hand hygiene.</p> <p>Classroom packs of spare equipment in each room containing exercise books, pens, pencils, rulers, etc.</p> <p>For individual and very frequently used equipment, such as pencils and pens, staff and students have their own items that are not shared.</p> <p>All frequently touched surfaces inside the classroom are cleaned daily. (see cleaning monitoring sheets)</p>							
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		<p>Resources that are shared between classes such as sports, art and science equipment are cleaned frequently and meticulously.</p> <p>There is an assumption by the DfE of normal usual music lessons/singing to resume, however, schools will make sure all the equipment is cleaned throughout the day. Students can wipe down the equipment themselves as the most practical solution to making this work, including in science / DT /any practical lessons. Once students are shown how to clean something, staff supervision of them doing this will suffice. The cleaners continue to clean frequently touched surfaces throughout the day.</p> <p>Staff ratios for the year group sizes are to be no more than 1 Teacher for each group of no more than 32 students with 1 additional Teaching Assistant where necessary.</p> <p>Supply teachers, peripatetic teachers and/or other temporary staff who move between schools minimise contact and maintain as much distance as possible from other staff. They also participate in the school rapid testing programme.</p> <p>Specialists, therapists, clinicians, and other support staff for students with SEND provide interventions as usual.</p> <p>Staff have their own equipment, e.g., whiteboard pen.</p> <p>Outdoor playground equipment is cleaned daily (See premises log)</p>							
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		<p>Students limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery, water bottle and mobile phones. Bags are allowed.</p> <p>Students and teachers can take books and other shared resources home, although unnecessary sharing is avoided, especially where this does not contribute to pupil education and development. There is no longer a requirement for exercise books or textbooks to be sanitised or to wait 48 hours before they can be taken but similar rules on hand cleaning and cleaning of resources apply.</p> <p>Management checks ensure this is adhered to and appropriate measures taken to address issues as they arise.</p> <p><b>PE teaching</b></p> <ul style="list-style-type: none"> <li>• Priority is to be given to outdoor PE activities over indoor ones.</li> <li>• PE lessons may be taken indoors.</li> <li>• Only team sports where national governing bodies have developed guidance (and have been approved by the Government such as those on the list of available grassroots sports) are to be undertaken, and the control measures identified in that guidance adopted.</li> <li>• Curriculum of non-contact sports such as badminton, table tennis, dance, athletics etc.</li> <li>• Minimal Equipment usages</li> <li>• Teachers / students wipe down equipment at the end of each lesson.</li> </ul>							
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		<ul style="list-style-type: none"> <li>• Curriculum Risk Assessment to be completed. Whether lessons are taken inside or outside, the same COVID 19 control measures ventilation, and hand washing protocols etc are adopted. Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary</li> </ul> <p>Specific guidance on sports can be obtained from <a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a> Or <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation">https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation</a></p> <p><b>DT / Science</b></p> <ul style="list-style-type: none"> <li>•Curriculum Risk Assessment to be completed.</li> <li>•For advice on practical school science, D&amp;T, etc.</li> </ul> <p> GL343-Guide-to-doing-practical-work-d</p> <p><b>Clinically Extremely Vulnerable and Clinically Vulnerable staff (including pregnant women) and family members.</b> <b>Clinically Extremely Vulnerable Staff</b> can return to school. If attending site these staff may wish to take additional Covid 19 precautions (e.g., limiting close contacts etc), as agreed in their individual risk assessment. <b>Clinically Extremely Vulnerable Pupils</b> can attend school unless it is advised by their medical support team that they should be shielding.</p>							
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		<p>The school will continue to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. In some circumstances it may be necessary to default to previous risk assessments.</p> <p>In line with government guidance, it is envisaged that staff deemed <b>clinically vulnerable (CV)</b> will continue to work as the government safety guidance for their workplace has been implemented in full, and an individual risk assessment has been carried out. The school continues to ensure plans are re-assessed based on emergent government guidance and advice from the local Public Health Dept.</p> <p>Pregnant women are assessed as being in the clinically vulnerable category but should attend school as normal. From the 24th of August 2021 the school will implement government guidelines in relation to pregnant staff, therefore from that date anyone reaching 28 weeks of pregnancy will no longer be required to work from home. Instead from the above date COVID-19 health and safety risks will be assessed and documented as part of the maternity risk assessment conducted in line with the Management of Health and Safety at Work Regulations 1999 (MHSWR 1999) and if in line with that assessment, any pregnant woman at any gestation period may work from home</p> <p><a href="https://www.legislation.gov.uk/uksi/1999/3242/contents/made">https://www.legislation.gov.uk/uksi/1999/3242/contents/made</a></p> <p>Any pregnant woman, or new mother who has an underlying medical condition and has a shielding letter from their GP, Consultant or Gynaecologist will work from</p>							
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		<p>home until restrictions are lifted after which time, they should be able to return to work.</p> <p>In all respects, the clinically extremely vulnerable and the clinically vulnerable population will be reminded that while in school they are expected follow measures in this risk assessment to minimise the risks of transmission. This includes taking particular care to observe good hand and respiratory hygiene and minimise contact. There is ongoing scientific work in respect of the impact on BAME groups, particularly in front line health/care roles. We are closely monitoring guidance and at the current time this group is not considered to be clinically vulnerable based on the public health list. If this changes our response will be adapted and all employees are assured of a comprehensive risk assessment and measures to mitigate risk. If individual employees would like specific discussion about their role this will be arranged.</p> <p>An individual risk assessment will be carried out for any person who considers that the control measures in place are insufficient for their personal circumstances. Individual risk assessments will also be carried out to determine the safety measures for those working with students who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>Any existing individual risk assessments (disability, young persons, or new / expectant mothers) to be reviewed.</p> <p><b>Staff who may otherwise be at increased risk from coronavirus (COVID-19):</b> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-</p>							
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		<p>19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people’s occupation, and care home residence. <a href="https://www.gmcvo.org.uk/news/phe-report-covid-19-review-disparities-risks-and-outcomes">https://www.gmcvo.org.uk/news/phe-report-covid-19-review-disparities-risks-and-outcomes</a></p> <p>These staff can return to school in September as the system of controls set out in this risk assessment are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future.</p> <p>People who live with those who have comparatively increased risk from coronavirus (COVID-19) can also attend the workplace.</p> <p>TMET HR have put together CV spreadsheet that outlines in each academy which staff members have identified themselves as belonging to either the CV category, the CEV category, or as living with someone in either of these categories. This is being maintained centrally via the HR mailbox and is cross- trust and confidential.</p> <p>Staff have been divided into 4 groups as below:</p> <p><b>RED:</b> Identified as either Clinically Extremely Vulnerable (CEV) or living with someone who is CEV. These staff members should not come into school until an updated individual risk assessment has been carried out by HR</p> <p><b>AMBER:</b> Identified as Clinically Vulnerable (CV) themselves. These staff are risk assessed and given</p>							
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		<p>roles with the least risk in school. Reduced hours could be considered.</p> <p><b>GREEN:</b> Identified as living with someone who is CV. We have registered this. As per government advice there is no need to carry out an additional risk assessment. They should attend work as normal.</p> <p><b>WHITE:</b> No medical or mitigating information given yet. Expected to be able to work in their usual workplace and usual work hours.</p> <p>TMET HR will continue to update this spreadsheet as people confirm to the HR mailbox their status and provide evidence of their category, therefore the staff list as it stands should only be used as draft numbers and is subject to change. HR will send the list out regularly and copy business and academy managers into changes to ensure this is kept up to date.</p> <p>To inform staff of the TRUST's expectations, HR have issued every member of staff with an email, to ensure they are aware of their status in one of the four categories.</p> <p>Individual risk assessments carried out for all clinically vulnerable 'amber' staff.  <b>Evidence:</b> all saved in the HR drive and signed copies kept in the employee's HR file.</p> <p>All new staff to be RAG-rated using latest medical information and risk assessments to be completed.</p>							
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		<p>The message to staff who have concerns about an increase in school-based attendance (including but not limited to those from a BAME group) is:</p> <ol style="list-style-type: none"> <li>1. We have a duty of care to all staff, and we are taking this very seriously. Risk assessments and a measured approach to increased opening should help to reassure them and you will need to talk about this specifically in relation to your site and their role.</li> <li>2. Anyone who wants to discuss their role and their worries should be given that opportunity as part of the normal line management dialogue and if it helps to use the risk assessment form for these discussions please do so. If an individual specifically wants a risk assessment due to a BAME characteristic, then you can do this as a way of engaging them in a discussion that pinpoints exactly what element of their return worries them. In most cases listening and reassuring them will suffice and if not then you are likely to be able to tweak their role so that it increases their confidence in returning.</li> </ol> <p>We are absolutely committed to the safety of all staff, but we will not be applying a blanket approach to a protected group when the guidance doesn't say that is the right approach.</p> <p>As above the Government expects and recommends that a gradual resumption to full workplace attendance will be practised from 19 July 2021.</p> <p><b>Support for Staff</b> Employee support services (Occupational Health Service / Amica etc.) are available to discuss any concerns</p>							
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		<p>employees may have directly related to their health, and to provide appropriate support.</p> <p>Managers / SLT keep in regular contact with and monitor the wellbeing of staff not currently working on the site.</p> <p>AMICA counselling service promoted to all employees.  <a href="http://www.amica-counselling.uk/">http://www.amica-counselling.uk/</a></p> <p>Mental Health First Aiders available to support.</p> <p>HR@tmet.uk – central HR can be contacted by any employee at this email address. Line managers have made colleagues aware, and we encourage regular and timely dialogue between staff and their line managers.</p> <p>Staff directed to <a href="https://www.educationsupport.org.uk/">https://www.educationsupport.org.uk/</a> for online support.</p> <p>Line managers and HR offer support to staff who are affected by Coronavirus or have a family member affected.</p> <p>Line managers regularly keep in touch with those in work, working from home and unwell to see if they need any support.                      Evidence: Headlines, Staff Inductions / Virtual Briefings, Handbooks.</p>						
<b>Suspected case whilst on</b>	Staff, Students, Visitors	When a person develops symptoms compatible with COVID -19 they leave the site to start a 10-day self-isolation period, undertake a PCR Test as soon as	3	3	9			

