



COVID 19

RISK ASSESSMENT AND ACTIONS DOCUMENT FOR WIDER OPENING

8.3.21

COMPLETED BY J.EAGLETON

VERSION 12 v1

ADAPTED FROM LA RECOMMENDED VERSION V12

Colours

Pink Coit Hub info

Green LA Updates own actions

RED Key points

Blue previous actions which remain good practice

Introduction

This guidance is intended to support schools, mainstream, special schools and alternative provision, during the wider opening of schools on the 8th March 2021. It applies to primary, secondary (including sixth forms), and infant, junior, middle, upper, special schools and school-based nurseries. The guidance also covers expectations for children with special educational needs and disability (SEND), including those with education, health, and care plans, in mainstream schools.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf

System of controls

We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said 'must'. Where there is a legal requirement, we have made that clear. This guidance does not create any new legal obligations.

This is the set of actions you must take. They are grouped into 'prevention' and 'response to any infection'.

If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment.

These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term.

Prevention

You must always:

- 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
- 2) Ensure face coverings are used in recommended circumstances.
- 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual.
- 4) Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
- 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- 6) Consider how to minimise contact across the site and maintain social distancing wherever possible.
- 7) Keep occupied spaces well ventilated.

In specific circumstances:

- 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
- 9) Promote and engage in asymptomatic testing, where available.

Response to any infection

You must always:

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

You must implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level. This hierarchy of controls is set out in [annex A](#).

You must regularly review and update your risk assessments - treating them as 'living documents' - as the circumstances at your school and the public health advice changes. This is particularly relevant as you prepare to welcome back more pupils. This includes having active arrangements in place to monitor that the controls are:

- effective
- working as planned

You must notify your staff and their health and safety representatives of review outcomes

SECTION 1: PUBLIC HEALTH MANAGING POSITIVE CASES IN Settings

This information could change at very short notice we will keep you up to date with any changes

Settings must continue to provide the LA public health team with a single point of contact. Should the public health team need to contact schools out of hours to begin contact tracing activity failure to do this will result in delay to the isolation of contacts and risk further transmission.

If you need to talk with the Local Authority Public Health team [please call: 0114 273 5334](tel:01142735334) (Available 8a.m. – 4.45p.m. Monday to Friday.).

You can also reach us via our Email address: PublicHealthC&YP@sheffield.gov.uk

This email address is monitored regularly (7 days per week). Over the weekends the 'inbox' is checked a minimum of twice a day.

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Key Public Health Infection Control Message and Mitigation in schools

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
School pupils / staff returning from the lockdown V12 pge 28	Virus transmission		<p>From the 8th March you must:</p> <ul style="list-style-type: none"> • Ensure all one-way systems have been identified and signage is in place to direct all pupils / staff • Reinforce the message to all pupils / staff the importance of social distancing, good hand hygiene etc • Where staff have an individual risk assessment in place these should be reviewed 	8.3.21 Coit Staff Staff are working in school. Small class sizes Social distancing Teachers take PPA at home
School Workforce V12 pge 28			<p>The expectation is that those staff not attending school who are still able to work should do so from home where possible.</p> <p>Some roles, such as some administrative roles, may be conducive to home working, and you should consider what is feasible and appropriate</p>	<p>Employers' health and safety obligations</p> <p>Employers have a legal obligation to protect their employees, and others, including children, from harm.</p> <p>Employers should continue to assess and update health and safety risks in the usual way, especially in the light of any changing circumstances.</p>

			<p>All staff must follow the system of controls to minimise the risks of transmission. Following the system of controls will reduce the risks to all staff significantly.</p> <p>You must explain to staff the measures you are putting in place to reduce risks and should discuss any concerns individuals may have.</p>	<p>Following the system of controls will help you:</p> <ul style="list-style-type: none"> • mitigate the risks of coronavirus (COVID-19) to pupils and staff • meet your legal duties to protect employees and others from harm <p>Equalities duties</p> <p>You must continue to meet your equalities duties. See the Equality Act 2010 advice for schools for more information</p> <p>https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools</p>
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0 Procedure to follow to prevent infection from CV 19 including use of Face Coverings (PREVENTION)

<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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/874011/Stay_at_home_guidance_diagram.pdf

<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/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

THE ISOLATION AREA IS BY THE OFFICE RECEPTION AREA BLOCKED OFF AREA

THE ISOLATION AREA IS IN THE CLOAKROOM FOR THE HUB

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
<p>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>V12 pge 9</p>	Transmission of the virus	Staff & pupils	<p>When an individual develops coronavirus (COVID-19) symptoms or has a positive test Pupils, staff and other adults must not come into the school if:</p> <ul style="list-style-type: none"> they have one or more coronavirus (COVID-19) symptoms a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms they are required to quarantine having recently 	<p>When an individual has had close contact with someone with coronavirus (COVID-19) symptoms</p> <p>Any member of staff who has provided close contact care to someone with symptoms, regardless of whether they are wearing PPE, and all other members of staff or pupils who have been in close contact with that person, do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> the symptomatic person subsequently tests positive they develop symptoms themselves (in which case, they should self-isolate immediately and arrange to have a test)

