

Preparing The Observatory School for reopening to all students in September 2020

<p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). The school will follow this process and ensure all staff are aware of it.</p> <p>Measures: Communicate the message to staff, pupils and families that they must self-isolate at home and not visit the setting if:</p> <ul style="list-style-type: none">• You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)• You're waiting for a coronavirus test result• You've tested positive for coronavirus – (this means you have coronavirus)• You live with someone who has symptoms, is waiting for a test result or has tested positive• Someone in your support bubble has symptoms, is waiting for a test result or has tested positive• If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus <p>If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 7 days. If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days. If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days.</p> <p>Ref https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus</p>
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[\(COVID-19\) infection'](#), which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door (HUB), depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE (disposable, gloves, apron and fluid resistant surgical mask, plus eye protection if a risk of splashing/respiratory droplet contamination to face) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#) guidance.

For more information on how to care for a symptomatic child while protecting the welfare of other pupils and staff, read the [guidance on isolation for residential educational settings](#).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk.

Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre

	<p>or a hospital. If they require medical support or advice, they should contact NHS 111 who will respond to their concern accordingly.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test & Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household disinfectant after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.</p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19)</p>
<p>2: Clean hands thoroughly more often than usual</p>	<p>Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with liquid soap and running water or hand sanitiser. Schools must ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.</p> <p>school has ensured there is enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</p> <p>Liquid soaps rather than bar soaps should be used</p>

	<p>Hand sanitiser should at a minimum contain 60% alcohol</p> <p>supervision of hand sanitiser use given risks around ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative if available.</p> <p>building these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</p>
<p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Maintaining frequent hand washing</p> <p>Provision of handwashing facilities in the workplace.</p>	<ul style="list-style-type: none"> • the availability of liquid soap and hot water in every toilet (and if possible (where there is a sink, in classrooms) • the location of hand sanitiser stations, for example at the school entrance for pupils and any other person passing into the school to use, and their replenishment • the location of lidded bins (with foot pedal operation if possible) in classrooms and in other key locations around the site for the disposal of tissues and any other waste, their double bagging and emptying • ensuring you have a good supply of disposable tissues to implement the 'catch it, bin it, kill it' approach in each classroom and enough to top up regularly • Ensuring paper towels for hand drying are available or hand dryers are functioning correctly.
<p>4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and</p>	<p>Measures:</p> <p>Hopefully, by the start of term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance</p> <ul style="list-style-type: none"> • putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> ○ more frequent cleaning of rooms / shared areas that are used by different groups

	<ul style="list-style-type: none"> ○ frequently touched surfaces being cleaned more often than normal, such as bathrooms, grab-rails in corridors and stairwells and door handles ○ A routine that includes cleaning with warm soapy water before disinfecting. Alternatively a combined detergent/disinfectant solution (eg Chlor clean) can be used. ● different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet <p>When cleaning an area where someone with suspected/confirmed Covid-19 has been present, wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, stored securely in the grit bin outside admid for 72 hours, and then thrown away in the regular rubbish after cleaning is finished. If an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), or a risk assessment of the setting indicates that a higher level of virus may be present (for example, a setting where unwell individuals have slept such as a boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. Wash hands regularly with soap and water for 20 seconds, also after removing gloves, aprons and other protection used while cleaning.</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
<p>5. Minimise contact between individuals and maintain social distancing wherever possible</p>	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19).</p> <p>Staff must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate, as far as is possible in their zonal 'bubbles' and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p>

children's ability to distance
Weather and other non-controllable variables
the feasibility of keeping distinct groups separate while offering a broad curriculum
we aim for our younger children (KS2, Y7 & 8) to keep a strong emphasis, as far as possible to keep them in separated groups, but staff will be mixing into these groups to support the delivery of the curriculum and to safeguard all on site and for older children it will be on distancing.

For children old enough, they should also be supported to maintain distance and not touch staff where possible.

The Observatory school naturally falls into a zonal system with the way the base system has been implemented. Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group.

Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible, however we know, our school setting this is going to be challenging to maintain all the time, however we will endeavour to do so, as far as is practically possible. That being said, if a child or staff require help, you should not hesitate to provide it. The efficient keeping of records will ensure we are able to comply with test and trace processes.

We recognise the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, hall, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary aged pupils, but is particularly difficult for our secondary provision schools.