<p><b>site or Positive Viral test result</b></p>		<p>possible, and make the appropriate NHS Test &amp; Trace notification. Their fellow household members are also advised to self-isolate for 10 days.  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>                      The use of public transport should be avoided where possible.</p> <p>All staff and students attending the school have access to a viral test if they display COVID-19 symptoms and are encouraged to undertake the test in this scenario.  <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a></p> <p><i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p> <p>Where a person tests negative for COVID-19 they can return to school, and their fellow household members can end their self-isolation.                      Parents / carers are encouraged to report test results to the school.                      If they have <u>not</u> had symptoms, the 10 days starts from when they had the test, but if symptoms begin while they are self-isolating, the 10 days restarts from when the symptoms began.</p> <p>The student or member of staff can stop self-isolating after 10 days if either:</p> <ul style="list-style-type: none"> <li>•they do not have any symptoms <b>or</b></li> <li>•just have a cough or changes to their sense of smell or taste as these can last for weeks after the infection has gone.</li> </ul>							
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		<p>They must continue to self-isolate if they continue to feel unwell <b>or</b> have any of these symptoms after 10 days:</p> <ul style="list-style-type: none"> <li>•a high temperature or feeling hot and shivery</li> <li>•a runny nose or sneezing</li> <li>•feeling or being sick</li> <li>•diarrhoea</li> </ul> <p>They should only stop self-isolating when these symptoms have gone.</p> <p>If they have diarrhoea or are being sick, they must stay at home until 48 hours after they have stopped have passed.</p> <p>(The other household members of that wider class or group do not need to self-isolate unless that person within that group or class subsequently develops COVID-19 symptoms).</p> <p>If the student / staff member had a test because they had symptoms, they must keep self-isolating and have another test within 8 days of their symptoms starting. If they are unable to have another test in time, they must self-isolate for at least 10 days from when their symptoms started. Their household members, and anyone in their support bubble, must self-isolate for 10 days. If the student / staff member had a test but have not had symptoms, they do not need to self-isolate whilst awaiting another test. Their household members, and anyone in their support bubble, do not need to self-isolate. The school and trust take swift action when it becomes aware that someone has tested positive for coronavirus.</p>							
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		<p>We follow the TMET Flowchart and have template letters available.  Evidence: Saved on the SLT SharePoint.</p> <p>Sickness absence is recorded accurately to ensure that any Covid-19 symptom absence is highlighted, and staff are told to be tested. Data may also need to be provided to the Local Public Health Team should there be two or more confirmed cases in school.  <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a>  Evidence: SIMS Registers / Staff Absence Registers</p> <p>In consultation with the local Director of Public Health, where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school, if necessary, in line with routine public health outbreak control practice.</p> <p>If someone in a class or group that has been asked by NHS track and trace to self-isolate develops symptoms themselves within their 10-day isolation period they shall follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and get a test:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> </ul>							
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		<ul style="list-style-type: none"> <li>• if the test result is positive, they should inform their school immediately, and isolate for at least 10 days from the onset of their symptoms.</li> </ul> <p>Their household must self-isolate for at least 10 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.</p> <p>Records are kept via SIMS registers of classes, groups &amp; staff, and their close contacts, so that these can be provided to the NHS health team if required. Seating plans for all classes and form groups are uploaded to 'Satchel: One.</p> <p>Pastoral staff and first aiders etc. keep records of students they have had close contact with (Using online Calendars / first aid records etc.). Registers are maintained of group work / interventions outside the normal class setting. Evidence: SIMS Registers/ Seating plans/ first aid book/ SO2 log.</p> <p>If other cases are detected within the school, the NHS health team will conduct a rapid investigation as part of the NHS Test, Track &amp; Trace programme, and will advise the school on the most appropriate action to take.</p> <p>If several positive cases are identified as linked within a 14-day period, this may indicate an outbreak, and in these circumstances NHS track and trace/ PHE will contact the school. Public Health England's Local Health</p>							
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		<p>Protection Teams will then conduct a rapid investigation and will advise the school on the most appropriate action to take (such as implementing Outbreak Management Plans).</p> <p><b>If a student presents with Coronavirus symptoms</b> of which the most common symptoms are recent onset of: a new continuous cough, a high temperature and/or the loss of sense of smell/ taste the on-call team will be notified and will escort the student to Meeting Room 2 which continues to be used as an isolation room for any student who presents with any symptoms of COVID-19. Student receptionist calls home immediately for student to be removed from school and advises student and carers/ parents to follow the stay-at-home guidance and seek a PCR test. They do not advise student to go to their GP, walk-in centre, or A&amp;E.</p> <p>The Principal is informed, or deputy if the Principal is not available.</p> <p>Prior to students being escorted to the Isolation Room they are issued with a disposable mask and gloves, which they put on immediately.</p> <p>Student Reception staff put on PPE prior to taking the student to the Isolation Room.</p> <p>A member of Student Reception Staff explains clearly to the student why the student is being isolated and what the school's expectations are, i.e., no contact with anyone until parents or carers arrives to take them home, mask and gloves to be worn at all</p>							
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		<p>times whilst still in school, tissues, if used, must be deposited in the bin provided.</p> <p>If the student needs to use a toilet whilst waiting to go home, a member of staff is to accompany them to the D&amp;T corridor disabled toilet A0.25. The site team is informed that the toilet has been used so that the toilet can be disinfected after use.</p> <p>All other persons maintain a safe distance from affected individual.</p> <p>In an emergency 999 is called if a student is seriously ill or their life is at risk e.g., serious respiratory problems.</p> <p>After the student has left the site the cleaning staff are called to disinfect the isolation room.</p> <p>PPE is worn by staff caring for the student while they await collection, a space of 2 metres is maintained wherever possible.</p> <p>The possible case will be offered a viral test and, if confirmed positive, formal contact tracing will take place OR The family will be asked to arrange a PCR test for the student immediately and inform school of the results as soon as they receive them.</p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/</a></p> <p>Isolation guidance:  <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p>							
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		<p>A risk assessment will be done by the NHS health team, to determine whether these staff or students need to be sent home to self-isolate.</p> <p><a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/</a></p> <p><a href="https://www.nhs.uk/ask-for-a-coronavirus-test">https://www.nhs.uk/ask-for-a-coronavirus-test</a></p> <p>Site staff are on site to support cleaning the area after someone with suspected symptoms has left. All site staff have received an induction and wear full PPE when cleaning these areas.</p> <p>Evidence: induction file and signatures in HR files.</p> <p>Note: The site team rota has been adjusted to ensure that a team member is always on site during the school day to clean high touch areas.</p> <p>Sanitising stations have been placed in the First Aid Room, Isolation Room and throughout school so areas can be cleaned and disinfected after use.</p> <p>First Aiders are encouraged to always carry PPE (Gloves, Apron &amp; Mask) with them.</p> <p>Any member of staff who has provided close contact care to someone with symptoms, and all other members of staff or students who have been in close contact with that person with symptoms, do not need to go home to self-isolate unless:</p>							
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		<ul style="list-style-type: none"> <li>• they develop symptoms themselves (in which case, they should arrange to have a test)</li> <li>• if they are requested to do so by NHS Test and Trace. or the PHE advice service (or PHE local health protection team if escalated).</li> <li>• they have tested positive from an LFD test as part of the academy staff testing programme.</li> <li>•</li> </ul> <p>They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.</p> <p>If a member of staff reports symptoms during the school day, they are sent home straight away and advised to follow the stay-at-home guidance. Arrangements are put in place to provide cover, as necessary. The member of staff will arrange to be tested immediately and inform school of the result as soon as they receive it. Tina Gregory is to be notified via email to <a href="mailto:cover@rushey-tmet.uk">mailto:cover@rushey-tmet.uk</a> or <a href="mailto:tgregory@rushey-tmet.uk">mailto:tgregory@rushey-tmet.uk</a> if staff are not able to remain at or attend school to enable cover to be arranged.</p> <p>HR is informed via email (HR@rushey-tmet.uk) of any staff who are self-isolating and what period it is for. This is reported to the Trust/DfES. The Principal is notified or in her absence the Vice Principal.</p> <p>If a person is on site or has recently been on site who has received a positive viral test result and is therefore a</p>							
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<p><b>Confirmed case whilst on site</b></p>		<p>confirmed case the Estates and Compliance Manager reports the case to the L.A and the trust. If there is more than 1 confirmed case the PHE helpline is called on 0344 225 4524.</p> <p><a href="https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak</a>.</p> <p>The NHS Test &amp; Trace system will take steps to identify close contacts of the person tested positive and instruct them to self-isolate for 10 days as appropriate. <i>(In exceptional circumstances, the school may be requested to assist in identifying close contacts).</i></p> <p>The school keeps a record of students and staff in each group, (register) and any close contact that takes place between students and staff in different groups. This should be a proportionate recording process.</p> <p>A template letter will be provided to schools, on the advice of the NHS advice team, to send to parents and staff if needed.</p> <p>The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>If a student on site is confirmed as having COVID-19 they are immediately issued with a mask and gloves, which they must put on. They are then immediately brought to Student Reception and placed in the Isolation Room (previously Meeting Room 2) while waiting to be</p>	3	3	9				
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		collected. The procedure outlined under the heading 'If a student presents with Coronavirus symptoms:' above (page 33) is then followed.						
<b>International travel / Travel off site/ Educational visits</b>	Staff, Students	<p>Before travelling abroad staff and students should ensure that they follow these rules:</p> <ul style="list-style-type: none"> <li>• understand the risks in a country, including the latest COVID-19 restrictions (including for entry) by following the latest Foreign, Commonwealth and Development Office (FCDO) travel advice.</li> <li>• prevent new COVID-19 variants from entering the UK, by not travelling to red list countries.</li> <li>• check what needs to be done to travel abroad and return to England, or read travel guidance for Scotland, Wales, or Northern Ireland.</li> </ul> <p>Any student who has travelled abroad is to follow the rules for entering the UK. If they have travelled to any country that is not on the travel corridor list, they must quarantine for 10-days upon their return to the UK. The student must stay at home even if they do not have any symptoms.</p> <p>If any student breaches the quarantine rules and returns to school before their self-isolation has ended, the school will contact the local police station for further guidance and the child is to be collected from school immediately.</p> <p>All staff and students are encouraged to travel to work or school by car, walking or cycling and to avoid the use of public transport. Where unavoidable, wearing a face covering is strongly encouraged.</p>	2	3	6			