			<p>visited countries outside the Common Travel Area</p> <ul style="list-style-type: none"> they have had a positive test <p>They must immediately cease to attend and not attend for at least 10 days from the day after:</p> <ul style="list-style-type: none"> the start of their symptoms the test date if they did not have any symptoms but have had a positive test (whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test) <p>You must follow this process and ensure everyone onsite or visiting is aware of it.</p> <p>Anyone told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape risk of harm. More information can be found on NHS Test and Trace: how it works.</p> <p>If anyone in your school develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you:</p> <ul style="list-style-type: none"> must send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days 	<ul style="list-style-type: none"> they are requested to do so by NHS Test and Trace or the Public Health England (PHE) advice service (or PHE local health protection team if escalated) they have tested positive from an LFD test as part of a community or worker programme <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.</p> <p>The area around the person with symptoms must be cleaned after they have left, to reduce the risk of passing the infection on to other people.</p> <p>If you are contacted by NHS Test and Trace or your local health protection team and told to self-isolate because you have been a close contact of a positive case, you have a legal obligation to do so. See the guidance on the cleaning of non-healthcare settings https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p> <p>Public Health England (PHE) has good evidence that routinely taking the temperature of pupils is <u>not</u> recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p> <p>Minimize co</p>
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			<ul style="list-style-type: none"> • advise them to follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection • advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19) <p>Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.</p> <p>If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10-day isolation period from the day they developed symptoms.</p> <p>In non-residential schools, if a pupil displays coronavirus (COVID-19) symptoms, or has a positive test, while at their school</p>	
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			<p>they should avoid using public transport and, wherever possible, be collected by a member of their family or household</p> <p>In exceptional circumstances, if parents or carers cannot arrange to have their child collected, if age-appropriate and safe to do so the child should walk, cycle or scoot home following a positive test result. If this is not possible, alternative arrangements may need to be organised by the school. The local authority may be able to help source a suitable vehicle which would provide appropriate protection for the driver, who must be made aware that the individual has tested positive or is displaying symptoms.</p> <p>If a pupil is awaiting collection:</p> <ul style="list-style-type: none"> • they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required • a window should be opened for fresh air ventilation if it is safe to do so • 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 	
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			<p>separate bathroom if possible - the bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else</p> <ul style="list-style-type: none"> personal protective equipment (PPE) must be worn by staff caring for the pupil 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) <p>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 or a hospital, unless advised to.</p> <p>If a pupil in a boarding school shows symptoms, they should initially self-isolate in their residential setting household. Most will benefit from self-isolating in their boarding house so that their usual support can continue. Others will benefit more from self-isolating in their home.</p> <p>The individual should not use public transport if they are symptomatic. If arranging their return to their family home to isolate.</p>	
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<p>Ensure individuals wear appropriate personal protective equipment (PPE) V12 pge 19</p>	<p>Transmission of the virus</p>	<p>Staff & pupils</p>	<p>Most staff in schools will not require PPE beyond what they would normally need for their work. If a pupil already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.</p> <p>Additional PPE for coronavirus (COVID-19) is only required in a very limited number of scenarios, for example, when:</p> <ul style="list-style-type: none"> a pupil becomes ill with coronavirus (COVID-19) symptoms, and only then if a 2 metre distance cannot be maintained performing aerosol generating procedures (AGPs) When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn. Where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a 	<p>Face coverings are not classified as PPE (personal protective equipment). PPE is used in a limited number of settings to protect wearers against hazards and risks, such as surgical masks or respirators used in medical and industrial settings. A face covering is a covering of any type which covers your nose and mouth.</p> <p>Refer to 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</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</p> <p>Please see First Aid / Administrations of Medicines / Providing Intimate Care Guidance</p> <div data-bbox="1496 927 1559 986" data-label="Image"> </div> <p>First Aid Administration of Mec</p> <p>8.3.21NH For hub staff where social distancing cannot be guaranteed, face coverings will be worn at all times</p>
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			<p>distance of 2 metres cannot be maintained</p> <ul style="list-style-type: none"> 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 Where first aid is required, and the staff have close contact with a pupil Where administration of medicines is required, and the staff have close contact with a pupil Where 1:1 intervention work is required and social distancing cannot be maintained, staff should wear a face covering 	
<p>Use of face coverings in Schools</p> <p>V12 pge 17</p>	Transmission of the virus	Staff & pupils	<p>Secondary Schools</p> <p>It is strongly recommended that face coverings should be worn by adults and pupils:</p> <ul style="list-style-type: none"> when moving around the premises outside of classrooms, such as in corridors and communal areas where social distancing cannot easily be maintained. Face coverings do not need to be worn by pupils when outdoors on the premises. should be worn in classrooms or during 	<p>Access to face coverings</p> <p>Due to the increasing use of face coverings in wider society, staff and pupils are already likely to have access to face coverings. PHE has also published guidance on how to make a simple face covering.</p> <p>You should have a small contingency supply available for people who:</p> <ul style="list-style-type: none"> are struggling to access a face covering