	<p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups as required during the term. Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if implemented partially. While we will aim to keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, during the school day will bring differences. Siblings will also be in different groups.</p>
<p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>At this point, the majority of staff in education settings will not require PPE beyond what they would normally need for their work. This is changing all the time. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used <p>Read the guidance on safe working in education, childcare and children's social care for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it</p>
<p>Resources to consider.</p>	<ul style="list-style-type: none"> • posters (for example, to encourage consistency on hygiene and keeping to own group) https://ebug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus • Liquid soap for sinks, and where there is no sink nearby, hand sanitiser (minimum 60% alcohol) in rooms/learning environments

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| | <ul style="list-style-type: none">• disposable paper towels• cleaning products (standard products such as detergent and bleach, could consider combined detergent/disinfectant for ease of use)• lidded bins• tape for cordoning off areas and marking floor. |
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When complete this form must be added to your generic assessment library or site specific file.

Location or address The Observatory School			Date September 2020			
Activity or situation Full school opening in 09/2020			Reviewed			
Hazard	Who may be harmed and how	(3) What controls exist to reduce risk	Like yhood	Seve rity	Risk total 1-25	(4) What action could you take to further reduce risk
Lack of social distancing travelling to and from school.	All staff, pupils, contractors, and visitors	<p>The Observatory School has considered how pupils travel to and from school.</p> <p>Pupils have been encouraged to walk or cycle where possible. In preparing for wider opening we have considered:</p> <p>How to support the transport service so that use of public transport to travel to and from school is minimized as far as possible.</p> <p>Where it is totally necessary, this should not be during peak times. Schools should introduce staggered start and end times as appropriate to help achieve this.</p> <p>Remind children and Staff they should be use face coverings (not necessarily masks) if travelling by public transport</p>	2	3	6	<ul style="list-style-type: none"> tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they or any of their household are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection) <p>Communicate the message to staff, pupils and families that they must self-isolate at home and not visit the setting if:</p> <ul style="list-style-type: none"> You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) You're waiting for a coronavirus test result You've tested positive for coronavirus – (this means you have coronavirus)

		<p>The school has given clear messages to parents and pupils about minimising the use of public transport and how to reduce the risks of transmission outside of school. School has considered the potential for broader social mixing outside school when deciding their approach and communicate with pupils about not socialising with each other in groups outside school.</p> <p>We have Considered, where possible, staggering entrances of year groups or classes to stop congregation of groups when leaving school.</p>			<ul style="list-style-type: none"> • You live with someone who has symptoms, is waiting for a test result or has tested positive • Someone in your support bubble has symptoms, is waiting for a test result or has tested positive • If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus <p>If you have symptoms of coronavirus, you'll usually need to self-isolate for at least 7 days. If you live with someone who has symptoms, you'll usually need to self-isolate for 14 days. If someone in your support bubble has symptoms, you'll usually need to self-isolate for 14 days.</p> <p>Ref https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p> <ul style="list-style-type: none"> • tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely)
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						<ul style="list-style-type: none"> • also think about engaging parents and children in education resources such as e-bug and PHE schools resources • ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers • talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times). • The Observatory school may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport • Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission.
Lack of social distancing at drop-off and pick-up point.	All staff, pupils, contractors, and visitors	<p>Implement social distancing measures in line with government guidance and communicate these with parents and all staff</p> <p>Stagger drop off and pick up times if possible to ensure parents and children can adhere to social distancing – especially in playgrounds/collection areas and other areas of congestion, including school gates and frontages on the highway.</p>	2	3	6	<ul style="list-style-type: none"> • tell children, young people, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they or any of their household are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection)