		<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></p> <p>Staff travelling by car ideally do so alone. The minibus, if used should contain sanitiser, gloves, and face coverings.</p> <p>Staff should only transport students in exceptional circumstances – SLT approval is required for all such journeys.</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Travel by coach etc. is minimised. Contact with the driver is avoided, and any SEN requirements considered when reducing risks and minimising contact.</p> <p>School transport is cleaned before and after each use, with particular attention being paid to touch points.</p> <p>All persons wash and dry their hands upon completion of the journey. Drivers have access to and use hand sanitiser throughout the journey.</p> <p>Face coverings are recommended to be worn in enclosed crowded spaces where other persons who you do not normally meet are encountered, such as when using public or dedicated transport.</p> <p>Where possible, open vehicle windows for increased ventilation.</p>				
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		<p>If the vehicle is being used to transport a student with COVID-19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> <li>• A vehicle with a bulkhead for segregation is used.</li> <li>• Both the driver and passenger wear facial coverings (unless exempt) and the driver to wear appropriate PPE</li> <li>• The vehicle is cleaned &amp; disinfected after use.</li> <li>• Tissues are used for coughing/sneezing and plastic bags are used for collection and disposal of tissues/waste PPE</li> <li>• Handwash/sanitise before and after transport activities and when disposing of waste.</li> </ul> <p><b>On dedicated transport,</b></p> <ul style="list-style-type: none"> <li>• Hands are sanitised on boarding &amp; disembarking.</li> <li>• Vehicles are regularly cleaned, including touch points.</li> <li>• Children must not board home to school transport if they have Covid 19 symptoms. Where possible a symptomatic or positive tested child should not use public or dedicated school transport.</li> </ul> <p><b>Educational visits</b></p> <ul style="list-style-type: none"> <li>•The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with as far as possible during external visits.</li> <li>•Overseas visits are not recommended to be undertaken at this time.</li> <li>•Any visits planned are to be in accordance with the Government guidance document -</li> </ul>				
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		<p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">Schools' coronavirus (COVID-19) operational guidance (publishing.service.gov.uk)</a></p> <p><a href="https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits">. https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits</a></p> <p>Schools have resumed overnight domestic educational visits including trips for students with SEND connected with their preparation for adulthood (e.g., workplace visits, travel training etc.).</p> <p>This is done in line with protective measures, such as hand sanitising and the COVID-secure measures in place at the destination.</p> <p>Make use of outdoor spaces in the local area to support delivery of the curriculum</p> <p>Undertake full and thorough risk assessments in relation to all educational visits to ensure they are done safely.</p> <p>As part of this risk assessment, the school considers what control measures need to be used and ensure awareness of wider advice on visiting indoor and outdoor venues.</p> <p>The health and safety guidance on educational visits is consulted when considering visits.</p>							
<p><b>Contamination during Access to &amp; egress from site</b></p>	<p>Staff, Students, Visitors</p>	<p>The school has implemented the following practices:</p> <ul style="list-style-type: none"> <li>Require all persons to wash &amp; dry or sanitise their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time.</i></li> </ul>	<p>3</p>	<p>3</p>	<p>9</p>				