			<p>activities unless social distancing can be maintained. This does not apply in situations where wearing a face covering would impact on the ability to take part in exercise or strenuous activity, for example in PE lessons.</p> <ul style="list-style-type: none"> Wearers should be mindful that in a situation where they are likely to not be able to maintain distance consistently they should keep their face covering on rather than putting it on and taking it off repeatedly. For example, if a child is sat next to another child in class but moves away to get a piece of equipment, they should keep their face covering on. <p>Primary schools</p> <p>It is strongly recommended that face coverings should be worn by staff and adult visitors:</p> <ul style="list-style-type: none"> in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering. <p>We are taking this additional precautionary measure for a</p>	<ul style="list-style-type: none"> are unable to use their face covering as it has become damp, soiled or unsafe have forgotten their face covering <p>No pupil should be denied education on the grounds that they are not wearing a face covering.</p> <p>Safe wearing and removal of face coverings</p> <p><u>Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)</u></p> <p>You should have a process for when face coverings are worn within your school and how they should be removed. You should communicate this process clearly to pupils, staff and visitors and allow for adjustments to be made for pupils with SEND who may be distressed if required to remove a face covering against their wishes.</p> <p>Safe wearing of face coverings requires the:</p> <ul style="list-style-type: none"> Cleaning of hands before and after touching – including to remove or put them on safe storage of them in individual, sealable plastic bags between use <p>Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and pupils may consider</p>
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		<p>limited time during this period of high coronavirus (COVID-19) prevalence in the community. These measures will be in place until Easter. As with all measures, we will keep it under review and update guidance at that point.</p> <p>Transparent face coverings, which may assist communication with someone who relies on lip reading, clear sound or facial expression to communicate, can also be worn. There is currently very limited evidence regarding the effectiveness or safety of transparent face coverings, but they may be effective in reducing the spread of coronavirus (COVID-19).</p> <p>Those who rely on visual signals for communication, or communicate with or provide support to such individuals, are currently exempt from any requirement to wear face coverings in schools or in public places.</p> <p>Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.</p>	<p>bringing a spare face covering to wear if their face covering becomes damp during the day.</p> <p>You must instruct pupils to:</p> <ul style="list-style-type: none"> not touch the front of their face covering during use or when removing it dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) place reusable face coverings in a plastic bag they can take home with them wash their hands again before heading to their classroom <p>Separate guidance is available on:</p> <ul style="list-style-type: none"> preventing and controlling infection, including the use of PPE, in education, childcare and children's social care settings <p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <div>  <p>How to use fabric face coverings.pdf</p>  <p>clothing-masks-infographic---(web)-logo-wl</p> </div>
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			<p>Exemptions</p> <p>Some individuals are exempt from wearing face coverings. This applies to those who:</p> <ul style="list-style-type: none"> cannot put on, wear or remove a face covering because of a physical impairment or disability, illness or mental health difficulties speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate 	
<p>Clean hands thoroughly more often than usual</p> <p>V12 Pge 36</p>	<p>Transmission of the virus</p>	<p>Staff & Pupils</p>	<p>Ensure everyone is advised to clean their hands thoroughly and 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 soap and water or hand sanitiser. You must ensure that pupils clean their hands regularly, including:</p> <ul style="list-style-type: none"> when they arrive at the school when they return from breaks when they change rooms before and after eating <p>Consider how often pupils and staff will need to wash their hands and incorporate time for this in timetables or lesson plans.</p>	<p>Encourage staff and pupils to regularly wash their hands thoroughly with soap and water for at least 20 seconds</p> <p>https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Ensure approved cleaning products are available to clean hard surfaces regularly throughout the day.</p> <p>For the purpose of hand washing cold water and soap will destroy the COVID-19 virus. It is not essential to use warm water for hand washing. The key is soap and water. However, schools risk assessments for non-COVID factors may deem it essential for a school to have hot water accessible on site at all times.</p> <p>Bins (where possible to have a lid on) that contain used tissues, paper towels etc. must be regularly emptied</p>