		<p>Consider allocating staff for queue management where possible.</p> <p>Use additional entrances to spread children at different points. Display social distancing signs.</p> <p>Lunch time arrangements to be confirmed, however the packed lunch model will prevail in the transition period</p> <p>Introduce a walking one-way system where possible to and from school to avoid parental cross over e.g. keep to the left, signage and markers can be effective.</p> <p>Plan a communication time with Staff prior to opening to facilitate communication and test run procedures.</p> <p>Only allow those with appointments to enter the building – use signage to communicate this to anyone new visiting the school.</p> <p>Where possible staff meet students at the appointed gates and escort to classes to restrict parents from entering the playground areas.</p> <p>Remind staff about the site map marking locations of areas used by individual bubbles. This can show entry/exit and any one-way systems. This should also be referred to in record keeping to enable track and trace</p>				<ul style="list-style-type: none"> • tell parents that if their child needs to be accompanied to the education or childcare setting, only one parent should attend • tell parents and young people their allocated drop off and collection times and the process for doing so, including protocols for minimising adult to adult contact (for example, which entrance to use) • Introduce a suggested 'one-way' walking system for parents and children to and from school to avoid congestion on footways to avoid compromising social distancing esp close to school. Consider additional signage and sending information (sketch/maps) to assist their understanding. • make clear to parents that they cannot gather at entrance gates or doors, or enter the site (unless they have a pre-arranged appointment, which should be conducted safely) • also think about engaging parents and children in education resources such as e-bug and PHE schools resources • ensure parents and young people are aware of recommendations on transport to and from education or childcare setting (including avoiding peak times). Read the Coronavirus (COVID-19): safer travel guidance for passengers
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						<ul style="list-style-type: none"> talk to staff about the plans (for example, safety measures, timetable changes and staggered arrival and departure times).
Lack of social distancing of children during classes	Staff and pupils	<p>Using the current Guidance as referenced at the top of this Risk assessment, consider keeping class groups together within their own "Bubble". In The Observatory school will operate as a single bubble to enable the school to deliver the full range of curriculum subjects and to ensure students receive the right help at the right time. As far as is possible, mixing should be avoided and records kept..</p> <p>Maintaining, as far as is possible, distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>The schools has assessed that this is the safest thing to do at this point, but will keep this under review. It may change without notice if circumstances dictate and if the data suggest that we move to a stricter system, and this becomes incompatible with offering a full range of subjects or managing the practical logistics within and around school we will look to implement tighter, smaller 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Where it is possible teachers should teach within the class base room and take steps to limit interaction and limit the sharing of rooms and social spaces between groups as much as possible.</p> <p>Refer to national guidance, which may change on this topic:</p>	3	3	9	<p>Consider the following steps:</p> <ul style="list-style-type: none"> Review and refresh pupil risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible refresh the timetable: <ul style="list-style-type: none"> decide which lessons or activities will be delivered consider which lessons or classroom activities could take place outdoors use the timetable and selection of classroom or other learning environment to reduce movement around the school or building stagger break times (including lunch), so that all children are not moving around the school at the same time stagger drop-off and collection times

		<p>https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</p> <p>Arrange classrooms with forward facing desks where possible.</p> <p>Use allocated desks to reduce children touching surfaces others have touched.</p> <p>Relocate desks to keep as much distance as possible (2 metres if possible).</p> <p>Ideally, adults should maintain current social distance from each other (including within the staff room), and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.</p> <p>Keep your classroom door and windows open if possible, for air flow. Installing door guards for key doors in building can be considered to ensure compliance with fire risk assessment.</p> <p>Ensure regular hand washing is encouraged – set routines throughout the day when pupils wash their hands in addition to after using the toilet e.g. upon arrival in school, before lunch.</p> <p>Reduce tasks involving touching lots of varied shared equipment such as crafts</p>				<ul style="list-style-type: none"> • plan parents' drop-off and pick-up protocols that minimise adult to adult contact • ensure parents and carers are aware of recommendations on transport to and from school, which means reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times • working out arrangements for breaks or play times so that ideally only one "Bubble" is in the same play area at any one time. Larger break areas could be segregated to keep bubbles apart. • ensuring parents and carers are aware of recommendations on transport to and from school, which means reducing any unnecessary travel on coaches, buses or public transport where possible (for example, by walking or cycling to school) and avoiding peak times
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		<p>Reduce the use of shared resources by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently.</p> <p>Where possible, utilise wash basins within classrooms to limit risk of contact with other children</p> <p>Consider placing coats on back of chairs to reduce risk of close contact in cloakrooms or coat peg areas</p> <p>Assemblies to take place only with children within a zone</p> <p>Where possible, keeping bubbles or groups within the same environment should be considered. Guidance states that staff can move between groups and bubbles and to maintain social distancing as much as possible.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.</p>				
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						<p>All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable and safeguarding pupils. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults and keep a record.</p>
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Toileting of younger students	Staff and pupils	<p>Ensure hand washing facilities are available and encourage children to wash hands after visiting the toilet. Ensure the children know to wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly</p> <p>Ensure that help is available for children and young people who have trouble cleaning their hands independently</p> <p>Different groups have their allocated own toilet blocks, the toilets in the ART/DT/FOOD/SCI area should only be used in an emergency. Toilets will be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</p>	2	2	4	<ul style="list-style-type: none"> • Is hand sanitiser, soap and other welfare provisions available? • Regular checks completed to ensure supplies do not run low? • Plans are well established for cleaning frequency and location of leaning supplies.
Lack of social distancing during lunch time and lunch time provisions.	Staff and pupils	<p>Lunch times to be facilitated, as far as possible within the class areas of the school/</p> <p>Ensure children wash their hands before eating</p> <p>Ask students to toilet where possible before they have lunch to ease toileting pressure on lunch staff</p> <p>If possible close off every other sink to keep a distance between when handwashing.</p> <p>Where start times cannot be changed consider the lay out of the kitchen. Is it possible to move</p>	3	3	9	