		<ul style="list-style-type: none"> <li>• Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g., screens, telephone handsets, desks, particularly during peak flow times.</li> <li>• Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.</li> <li>• The process for removing &amp; where appropriate disposing of face masks used during travel is communicated to staff &amp; students, and covered bins provided.</li> <li>•</li> </ul> <p>All the new measures and the reasons for them have been communicated with parents prior to full opening. Evidence: <a href="#">Parent letter/ Website</a></p> <p><b>Visitors</b> No non-essential visitors are allowed onto the school site.</p> <p>Reception staff to speak to visitors through phone system prior to letting them into the building. Only those expected will be invited in.</p> <p>VisitorPod System not available to visitors - visitors to report to Main Reception and be signed in by the Receptionist using visitor book and pen.</p> <p>Parents or other family members / visitors who attend/visit the school without a valid reason will be turned away and asked to call or e-mail the school for support.</p> <p>Reception area shielded by glass screen.</p>							
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		<p>All visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are allowed on site and will read signs in reception regarding good hygiene. A log is kept of areas visited and people they have been in contact with.</p> <p>TMET staff are essential visitors who, due to their frequency of visiting other schools within the Trust must minimise contact and always comply with site rules and wear face coverings in accordance with Government recommendations and expectations.</p> <p><b>Staff</b> Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school. They will be provided with details of how to access a test <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a></p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government. <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/</a></p>							
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		<p>Hand cleaning facilities or hand sanitiser are available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving. Staff to use the 'card swipe' VisitorPod system – if the card swipe fails, they are to let Main Reception know they are in school.</p> <p><b>Parents etc.</b> Parents etc. have been informed of the COVID-19 safety precautions of the school (based upon government guidance and this risk assessment).</p> <p>Contact with parents is minimised, with only a single parent allowed to attend drop off &amp; pick up of students.</p> <p>Parents, etc. have been reminded not to gather by the school gates etc. whilst awaiting their students and are only allowed on site by appointment.</p> <p>A register and signing-in system is in place to monitor which people are on site at any time, whether they are permitted to be there and where they are (no congregating) and this system is enforced.</p>							
<p><b>Contamination within Internal Areas</b></p>	<p>Staff, Students, Visitors</p>	<p>Avoid working with paper/other materials that are shared in a way that may aid transmission, consideration has been given to marking work electronically, photocopying, etc. If electronic marking is not reasonably practicable or feasible follow paper marking guidelines below:</p> <p>Students will now undertake assessments in their exercise books, unless the assessment is a formal examination or mock examination, when the assessment</p>	<p>2</p>	<p>3</p>	<p>6</p>				