			<p>Staff working with pupils who spit uncontrollably may want more opportunities to wash their hands than other staff.</p> <p>Pupils who use saliva as a sensory stimulant or who struggle with 'catch it, bin it, kill it' may also need more opportunities to wash their hands.</p> <p>Continue to help pupils with complex needs to clean their hands properly.</p> <p>Frequent and thorough hand cleaning should now be regular practice. You should consider:</p> <p>whether you have enough hand washing or hand sanitiser stations available so that all pupils and staff can clean their hands regularly</p> <p>if you need to supervise hand sanitiser use given the risks around ingestion – skin friendly skin cleaning wipes can be used as an alternative</p> <p>building these routines into school culture, supported by behaviour expectations and helping ensure younger pupils and those with complex needs understand the need to follow them</p>	
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<p>Ensure good respiratory hygiene by promoting CATCH IT BIN IT KILL IT approach V12 pge 39</p>	<p>Transmission of the virus</p>	<p>Staff and Pupils</p>	<p>The 'catch it, bin it, kill it' approach is very important, you must ensure that you have enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right and all pupils understand that this is now part of how the school operates. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene.</p> <p>Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant.</p> <p>This should be considered in risk assessments in order to support these pupils and the staff working with them and is not a reason to deny these pupils face-to-face education</p> <ul style="list-style-type: none"> . 	<ul style="list-style-type: none"> • Posters remain in shared spaces/classrooms • Lidded bins remain • Good supplies of tissues remain <p>COIT SEND PUPILS Individual pupils will be considered per class in terms of necessary hygiene support. Factor into class timetables hand washing times at all the set points during the day.</p> <p><u>Coit Hub</u> Pupils attending the hub have their own risk assessment in place which will be updated with those points relevant to respiratory / hygiene 8.3.21</p>
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2 Travelling to school –using public transport/walking/in cars and staggered start/finish (parents children staff) (Prevention and School Operations)

<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>

<https://www.gov.uk/government/news/2-billion-package-to-create-new-era-for-cycling-and-walking>

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

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
<p>Dedicated school transport, including statutory provision</p> <p>V12 pge 42</p>	Transmission of the virus	Staff, pupils, Driver & Passenger Assistants	<p>Children must not board home to school transport if they, or a member of their household, has symptoms of coronavirus (COVID-19).</p> <p>You must ensure that the following points are adhered to:</p> <ul style="list-style-type: none"> • social distancing is maximised within vehicles • pupils either sit with their 'bubble' on school transport, or with the same constant group of children each day • pupils clean their hands before boarding transport and again on disembarking • additional cleaning of vehicles is put in place • organised queuing and boarding are put in place 	<p>Pupils and staff may use public transport where necessary, but we encourage them to walk, cycle or scoot to and from school wherever it is possible and safe to do so.</p> <p>Where pupils and staff need to use public transport, they should follow the safer travel guidance for passengers.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys. This helps limit the number of other people with whom they come into contact.</p>

			<ul style="list-style-type: none"> • fresh air (from outside the vehicle) through ventilation, is maximised, particularly through opening windows and ceiling vents • Pupils should not board home to school transport if they, or a member of their household, has had a positive test result or has symptoms of coronavirus (COVID19). 	
Wider Public Transport for staff and pupils V12 pge 43			Public transport capacity continues to be constrained. Its use by pupils, particularly in peak times, should be kept to an absolute minimum. If possible, consider staggered start times to enable more journeys to take place outside of peak hours. Where children, young people and staff need to use public transport, they should follow the safer travel guidance. https://www.gov.uk/guidance/coronaviruscovid-19-safer-travel-guidance-for-passengers	Encourage parents, staff and pupils to walk or cycle to school where possible
3 Pupils disembarking from cars	Transmission of the virus – leading to potential ill health & fatality	Driver, pupils	When embarking/disembarking passengers at the road side and at school sites ensure social distancing measures are maintained wherever possible	Parents will not be able to park in the School car park and adhere to parking sensibly outside of school to avoid conflict with local residents and contact with parents waiting in line to enter school Parent Booklet Coit Hub For hub pupils, the above measure remain in place
4 Pupils travelling to school with other families/households	Transmission of the virus – leading to potential ill health & fatality	Pupils parents staff	Parents advised not to travel with members of another household either by walking or travelling to school in a shared car.	Families should not be with other families in a car

5 Pupils travelling to school with Childminders			CHILDMINDERS? Bringing children from multiple households	Childminders are advised to walk rather than travel in a private vehicle where possible September 2020 A separate 'holding area' will be provided for those childminders waiting to drop-off / collect pupils in different year groups - added
7 Hub Pupils (Coit only)	Transmission of the virus – leading to potential ill health & fatality	Pupils parents staff	<ul style="list-style-type: none"> Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child. 	Coit Hub Hub re-opening date communicated to pupils, parents/carers and host school. Pupil / parent booklet written as a social story Only 4 pupils will be on site at any one time along with 2 staff. Advice on this sought by hub lead from LA (23.10.20) given positive infection incidents 10.10.20 w/b 28.8.20 – hub and host school joint risk assessment procedures agreed if pupil is to return to school after lunch and SEMH / academic targets 4.1.21 Pupils' movement between settings restricted as much as possible according to timetables