		<p>equipment to offer different work surfaces to those preparing food.</p> <p>Kitchen staff should work side to side rather than face to face where possible. A face covering may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams, and partnering for close-up work, and increasing hand and surface washing. Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands • change your face covering if it becomes damp or if you've touched it • continue to wash your hands regularly • change and wash your face covering daily • if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste • practice social distancing wherever possible 				
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		https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery				
Lack of social distancing during break times	Staff and pupils	<p>Keep bubbles or groups separate where possible in play areas.</p> <p>Stagger break and lunch times to keep bubbles apart. Use different play areas, or segregate play areas where possible to keep bubbles apart.</p> <p>Consider allocated play equipment per bubble or ensure cleaning regimes between each use from each bubble.</p> <p>Discuss measures with children so they understand the need to keep to their bubble.</p> <p>Where children may ordinarily play with siblings that in different groups consider discussing the need to be apart during the school day. This is to ensure all children understand the importance of staying in their groups as those with out siblings may be confused.</p>	3	3	9	
Lack of safe distancing in staff areas.	Staff and pupils	<p>Reinforce expectations of social distancing behaviour amongst staff</p> <p>Limit numbers in staff rooms where possible</p>	2	3	6	

		<p>Spread out seating to ensure social distancing is maintained</p> <p>Ensure staff do not share cups, and appropriately clean eating utensils</p> <p>Encourage staff to take fresh air at break times where possible.</p> <p>Provision of hand washing supplies such as hand wash, sanitiser etc is available and regularly monitored to ensure supplies are always available.</p>				
Inadequate cleaning of areas following displays of suspected COVID symptoms	Staff and pupils	<p>If a child becomes unwell and is awaiting collection, they should be moved, if possible and if appropriate, to the hub, where they can be isolated behind a closed door. Staff should be mindful of individual children's needs – for example it would not be appropriate for younger children to be alone without adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>In most cases, closure of the educational setting will not be needed but this will be a local decision with Public Health England based on various factors such as establishment size and risk of further spread.</p>	2	4	8	<ul style="list-style-type: none"> • hand sanitiser, soap and other welfare provisions available. • regular checks completed to ensure supplies do not run low.


		<p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>By the start of term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance</p>				
Unsafe disposal of PPE and face coverings		<p>Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the guidance on cleaning for non-healthcare settings.</p> <p>Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.</p>	2	2	4	•