		<p>will be written on paper. Staff may take in exercise books to monitor student progress and respond to need. All staff should wash/sanitise hands before and after accessing students' exercise books or marking assessments or examinations.</p> <p>Ask students to put their assessments into tray.</p> <p>Staff to wash hands/sanitise before and after marking the assessments.</p> <p>Staff to avoid touching their face during marking or reviewing students' books</p> <p>Staff can wear gloves during marking or reviewing students' books at their own discretion.</p> <p>Staff to wash hands/sanitise before and after giving out the assessments or students' books.</p> <p>If feasible, teachers can leave student books or assessments for 48 hours before and after marking or reviewing as an extra precaution, but this is not mandatory. They key is to wash hands and not to touch one's face."</p> <p>Evidence: <a href="#">Marking &amp; Feedback Guidance Document</a>.</p> <p><b>Staff to Staff interaction.</b></p> <p>Staff should only complete authorised activities,</p> <p>Perspex screens installed at desks where staff are within 2 metres of each other.</p> <p>Staff asked to bring in their own water bottle.</p> <p>Use of outdoor space maximised where the transmission rate is lower.</p> <p><b>Equipment, Activities, and resources</b></p> <ul style="list-style-type: none"> <li>• Limit the use of shared resources.</li> </ul>							
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		<ul style="list-style-type: none"> <li>• Staff &amp; students have their own allocated individual frequently used resources such as pens &amp; pencils.</li> <li>• All equipment &amp; resources are regularly cleaned (including IT equipment).</li> <li>• Students are reminded only to bring essential items into the school.</li> <li>• For advice on practical school science, D&amp;T, etc. see <a href="https://www.cleapss.org.uk/">https://www.cleapss.org.uk/</a></li> </ul> <p>Where possible, meetings can be held by remote means rather than face to face (i.e., video calling).</p> <p>Before starting a lesson indoors, consider if it might be feasibly conducted outside instead.</p> <p>Lift touch points are to be cleaned regularly. Hands are to be washed &amp; dried or sanitised after using the lift.</p> <p>The screen separating the main Reception Staff from persons entering the building is only opened the minimum distance to allow work activities to proceed, and where their use cannot be avoided, returned badge holders are to be cleaned immediately.</p> <p>Covid Behaviour policy appendix has been created and shared with staff via briefings and headlines and with parents.</p> <p>Evidence: Behaviour Policy COVID Annex</p>							
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		<a href="https://www.rushey-tmet.uk/wp-content/uploads/2019/08/RMA-Behaviour-Management-Policy-Including-Covid-19-Annex.pdf">https://www.rushey-tmet.uk/wp-content/uploads/2019/08/RMA-Behaviour-Management-Policy-Including-Covid-19-Annex.pdf</a>						
<b>Contamination in Outdoor Areas</b>	Staff, Students	<p>External play equipment if used, is cleaned after each use.</p> <p>Hand sanitisers are provided at the entry points to the playground, and all persons are to sanitise their hands upon entering and leaving the playground.</p> <p>Specific guidance on sports can be obtained from <a href="https://www.afpe.org.uk/">https://www.afpe.org.uk/</a></p> <p>Where lessons are taken outside, the same COVID-19 control measures, hand washing protocols etc. are adopted as for indoors lessons.</p> <p>Facilities are sufficient to provide adequate shelter from inclement or hot weather where necessary.</p>	2	3	6			
<b>Allocation of Staff</b>	Staff	<p>Staffing allocation is done daily, and the following are considered:</p> <ul style="list-style-type: none"> <li>• Authorisation onto the school site will be by the Principal.</li> <li>• Suitable and sufficient provision has been made for the provision of first aid, physical intervention, emergency procedures response, etc.</li> <li>• Site staff rotas reviewed to ensure appropriate coverage.</li> </ul>	2	3	6			

		Teaching ratios for the increased class sizes are no more than two staff members for each class of no more than 32 students (this could be two teachers or a teacher and a teaching assistant).						
<b>Work planning</b>	Staff, Students,	<p>Priority is given to outdoor PE activities over indoor ones.</p> <p>The use of shared resources (i.e., stationery &amp; equipment) is limited, and each item regularly cleaned considering change of user.</p> <p>Students to have their own resources, e.g., books, pens rulers, which are not to be shared.</p> <p>All IT equipment is thoroughly cleaned at the end of each session by students using the appropriate wipes and cleaning materials.</p> <p>Individual risk assessments for students with EHCPs have been completed. Evidence: Risk Assessments on SEND area</p> <p>Where SEN students are attending school the same principles of hygiene, cohesive staffing, and PPE use should be applied as far as is possible, but the actual measures that are adopted for each case will be determined by a review of each students Health Care/ Support Plan/ Risk Assessment and considering the individual circumstances of each case.</p> <p>Contingency plans are in place to provide e-learning for students should this become necessary.</p>	2	3	6			