3 Arrangements for Entry and Exit into School by Parents and Children (Prevention)				
Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
1 Visitors / parents and pupils accessing the site dropping off / collecting pupils V12 pge 44	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	Parents / visitors / contractors should not enter the School premises if they are displaying symptoms of covid-19	<ul style="list-style-type: none"> Signage to be displayed in the main entrance reinforcing the message do not enter the School if anyone is symptomatic

			<ul style="list-style-type: none"> • Visitors / parents should only enter the School premises if their visit is essential and an appointment has been made • If parents require additional support e.g. an interpreter – it is strongly recommended that both parties wear face coverings and maintain social distancing when arriving • Information on social distancing and hygiene must be explained to visitors/ parents on or before arrival • All meetings should take place at a safe distance – 2 metre social distancing and face coverings must be worn • A record must be kept of all visitors and parents to site for track and trace purposes • “Signing in & out” of the main office – ensure this is carried out by the office staff • Pens are removed from the reception area • A clear demarcation line is in place around the reception areas so that 2 metre social distancing can be maintained • A visual screen / barrier is in place to protect office staff • Do not use electronic / touch screen “signing in” systems • All contact surfaces in reception, office, delivery areas e.g., screens, telephone handsets, desks etc are thoroughly cleaned throughout the day • Frequently touched office items such as staplers, hole punchers, photocopiers, marker pens & whiteboards etc are thoroughly cleaned throughout the day • Cash should not be handled by staff where possible online / contactless payments should be made 	<ul style="list-style-type: none"> • Signage should be displayed in the reception area to inform visitors / parents to socially distance (2 metres) and wear face coverings • Signage to be displayed to guide parents and carers where and when they should drop off and pick up their children. This should happen at the school gate. • A queuing system and process should be in place for staff to greet each child, staff and parents to maintain social distancing • Parents are reminded not to park in the School car park and adhere to parking sensibly to avoid conflict with local residents • Systems are in place to monitor how many people are on site at any one time • If it is customary for parents to gather in the playground or to enter the building to drop off or collect children, this should no longer be allowed • Systems are in place to deal with those arriving at school who are not supposed to be there • Hand sanitizers / gels and wipes are available on reception for parents, pupils and visitors to use • Ensure appropriate cleaning products are available for staff to clean all hard surfaces/ frequently touched items on a regular basis. <p>8.3.21 Car park entrance Main Gate Y6 side gate All in operation to segregate groups</p> <p>Coit Hub All hub pupils enter via the Nurture Hub gate. Parents do not enter the premises.</p>
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<p>2 Queuing systems</p> <p>Pge 24 v9</p>			<p>Allow plenty of space (where possible two metres) between people waiting to enter site</p>	<ul style="list-style-type: none"> • A queuing system and process is in place both inside and outside of school for staff to greet each child, ensure they wash their hands immediately on arrival and then go straight to their classroom • Markers are used when parents bring pupils to the entrance. • The footpath into school demarcates spacing so that social distancing is maximized at the start and at the end of the school day. • Staff will continue to remind parents that they will not be allowed anywhere near classroom doors • Systems are in place to monitor how many people are on site at any one time <p><u>Coit Hub</u></p> <p>For hub pupils, hand washing will be in place upon immediate entry to the building</p>
<p>Pupils arriving and leaving school</p> <p>V12 pge 43</p>	<p>Transmission of the virus</p>	<p>Staff & Pupils</p>	<p>Pupils should not enter the School premises if they are displaying symptoms of covid-19</p> <p>Pupils should enter the School building via their designated route (at the beginning and end of the School day)</p> <p>Staggered starts and finish times must be introduced to avoid congestion at peak times</p> <ul style="list-style-type: none"> • A staggered start may include: <ul style="list-style-type: none"> ○ condensing or staggering free periods or break time but retaining the same amount of teaching time ○ keeping the length of the day the same but starting and 	<p>Pupils must be instructed not to touch the front of their face covering during use or when removing them.</p> <p><u>Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)</u></p> <p>You should communicate any changes to parents. Remind them about the process that has been agreed for drop off and collection, including not to:</p> <ul style="list-style-type: none"> ▪ gather at the gates ▪ come onto the site without an appointment