		<p>To dispose of waste from people with symptoms of coronavirus (COVID-19), such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • put it in a plastic rubbish bag and tie it when full • place the plastic bag in a second bin bag and tie it • put it in a suitable and secure place marked for storage for 72 hours <p>This waste should be stored safely and securely kept away from children. You should not put your waste in communal waste areas until the waste has been stored for at least 72 hours.</p> <p>Storing for 72 hours saves unnecessary waste movements and minimises the risk to waste operatives. This waste does not require a dedicated clinical waste collection in the above circumstances.</p> <p>Settings such as residential care homes or special schools that generate clinical waste should continue to follow their usual waste policies.</p> <p>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#does-coronavirus-covid-19-mean-that-ppe-is-needed-for-administering-first-aid</p>				
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<p>Inadequate cleaning of premises (general)</p>	<p>Staff and pupils</p>	<p>Use cleaning products that offer disinfecting qualities and are available through suppliers.</p> <p>A combined detergent/disinfectant (eg chlor clean) can be used for ease.</p> <p>Communicate early with contractors and suppliers that will need to prepare to support your plans for opening for example, cleaning, catering, food supplies, hygiene suppliers.</p> <p>Discuss with cleaning contractors or staff the additional cleaning requirements and agree additional hours to allow for this.</p> <p>Decide what an enhanced cleaning schedule looks like and how it will be implemented in your school (for example, how often, when/if an additional clean is necessary) and how you will ensure sufficiency of supplies.</p> <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on COVID-19: cleaning of non-healthcare settings guidance</p>	<p>2</p>	<p>2</p>	<p>4</p>	
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<p>Unsafe crossing of roads near school</p>	<p>Staff and pupils</p>	<p>Ensure escorts (if available) have no physical contact with students</p> <p>Provide hand sanitiser for any crossing escorts to regularly sanitise hands</p> <p>Provide hand washing facilities in the school when shift is completed</p> <p>Consider one-way walking systems, to minimise staff, students and parents from crossing paths in large groups and close proximity.</p>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> If additional support is required from road traffic division contact David Rees at roadsafety@wirral.gov.uk  <p>Restarting Schools June 2020 - Highways</p>
<p>Increased fire risk due to doors being propped open to increase air circulation and reduce touching of doors and pushpads</p> <p>Changes to emergency</p>	<p>Staff and pupils</p>	<p>Review school fire risk assessment to reflect any changes that have been made.</p> <p>Before additional pupils are re-introduced, make sure that fire log book is up to date and all checks have been made, including the fire marshal inspection checklist.</p> <p>For cross corridor and key fire doors from higher risk areas such as staff rooms, consider using devices such as Dorguards where possible. The DfE has been made aware that some schools and trusts have been seeking advice on propping open of fire doors.</p> <p>Gov.uk has provided relevant guidance to the query of wedging open fire doors at the following link: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-</p>	<p>2</p>	<p>4</p>	<p>8</p>	 <p>MF - Fire Risk Assessment Activity - Assessment Model &</p>  <p>RA - Fire Risk Assessment Model &</p>  <p>RA - Fire Risk Assessment Model &</p> <ul style="list-style-type: none"> Consider planning your fire drill, to test procedures.

<p>fire procedures – uncertainty of staff and pupils due to working at different locations to normal and changes in evacuation routes.</p>		<p>education-and-childcare-settings#how-to-implement-protective-measures-in-an-education-setting-before-wider-opening-from-1-june. The guidance states prop doors open only if they are not fire doors, and where it is safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</p> <p>If wedges are to be used, there must be a robust procedure to ensure that these are all removed in the event of the fire alarm sounding and at the end of every day.</p> <p>Communicate with staff any changes to emergency procedures that have been made and make sure that they have understood them. It is not a requirement to maintain 2 metres social distancing in the event of an emergency or unplanned sounding of the fire alarm, however it should be maintained at the muster point, if possible.</p> <p>Remind all staff of their responsibility not to increase the risk of fire in the workplace: by keeping combustible materials to the minimal, turning off electrical equipment when not in use and at the end of the day.</p>				
<p>Risk of transmission through contact with school resources</p>	<p>Staff and pupils</p>	<p>Limit the number of shared resources that are taken home by staff and pupils and limit the exchange of such resources.</p>	<p>2</p>	<p>2</p>	<p>4</p>	

		<p>Where possible do not take marking/schoolwork home to limit any potential contamination spread.</p> <p>Teachers and staff should make sure they wash their hands and surfaces, before and after handling pupils' books.</p> <p>Consider online homework and marking where possible.</p>				
Risk of transmission through first aid procedures	Staff and pupils	<p>Children, young people or learners who require first aid should continue to receive care in the same way . No additional PPE is needed because of coronavirus (COVID-19) for anyone who does not have coronavirus (COVID-19) symptoms</p> <p>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#does-coronavirus-covid-19-mean-that-ppe-is-needed-for-administering-first-aid</p> <p>After delivering any first aid</p> <ul style="list-style-type: none"> • Ensure you safely discard disposable items and clean reusable ones thoroughly 	3	3	9	 <p>FINAL_VERSION 9 INFECTION CONTROL</p>

		<ul style="list-style-type: none"> Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible 				
Inadequate assessment of transmission risk between SEND pupils and staff.	Staff and pupils	<p>Young children and children with special educational needs may not be able to understand the need for social distancing and may also seek close interaction with their peers or adults to provide reassurance at a period of disruption to their routines.</p> <p>Suggest limiting the number of children in each group and reducing this to provide more space in each classroom or learning area.</p> <p>As far as possible, small groups of children should be supported by consistent staffing, and groups should remain as consistent as possible throughout the outbreak.</p> <p>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#does-coronavirus-covid-19-mean-that-ppe-is-needed-for-administering-first-aid</p>	3	3	9	Cleaning of any special equipment needed for SEND pupils also needs to be included in the cleaning regime.