<p><b>Local lockdowns or local Outbreaks</b></p>		<p><b>Process in the event of an outbreak:</b>                  For individuals or groups of self-isolating students, remote education plans are in place.                  Information on remote education can be found in section 5: <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></p>							
<p><b>Cleaning</b></p>	<p>Staff, Students, Visitors</p>	<p>A cleaning schedule has been implemented throughout the site, ensuring that contact points, e.g., work surfaces, door handles, taps etc. are all thoroughly cleaned regularly.  <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> <li>• A combined detergent disinfectant solution or chlorine-based cleaner is used. (COSHH assessment required)</li> <li>• Extra attention is given to frequently touched areas and surfaces, e.g., doors, toilets, door handles, phones, light switches, and door fobs, etc.</li> <li>• Hand towels and hand wash are checked and replaced as needed by the site staff</li> <li>• The cleaning regimes for toilet facilities have been enhanced particularly door handles, locks and the toilet flush, etc.</li> <li>• Site staff wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection are also used).</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>				

		<ul style="list-style-type: none"> <li>• Where COVID-19 contamination is suspected or identified the waste cleaning materials and used disposable PPE are double-bagged, stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished</li> <li>• When disinfecting, disposable cloths are used to first clean hard surfaces with warm soapy water, then disinfect the surfaces.</li> <li>• Site staff wash &amp; dry their hands after removing the PPE.</li> </ul> <p>Only cleaning products supplied by the school are used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners are used in all bins and bins are emptied daily.</p> <p>External play equipment is cleaned after use by the PE faculty, and between each group use. Outdoor furniture i.e., benches, and tables are cleaned after breaks and lunches.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard detergents and disinfectants. If COVID-19 contamination is known or suspected, then the cleaning is followed by disinfecting (using chlorine-based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> <p>Cleaning &amp; Sanitising stations provided within each classroom, office and first aid area being used. Site team check stocks daily.</p>							
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		<p>Evidence: Cleaner Checking Sheets</p> <p>Cleaning rotas and runs have been adjusted to allow for high touch surfaces to be cleaned at least twice throughout the day.</p> <p>Evidence: Cleaner Checking Sheets</p> <p>Cleaning needs during the day have been considered and arrangements are in place for deep cleans as areas come into use.</p> <p><b>Every day</b> between breaks (10.10-10.50 window for cleaning)          F block dining          Pasta shack tables          Restaurant tables</p> <p><b>Every day</b> prior to detentions (1.55-2.55 window for cleaning)          Restaurant tables          F block dining tables</p> <p><b>Every day</b> between lunches (12.55-1.10 window for cleaning)          F block dining          Pasta shack tables          Restaurant tables</p> <p>F block dining          Pasta shack tables          Restaurant tables          Library</p>							
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		<p>Rigorous checks are carried out by the Site Manager/Cleaning Supervisor to ensure that the necessary procedures are being followed. These checks are recorded as complete, and any unresolvable issues escalated immediately to Milan Premdjy  <b>Evidence: Site checking Sheets</b></p> <p>All classrooms and communal areas have been deep cleaned during school closure and all unnecessary items and equipment has been removed or covered to eliminate access by staff/students.</p> <p>Site team induction created, and comprehensive pack provided.  PPE guidance included in pack to site team.</p> <p>Working hours for site team members amended to enable some daytime cleaning of high touch areas. Extra site staff recruited  <b>Evidence: Cleaning Rota &amp; Induction Pack</b></p> <p>Signing &amp; checking sheets in place throughout the site to ensure supplies are regularly checked and areas cleaned as planned.  <b>Evidence: Checking sheets on doors and then stored in site office files.</b></p> <p>If additional cleaning hours are required, each Business/Academy Manager firstly speaks with the Trust central team to establish whether there are any spare resources internally. Failing this then extra hours will be offered to existing cleaners, other roles will be redeployed to this area or external cleaning hours will be purchased.</p>							
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		All employees are made aware of PPE availability (gloves and masks) and use in any situation where social distancing cannot be maintained.						
<b>Deliveries &amp; Waste collection.</b>	Staff, Students, Delivery drivers, Waste collection operators	<p>Where practicable drivers wash or sanitise their hands before unloading goods and materials.</p> <p>Staff do not approach delivery staff, packages to be left in a safe place.</p> <p>Hands are sanitised /washed &amp; dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers are kept closed.</p> <p>Waste collections are made when the minimum number of persons are on site (i.e., before or after normal opening hours).</p> <p>Safe place for deliveries: Kitchen Caterlink have their own risk assessment in place.</p> <p>Post &amp; Small Parcels– Incoming post can be dropped outside Reception (receiving post box in place). Outgoing post – Postman to pick outgoing post up from Reception – post pass through gap in glass screen. Staff should wear gloves when handling post.</p>	2	3	6			

		<p>Large Deliveries – Instructions to be provided on orders for delivery drivers to phone site team to notify them of the arrival of the delivery. Driver can also phone reception and wait for Premises to greet at a distance outdoors.</p> <p>Premises to instruct driver to offload in area outside Main Reception and depart; before premises staff move towards delivery and bringing indoors.</p> <p>Site team only handle deliveries whilst wearing gloves or having wiped the packaging with anti-viral spray. Gloves to be disposed of appropriately, into closest lidded bin.</p>						
<b>Contractors</b>	Staff, Students, Contractors	<p>Contractors, etc. are informed of the COVID-19 safety precautions of the school (Based upon Government Guidance and this risk assessment).</p> <p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are allowed on site and will read and comply with signs in reception regarding good hygiene.</p> <p>All contractors to wash their hands upon entering the site.</p> <p>Strict hygiene rules have been implemented; all contractors are asked to do the following:</p> <ul style="list-style-type: none"> <li>• Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser.</li> <li>• Repeat the hand washing/sanitising regularly.</li> </ul> <p>Site inductions are carried out, if possible, outside.</p>	2	3	6			