			<p>finishing later to avoid busy periods</p> <ul style="list-style-type: none"> • Pupils should be reminded of the importance of social distancing when arriving and leaving the School premises • Pupils should use the one-way systems that are in place around the School • Pupils should wash their hands for at least 20 seconds with soap and warm water when they arrive at School 	
			Stop all non-essential visitors entering site	<ul style="list-style-type: none"> • For children arriving early or late at school will be collected by a member of staff • The parent communication booklet will inform parents how to contact school to arrange meetings inform us of change in personal details to avoid the need to enter school and speak to admin staff • Class teachers will collect children
<p>6 Admin area</p> <p>pge 24 v9</p>			<p>ADMIN AREA</p> <p>A clear demarcation line is in place around the reception areas so that 2 metre social distancing where possible can be maintained Where possible a visual screen / barrier is in place to protect office staff</p> <p>Regularly clean and disinfect common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times.</p>	<ul style="list-style-type: none"> • Plastic screens around the Admin reception area allows social distancing between parents/carers should they need to in emergency situations have to enter school (collecting a child who is ill and who cannot walk down the • Signage in the admin area is displayed in the reception area to inform parents, pupils and visitors to keep 2 metres apart • Door to office should be shut and access limited to LH and SS • Do not enter signs to the office and outside door in place • Hand sanitiser station outside office path to the external gate) for any external agencies who have to visit school site <p>Parent booklet-appendix</p>

7				<p><u>Coit Hub</u></p> <p>All pupils to wash hands prior to entering or leaving the hub.</p> <p>Pupils groups are not mixed.</p> <p>Meetings with regard to pupils at the hub will take place virtually.</p> <p>Parents wishing to communicate key information can do so using the hub mobile or in the garden area of the hub building where absolutely necessary</p>
<p>8 Electronic signing in systems</p> <p>Pge 24 V9</p>			<p>Where electronic / touch screen "signing in" systems are used – ensure these are cleaned / wiped down after every person has used the system or temporarily disabled to avoid risk of contamination</p> <p>Where visitors are expected to sign in at reception – ensure this is carried out by office staff and no pens are visible</p>	<ul style="list-style-type: none"> • ALL Staff now sign in using the school INVENTORY APP to avoid the need to use the signing in screen as they arrive at school in progress • External agency who come into school to work with children will be given an allotted room and the children/room noted per day • Should any other visitor have to enter school for emergency purposes only that only admin staff will use the electronic signing in system hence the screen has been turned inward • Antibacterial wipes are available at the side of the "signing in" system for admin staff to use after the system has been used to sign urgent visitors into school <ul style="list-style-type: none"> • Admin staff sign in any visitors by the computer and not the screen only SS LH office staff will do this • No other staff should enter the office <p><u>Coit Hub</u></p> <p>External visitors are not permitted unless essential and will be signed in as above. They will be recorded for tracking and tracing purposes</p>

Photocopiers				<ul style="list-style-type: none"> Wipes to be made available at the side of the "signing in" system, photocopiers, marker pens etc.
				<p>Coit Hub The photocopier / printer will have the above measures in place</p>

<p>4 Pupils entering school, classrooms belongings storage including uniform/lunch boxes/ mobile phones (Prevention and School Operations)</p>				
<p>It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Pge 9 v8</p>				
Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
1 Cloakroom Areas	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	<ul style="list-style-type: none"> Staff should manage the number of pupils accessing the cloakroom areas at the start, break times, lunchtimes and end of the School 	<p>Parent should not be allowed into the cloakroom areas</p> <p>Inform all parents that once they have dropped their child off at School, they must leave the site as soon as possible</p>

V 12 pge 48			day to ensure social distancing is maintained	
2 Lunch boxes Pge 9 v9			Storage of packed lunch boxes and transportation to dining area	<ul style="list-style-type: none"> Packed lunch boxes stored on trolleys with each child having their own designated space Additional trolleys to be purchased to ensure that there is sufficient room for all packed lunch boxes
3 Inhalers 31.8.20				<ul style="list-style-type: none"> Teachers to carry inhaler box outside to playground/hall/dinner hall to avoid children walking around school to collect
				Coit Hub Inhalers users to keep inhalers in own bag during duration of the session
4 Pupil bags Pge 10 v9			Bags are allowed	Coit Hub Bags brought by KS3 / KS4 pupils should be kept in the cloakroom with distance between them where possible. Only 1 pupil in the cloakroom area at any one time
5 Uniform V12 pge 64			<p>We would encourage all schools to maintain their usual uniform policies.</p> <p>Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>Uniforms do not need to be cleaned:</p> <ul style="list-style-type: none"> more often than usual using different methods <p>Think about how you will manage pupil non-compliance. Taking a mindful and considerate approach may help parents who have difficulty obtaining uniform items or are experiencing financial pressures.</p>	<p>Increased ventilation may make school buildings cooler than usual over the winter months.</p> <p>Consider allowing pupils to wear additional items of clothing in addition to the school's current uniform. Where this occurs, no extra financial pressure should be placed on parents.</p> <p>Coit PE kit will be work on PE days uniform will not be worn on these days to prevent having to change out of their uniform into another set of clothes which will inevitably become mixed up with other piles of clothes lying around the classroom/hall</p>