		<p>If non-symptomatic children present behaviours which may increase the risk of droplet transmission (such as biting, licking, kissing or spitting) or require care that cannot be provided without close hands-on contact, they should continue to receive care in the same way, including any existing routine use of PPE.</p> <p>In these circumstances, to reduce the risk of coronavirus (COVID-19) transmission, no additional PPE is necessary as these are non-symptomatic children in a non-healthcare setting and so the risk of viral transmission is very low. However, additional space and frequent cleaning of surfaces, objects and toys will be required. Cleaning arrangements should be increased in all settings, with a specific focus on surfaces which are touched a lot.</p> <p>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#how-should-i-care-for-children-who-regularly-spit-or-require-physical-contact</p> <p>The Whole School SEND consortium will be delivering some training and how-tos for mainstream school teachers (including free insets and webinars) on supporting pupils with SEND to return to their mainstream school after the long absence, and on transition to other settings. Details of future training</p>				
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		sessions are held on the <u>events page</u> of the SEND Gateway.				
Stress and mental health issues for staff	Staff and pupils	<p>update the schools stress work assessment to remind all staff of support available.</p> <p>Ensure 1 to 1 strategic and wellbeing meetings are held with all staff. Make time for all staff to talk to senior leaders about their personal situation:</p> <ul style="list-style-type: none"> • Thoughts on returning, fears, concerns about returning, • what will be easy to accomplish, what will be hard, • fatigue (Staff have continued to work), • changes in circumstance, retirement, pregnancy, bereavement. • additional worries about members of their family and friends. • Remind them of any internal support plan/system that is in place <p>Address / discuss ability to return to work.</p>	3	3	9	Support should be available for staff from Occupational Health supplier – if purchasing the OH SLA then staff can contact the EAP.
Inadequate building management and routine inspections.	Staff and pupils	<p>All routine inspections should be completed</p> <p>Any routine or annual checks should be carried out in their usual time frames. Any contractors that have been expected but not attend - due to school closures should be arranged to attend if required.</p> <p>Social distancing and hand hygiene should be observed by all contactors. Contact your asset management provider where assistance is required.</p>	2	3	6	
Restraining students.	Staff and pupils.	For students that have individual risk assessments, and it is identified that restraint is required PPE would only be indicated in the circumstances indicated	3	3	9	

		<p>previously, i.e. if a pupil has suspected/confirmed coronavirus; or if they normally require the use of PPE for their care.</p> <p>In our school, PPE would only be indicated in the circumstances indicated previously, i.e. if a pupil has suspected/confirmed coronavirus; or if they normally require the use of PPE for their care. Individual risk assessments for each student will identify if it is safe for them to return to the school setting at this time.</p> <p>Where possible limit the number of students to teacher ratios to minimise disruption to other students.</p> <p>Individual assessment needs to be made for pupils who have known behaviours that would pose risk, such as spitting and biting where social distancing is not possible. Provision of PPE should be considered on a case by case basis.</p>				
Dispensing medicines to children.	Students and staff.	<p>Consider placing children of the same year group requiring medication into the same "zone" where possible to enable trained staff to administer medications to those groups.</p> <p>Consider planning to train more staff in medicine administration to cover for any absence of trained staff.</p>	2	2	4	