		<p>The contractor notifies the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also, who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are programmed for times when the minimum number of persons are on site (i.e., after normal opening hours).</p> <p>Contractors &amp; Third-Party Organisations working on site have their own COVID-19 risk assessments and safe systems of work which are compatible with the school COVID-19 arrangements or comply with the school's arrangements.</p> <p>Contractors and visitors signed in at Reception by Admin staff using a Visitor Book and pen.</p> <p>On arrival all contractors are required to wash and dry hands, using blue towel and disposing in bins provided; or clean their hands with hand sanitiser before entering or leaving the site.</p> <p>All contractors only attend at pre-booked times before 0800 and after 1600 unless critical to site management or safety.</p> <p>Site Manager to meet all contractors outdoors or in a large meeting room and to carry out contractor induction.</p> <p>If a job cannot be carried out following the social distancing principles; this is discussed with the company the contractor came from.</p>							
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		<p>Where a contractor refuses or repeatedly fails to observe the social distance principles, the Site Manager will ask the contractor to leave the site and alternative arrangements will be made to complete the job.</p> <p>The area will be cleaned thoroughly after the work is complete, paying particular attention to door handles and surface that have been touched.</p>						
<b>Poor hygiene</b>	Staff, Students, Visitors	<p>Staff and students receive inductions which include information on hand and respiratory hygiene. Evidence: Staff Briefings &amp; inductions / Student Welcome PPT.</p> <p>Hands washed thoroughly and regularly using soap and water for at least 20 seconds. Hand washing technique adopted as directed by NHS guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a> Hands are dried using disposable towels etc., which should be disposed of into the bins provided.</p> <p>Alcohol-based hand sanitiser is used if soap and water is not available. Wall mounted sanitiser units placed around the school and hand sanitiser made available in portable containers in classrooms. Posters placed by all units.</p> <p>Premises to implement recording / signing sheet to check supplies throughout the day. Evidence: Checking sheets kept in site files.</p> <p>Ensure good safe storage of hand sanitiser as determined by a COSHH risk assessment. Evidence COSHH risk assessment.</p>	3	3	9			

		<p>Communication created to promote regular and thorough hand washing / good respiratory hygiene for parents and students in other languages. Clear communication with parents on expectations. Evidence: parent letter / Leaflet / Behaviour Policy COVID Annex <a href="https://www.rushey-tmet.uk/wp-content/uploads/2019/08/RMA-Behaviour-Management-Policy-Including-Covid-19-Annex.pdf">https://www.rushey-tmet.uk/wp-content/uploads/2019/08/RMA-Behaviour-Management-Policy-Including-Covid-19-Annex.pdf</a></p> <p>Communication shared with staff, students, and parents to promote regular and thorough hand washing.</p> <p>Borrowed Student Uniform –stored in a plastic bag after use and then washed by the school before being re-issued.</p> <p>Students and staff instructed to avoid touching face/ eyes/ nose/ mouth with unwashed hands and cover their cough or sneeze with a tissue then throw it in the bin.</p> <p>Additional hand washing &amp; drying facilities are provided.</p> <p>Hand washing facilities regularly cleaned, and soap and sanitiser levels checked.</p> <p>Suitable and sufficient rubbish bins for hand towels with regular removal and disposal provided</p> <p>Extra supplies of soap, hand sanitiser and paper towels are securely and safely stored.</p>							
<b>Canteen use - exposure from</b>	Staff, Students	Where possible, food served or displayed is individually wrapped to avoid contamination.	2	3	6				

<p><b>large numbers of persons</b></p>		<p>Touching multiple items before making final selection is discouraged.                  Food displays are protected against contamination by coughing, sneezing, etc.                  Food and drink only consumed in dedicated facilities where possible.</p> <p>Students encouraged to bring their own bottled drinking water to eliminate students touching communal taps or surfaces.                  All staff are encouraged to take time outside at lunchtime.                  Hand cleaning facilities or hand sanitiser available at the entrance of any room where people eat and used by all persons when entering and leaving the area.                  Any cutlery provided is handed out by staff wearing gloves or allocated separately to users and not provided in communal storage where users select their own.                  Payments taken by contactless methods.</p> <p>Where possible, kitchen windows remain open to increase ventilation. Fly screens have been fitted.                  Tables and chairs cleaned by canteen staff.                  All rubbish and waste put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating are thoroughly cleaned at the end of each break and shift, including chairs, door handles.                  Caterlink Staff H&amp;S Guidance in place.                  Evidence: Caterlink RA                  Caterlink Shutdown and Return Strategy in place.</p>							
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<p><b>Use of Changing facilities, toilets, showers and drying rooms</b></p>	<p>Staff, Students</p>	<p>Enhanced cleaning of all facilities throughout the day and at the end of each day introduced. Suitable and sufficient rubbish bins in these areas provided with regular removal and disposal. Bin liners used in all bins. Additional hand towels dispensers provided. Toilets are thoroughly cleaned at the end of each session. Toilet breaks are supervised by staff. After using the facilities hands must be washed.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>.</p>			
<p><b>Lack of awareness</b></p>	<p>Staff, Students, Visitors</p>	<p>Clear posters, signage and information are displayed around the site (and particularly in welfare areas) reminding all persons of hygiene and hand washing requirements.</p> <p>WHO / PHE Posters, leaflets and other materials are available for display around school.</p> <p>“Toolbox talks” carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This included informing personnel of the known symptoms.</p> <p>Staff briefings and inductions completed. Headlines sent weekly. Evidence: risk assessment saved on share drive and provided to staff through briefings/ inductions and headlines.</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>.</p>			

		<p>Staff challenge any person not adhering to the control measures within this risk assessment.</p> <p>Staff have contact numbers and e-mails of all SLT members to raise any queries or concerns.</p> <p>Students given a presentation on the first day back of each year group</p> <p>Simplified infographic created for EAL parents and shared on social media and on the school website.</p>						
<b>Emergency procedures (Fire alarm activations etc)</b>	Staff, Students, Visitors, Contractors	<p>Fire safety procedures have been reviewed This includes a review of PEEP's, and contingencies for unplanned staff absences due to COVID-19.</p> <p>Fire risk assessment has been reviewed.</p> <p>Updated Procedures and roles for fire evacuation shared with staff as part of their inductions. All staff instructed to make themselves aware of exit routes and be responsible for calmly escorting their group out of the building and reporting to the SLT duty member on the field. Evidence: Inset Day training record / Emergency procedures Document in Policy Area.</p>	2	3	6			
<b>First Aid provision</b>	Staff Students, Visitors	<p>First aider numbers &amp; locations reviewed to ensure appropriate cover is maintained.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is worn (Gloves, face mask, apron, eye protection).</p>	2	3	6			