5 Hub Coit Only			•	Coit Hub For hub pupils, uniform need not be worn when pupils are returning to the home setting
				Coit Hub For hub pupils, start and finish times will avoid Coit Primary School pupil traffic. A separate entrance is used to accept pupils. Parents will not be allowed within the hub grounds. Pupils will be brought out for collection or walked back to host school by staff. Snacks and lunch are provided at the hub. Every pupil will have their own plate, cutlery and cup which they will wash once used and replace in their own tray.

5 Class Pupil Equipment /Shared Resources/ Pupil Workbooks (Prevention)				
Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
1 Covid 19	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning.	Autumn 20/Spring 21 Maintain class stationery packs Pupils regularly reminded not to share stationery

Stationery Pge 8/9 v9			<p>Classroom based resources, such as books and games, can be used and shared within the group / bubble; these should be cleaned regularly, along with all frequently touched surfaces.</p> <ul style="list-style-type: none"> For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. 	<p>Maintain reading book quarantine protocols started in Summer 2020 leave books/equipment for 72 hours</p> <p>Staff to clean equipment before returning to central storage</p>
2 Classroom based resources Books and games V12 Pge 37			<p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> clean it before it is moved between bubbles allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> restricted to one user left unused for a period of 48 hours (72 hours for plastics) between use by different individuals <p>Pupils should limit the amount of equipment they bring into school each day, including essentials such as:</p> <ul style="list-style-type: none"> lunch boxes hats and coats books stationery mobile phones 	<p>At normal room temperatures studies have found that the virus remains stable and detectable on paper and fabric for about 4 hours. UV light and temperatures of 20 degrees and over can weaken the virus so at normal room temperatures in normal light conditions the virus will naturally decay.</p>

			<p>Bags are allowed</p> <p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	
3 Pupil Workbooks Pge 9v9			<p>Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.</p> <p>Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.</p>	Autumn 2020 To resume the use in Autumn 2020
4 Outdoor playground equipment Pge 9 v9			<p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers.</p>	This would also apply to resources used inside and outside
4 Shared resources V12 pge 37			<p>Resources that are shared between classes or bubbles, such as sports, arts, and science equipment should be cleaned frequently. When sharing equipment between different bubbles, you should either:</p> <ul style="list-style-type: none"> • clean it before it is moved between bubbles • allow them to be left unused for a period of 48 hours (72 hours for plastics) <p>You will need to assess the ability to clean equipment used in the delivery of therapies, for example, physiotherapy equipment or sensory equipment. Determine whether this equipment can withstand cleaning and disinfecting between each use before it is put back into general use. Where</p>	

			<p>cleaning or disinfecting is not possible or practical, resources will have to be either:</p> <ul style="list-style-type: none"> restricted to one user left unused for a period of 48 hours (72 hours for plastics) between use by different individuals 	
5 Dressing up clothes V12 pge 38			<p>Dressing Up Clothes: We continue to advise against the use of dressing up clothes. These involve sharing and children getting in and out of items of clothing, placing some over their heads etc.</p>	<p>Coit Hub</p> <p>No dressing up clothes will be available</p>
6 Play Dough V12 pge 38			<p>Play Dough: Any use of play dough must involve each child having their own allocated play dough and not sharing.</p>	
7 Soft Furnishings V12 pge 38			<p>Soft Furnishing/Rugs</p> <p>It is recommended that these remain not in use. Pupils can still use carpet time if within their bubbles. It is strongly advised that the staff member maintains social distancing as much as possible.</p>	
8 Sand and water V12 pge 39			<p>Indoor water/outdoor water play:</p> <p>Whilst the use of soapy water reduces Covid risk, when doing water play children must be stood side by side not facing each other.</p> <p>Indoor sand:</p> <p>Only children from the same bubble can use sand. Once used by a bubble the sand must not be shared between classes. During sand play if more than one child is playing with the sand, they must be stood side by side and not face to face.</p> <p>Outside sandpits:</p>	



			<p>Only children from the same bubble can use the sandpit. If more than one child is accessing the sandpit, they should be positioned side by side and not face to face. If the sandpit is to be used by another bubble during the academic year the sandpit will need all sand removed, the sandpit cleaned, and new sand put in its place..</p>	
Hub				<p><u>Coit Hub</u></p> <p>For hub pupils, an individual stationery pack will be provided and kept in a named tray which will be cleaned before being stored away.</p> <p>Soft furnishings have been reduced. Sofas will have blankets, washed and dried between each group's attendance using a washing machine.</p> <p>Pupils will be given play equipment which can be easily cleaned at the end of a session already sorted and only plastic equipment will be used. All sand / playdough removed.</p> <p>Distribution of food (for snack and lunch) will be done by staff wearing gloves and aprons</p> <p>Pupils will wash their own crockery with hot, soapy water. This will be replaced after each use.</p> <p>Reading books kept by pupil for the week and quarantined for 72 hours before redistribution</p>