<p>Vulnerable groups</p>	<p>Staff and students.</p>	<p>Staff and pupils who are identified as clinically extremely vulnerable may be at high risk of serious illness if they catch coronavirus (COVID-19).</p> <p>They have been strongly advised to stay at home as much as possible and keep interactions outside to a minimum. The government was advising people to shield until 31 July and is now regularly monitoring this position.</p> <p>There are very few children nationally on the official shielded patient list. The Local Health leaders have told us there are very few in the locality and non in our setting. However if we had one the process for a return to school is as follows:</p> <p>A clinical discussion a with paediatric specialist and the child's GP will be arranged before any child or young person is removed from the shielded patient list and returns to school or their regular activities. This will ensure that the risks are properly managed.</p> <p>Health services will be in touch with children and their families on the Shielded patient list over the summer,</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>The attached Q&A From HR may assist in supporting schools with those returning to work from Vulnerable groups. This document is dated 3rd July 2020 and updates will be published regularly. To ensure you are using the most up to date Q&A These will be sent out via Sam Jenkins at each update.</p> <div data-bbox="1563 576 1630 639" data-label="Image"> </div> <p>HR related FAQs 3 July 2020 (1).docx</p> <p>School will keep detailed records of pupils and staff on the shielded patient list.</p>
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	<p>ahead of the new school term, to discuss what the new evidence means for them personally in the longer term and that information should be shared with school.</p> <p>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</p> <p>Any employee within the shielding or vulnerable categories should follow the guidance</p> <p>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</p> <p>For staff members or pupils who may be vulnerable to covid for other reasons, eg people from the BAME community, Individual risk assessments should be used. This assessment attached can be used to support or schools can use their own individual assessment if preferred so long as the controls</p>				
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		<p>required are considered and implemented so far as is reasonably practicable.</p> <p> Covid 19 staff risk assessment tool 0207</p> <p>If the staff member can work for home this should be considered to minimise risk where practical. If this is not practical the following considerations should be made.</p> <p>Strict social distancing should be observed</p> <p>Consider amending job role to enable the employee to maintain social distancing more easily</p> <p>Consider access to rest areas, toilets etc to minimise contact with others where possible</p> <p>Consider if the role can be done at different times when there are less or no children on the premises.</p> <p>Consider the working location. Can the employee be placed in a different office or area that is allocated just to them?</p> <p>Ensure cleaning and sanitation plans are in place to ensure shared areas are kept clean.</p>				
Visitors to schools such as speech and	Visitors staff and students.	Social distancing and hand hygiene should be observed by all visitors.	2	3	6	

<p>language therapy</p>		<p>Consider the environment used for these services – ensure social distancing be adhered to in line with current guidance</p> <p>Where group sessions are requested bubbles should not be broken and only children from the same bubble should attend sessions if at all possible.</p> <p>Provision of hand washing supplies such as hand wash, sanitiser etc is available and regularly monitored to ensure supplies are always available.</p> <p>Ensure all visitors sign in and are encouraged to wash or sanitise hands upon entering the building.</p> <p>Consider reciting all covid-19 safety measures such as hand hygiene and social distancing to the visitor as soon as they arrive at the premises.</p> <p>Consider ensuring that all visitors make an appointment prior to visiting the school</p> <p>Consider asking the visitor to call the school on arrival and asking the visitor if they have any of the symptoms related to Covid-19. If so they should not be permitted into the school.</p> <p>If the school has a control for face coverings to be worn this should be communicated to the visitor prior to the visit.</p> <p>Consider asking visitors to bring only resources that are absolutely necessary for the purposes of the visit.</p>				
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		Consider if an area can be set up to include a Perspex screen that can be used to segregate the visitor from children requiring any one to one therapy or service.				
Contingency planning for outbreaks		<p><u>Familiarise yourself with public health guidance on what to do if a member of staff or pupil informs you that they have tested positive (or the test is inconclusive).</u></p> <ol style="list-style-type: none"> 1. Confirm that the individual must isolate for 7 days from symptom onset. After that, they can return to school if they feel better and as long as they have not had a fever without medication for 48 hours. 2. <u>If the individual (pupil or teacher) has been in attendance at the school in the period of 48 hours prior to symptom onset, the rest of their class ONLY should be sent home and advised to self-isolate for 14 days (and to book a test immediately if they develop symptoms).</u> Household members of the wider class do not need to self-isolate unless the pupil/staff member they live with develops symptoms. 3. Individuals testing positive will be contacted by the NHS Test and Trace team who will identify and communicate with any other contacts who need to take action. 	2	4	8	

4. After confirmation of a positive test, the school should arrange for cleaning of the setting as per guidance for cleaning non-healthcare settings

If more than ONE person tests positive, a suspected outbreak should be reported through the Wirral Outbreak Hub, who will advise you on the most appropriate action to take. This will very rarely involve closure of an entire school.