		<p>Upon completion of first aid, thoroughly wash &amp; dry the hands and any points of contact, and clean &amp; disinfect the affected area.                  First aid risk assessment reviewed to ensure having the required numbers of staff on site who are appropriately first aid trained.                  Evidence: First Aid risk assessment</p> <p>Additional first aid area has been identified in A Block (Meeting Room 2) for COVID related illness. This is equipped with the required cleaning materials. Staff to put PPE on in main first aid room before attending students in this area.</p> <p>The medical room in Student Support has been assessed and can hold 3 people comfortably at any one time. Staff should ensure they wait outside door to the room to ensure there is space before gaining entrance.</p> <p>If a student requires minor medical assistance, staff will try to treat this within the classroom (plasters / water etc. can be obtained from medical boxes around the site.)</p> <p>First aid staff trained in new procedures and the use of PPE.</p> <p>First Aid Procedures: Staff Guide:                  Staff to notify on-call if they need medical assistance. SLT to ascertain whether suspected coronavirus case and if so, remove student to isolation room.</p> <p>On-call to carry 2 masks with them, one for themselves and one for any student showing COVID symptoms</p>							
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		<p>Separate out medical injuries and non-COVID-19 illnesses from those who have COVID-19 symptoms</p> <p>Students who are injured or who have an illness not linked with COVID-19, e.g., upset stomach, are to be treated where possible in the medical room.</p> <p>In times of high incidences, it may be necessary to have two or more students in the room simultaneously.</p> <p>Staff should wear gloves and face coverings</p> <p>In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not send to visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>All employees are made aware of PPE availability (gloves, masks, aprons, face shields). PPE stations set up in first aid room for quick access.</p> <p>First aiders encouraged to always carry some PPE with them (Gloves / mask).</p> <p>After providing first aid all PPE must be disposed of immediately in the yellow lidded bins provided and waste must be disposed of in line with current guidance.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p>							
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<p><b>Building risks arising during partial closure</b></p>	<p>Staff Students Visitors Vulnerable Groups</p>	<p>H&amp;S Check. School compliant with H&amp;S legislation and RMA policy to keep users of the buildings safe. The school is compliant with all aspects of the H&amp;S policy including:</p> <ul style="list-style-type: none"> <li>• Legionella testing is up to date and compliant.</li> <li>• Fire safety checks have been completed and fire drills performed as required.</li> <li>• PAT testing undertaken in line with requirements.</li> <li>• Continue planned gas safety checks including gas detection and/or interlocking.</li> <li>• Kitchen equipment - Equipment that holds water – for example, dishwashers, combination ovens – should be run through at least a full cleaning cycle per week.</li> <li>• Security - All areas of the school are kept secure. Access to certain closed areas are only possible by relevant staff – for example, science laboratories, chemical stores and IT rooms. Access control is secure.</li> </ul> <p><a href="https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety">https://www.gov.uk/guidance/good-estate-management-for-schools/health-and-safety</a></p>	2	3	3				
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**Government & NHS Guidance**

#### Coronavirus Guidance

<https://www.gov.uk/coronavirus>

#### Guidance on infection prevention and control for COVID-19

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

#### Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

#### Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

#### Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

#### Guidance for the full opening of schools from the start of the autumn term:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

#### Transport to school

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

#### Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

<https://get-help-with-remote-education.education.gov.uk/rapid-testing/>

### Ventilation

<https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>

[EMG: Role of ventilation in controlling SARS-CoV-2 transmission, 30 September 2020 - GOV.UK \(www.gov.uk\)](#)

### Face coverings in education

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/976213/Face\\_coverings\\_in\\_education\\_April\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/976213/Face_coverings_in_education_April_2021.pdf)

## Scoring Table

## Risk Scoring Guide

LEVEL OF RISK

OVERALL RATING

HOW THE RISK SHOULD BE TACKLED/MANAGED

<b>HIGH RISK</b>		<b>15-25</b>		<b>Immediate Management Action</b>		
<b>MEDIUM RISK</b>		<b>9-12</b>		<b>Plan for Change</b>		
<b>LOW RISK</b>		<b>1-8</b>		<b>Continue to Manage</b>		
<b>Likelihood (A)</b>	5 Almost Certain	5	10	15	20	25
	4 Probable /Likely	4	8	12	16	20
	3 Possible	3	6	9	12	15
	2 Unlikely	2	4	6	8	10
	1 Very Unlikely / Rare	1	2	3	4	5
		1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
<b>Impact (B)</b>						

**Risk Score**

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.

<b>Impact Criteria (B)</b>	<b>IMPACT</b>	<b>SCORE</b>	<b>HEALTH &amp; SAFETY EFFECT</b>
	Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	Major	4	Death of an employee, service user, member of the public, etc.
	Moderate	3	Serious injury (acute, chronic of life-changing) to employee, service user or member of the public requiring medical intervention.
	Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
	Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

<b>Likelihood Criteria (A)</b>	<b>LIKELIHOOD</b>	<b>SCORE</b>	<b>EXPECTED FREQUENCY</b>
	Almost Certain	5	Reasonable to expect that the event <b>WILL</b> undoubtedly happen/recur, possibly frequently and is probable in the current year
Probable / Likely	4	Event is <b>MORE THAN LIKELY</b> to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term	

		Possible	<b>3</b>	<b>LITTLE LIKELIHOOD</b> of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
		Unlikely	<b>2</b>	Event <b>NOT EXPECTED</b> . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
		Very Unlikely /Rare	<b>1</b>	<b>EXCEPTIONAL</b> event. This will probably never happen/recur. A barely feasible event.

This risk assessment and any safe systems of work must be communicated to staff before they start work and be available in school. Staff to sign to say they have read and will comply.