For individuals or groups of self-isolating pupils, remote education plans should be in place. These should meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus (COVID-19). (see section on remote education support)

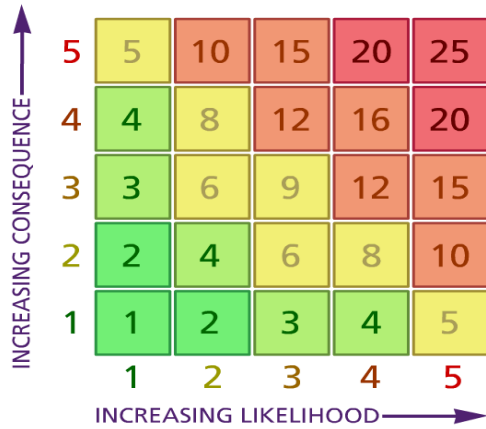
DFE will provide more information on this in due course.

More information can be found at section 5, planning for outbreaks within the guidance here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



ACTIONS TO TAKE
FOR SCHOOLS updat

<p>Legionella Risk</p>	<p>Employers have a duty to protect people by identifying and controlling risks associated with legionella.</p> <p>Our building was not closed but has had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. However regular checks are made by a professional company.</p> <p>We manage the legionella risks by:</p> <ul style="list-style-type: none"> • Regular inspection • Cycling the water system • Removal of portable air con unit from school <p><u>See guidance below:</u> <u>https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</u></p>	<p>2</p>	<p>3</p>	<p>6</p>	
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Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 - 16	Tolerable – but look to improve within specified timescale
5 - 9	Adequate – but look to improve at review
1 - 4	Acceptable – no further action but ensure controls are maintained

Likelihood:

- 5 – Very likely
- 4 – Likely
- 3 – Fairly likely
- 2 – Unlikely
- 1 – Very unlikely

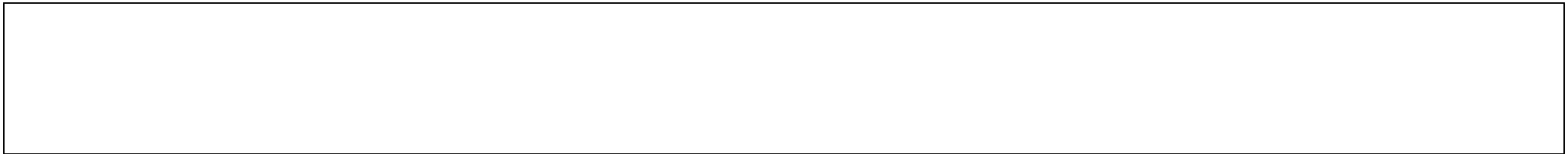
Consequence:

- 5 – Catastrophic
- 4 – Major
- 3 – Moderate
- 2 – Minor
- 1 – Insignificant

	Additional Controls Required	Action to be Taken	By Whom	Target Completion Date	Task Completed (Signed & Dated)
1	Lunch and break time rotors and staffing needs to be agreed	WEEK 1 (09/2020)	SGOWER	ASAP	

2	Individual risk assessments need to be agreed for: a) Individual staff All staff to complete self assessment b)pupils with extreme behaviour, whose attendance is incompatible with safe (covid safety) education of others	WEEK 1 (09/2020)	G CHISWELL	Friday WK1	COMPLETED B- ONGOING
3	Drop off times negotiated with parents	Week 1 and 2	G CHISWELL		COMPLETED
4	Briefing on operating processes	Day 1	G CHISWELL		

Please use this space to identify issues for which you may require council support:



Key contacts

	Link/Lead for schools
Risk Assessment/Health and Safety	Lorraine Adamson (Lorraineadamson@wirral.gov.uk)
PPE	Anna Jones (annajones@wirral.gov.uk)
Workforce implications	Sue Blevins (sueblevins@wirral.gov.uk)
Public Health/Infection Control considerations and guidance	Jane Harvey (janeharvey@wirral.gov.uk)
Asset Management considerations (buildings)	Mike Woosey (Mikewoosey@wirral.gov.uk)
Road Safety	roadsafety@wirral.gov.uk
Communications Plan (workforce/Public)	Sam Jenkins (samjenkins@wirral.gov.uk)
Emotional support for pupils	Health and schools Team