6 Grouping Children and Staff in Class Bubbles

Pupil Orientation in classrooms and Breakfast clubs (Prevention and School Operations)


www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities


Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
1 Minimise contact between individuals and maintain social distancing wherever possible V12 pge 12	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	<p>Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and you must consider how to implement this. You 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.</p> <p>This can be achieved through keeping groups separate (in 'bubbles') and through maintaining social distancing between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> pupil's ability to distance layout of the building feasibility of keeping distinct groups separate while offering a broad curriculum <p>How to group children</p>	<p>8.3.21 PPA and Bubbles TA will also cover PPA to minimise movement between bubbles</p> <p>Spring 2021 2020 Intervention Bubbles taking place remotely unless TA works in the bubble normally SALT Small group interventions SEMH interventions Every day a register of groups will be taken to outline which child has worked with which adult This includes first aid contact Staff should not take another child to replace an absent one to make up numbers if it is only for one day. Maintain bubbles and groups where possible</p> <p>Class Bubbles Children will use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at dinnertime and at the end of the day.</p>

		<p>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 to keep that number as small as possible.</p> <p>When using larger groups, the other measures from the system of controls become even more important to minimise:</p> <ul style="list-style-type: none"> • transmission risks • the numbers of pupils and staff who need to self-isolate <p>Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Using small groups can:</p> <ul style="list-style-type: none"> • restrict the normal operation of education • present educational and logistical challenges <p>You will need to consider:</p> <ul style="list-style-type: none"> • the cleaning and use of shared spaces, such as: <ul style="list-style-type: none"> ○ playgrounds ○ boarding houses ○ dining halls o toilets • the provision of specialist teaching and therapies <p>Assess your circumstances and try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists.</p> <ul style="list-style-type: none"> • Whatever the size of the group, they should be kept apart from other groups where possible. 	<div>  <p>Establishing Protective Social Bubl</p> <p>See information on protective bubbles in Primary Schools</p> </div> <div> <p>See Information on protective bubbles in Secondary Schools</p> <div>  <p>Establishing Protective Social Bubl</p> <p>When working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Remind small children - using the correct format that it's not safe to hug / kiss / be in close contact with other children</p> <p>Parents are encouraged to reinforce social distancing rules at home</p> <p>Send letters to parents to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes / trainers, any clothing that doesn't require adult supervision</p> <p>Parents are reminded via a letter, newsletter etc. that they child is not allowed to take toys from home into the setting</p> <p>For the purpose of free flow - where possible one door should be used to allow the young</p> </div> </div>
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		<ul style="list-style-type: none"> • Encourage pupils to keep their distance within groups. • Try to limit interaction, sharing of rooms and social spaces between groups as much as possible. <p>Both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits, even if partially implemented.</p> <p>You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for:</p> <ul style="list-style-type: none"> • specialist teaching • wraparound care • transport • boarding pupils who may be in one group residentially and another during the school day <p>Siblings may also be in different groups.</p> <ul style="list-style-type: none"> • It is strongly advised that teachers and other staff do not operate across different classes, groups / bubbles. • Staff are strongly advised to maintain 2 metre social distancing from each other and from children where possible (depending upon age of child or if child has complex needs). • Where it is absolutely necessary for staff to move across different classes and year groups to facilitate the delivery of the timetable they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible. <p>Measures within the classroom</p> <p>Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission.</p>	<p>children out and another door should be used for letting children back into the setting, these should be clearly signed "in and out"</p> <p>See guidance regarding gifts</p> <p> Schools celebrations and presents.pdf</p> <p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil.</p> <p>Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice.</p>
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			<p>When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups.</p> <p>You should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom to make more space.</p> <p>Measures elsewhere</p> <p>When timetabling, groups should be kept apart and movement around the school kept to a minimum. While passing briefly in the corridor or playground is low risk, avoid creating busy corridors, entrances and exits. Consider staggered break times and lunch times. Make sure you allow time for cleaning surfaces in the dining hall between groups.</p> <p>You should also plan how shared staff spaces are set up and used to help staff to distance from each other.</p>	<div><div>Stay Safe Sheff</div><div>Coronavirus (COVID-19)</div><div>Recognising Symptoms</div><table><thead><tr><th>Symptom</th><th>Coronavirus</th><th>Cold</th><th>Flu</th></tr></thead><tbody><tr><td>Fever (37.5°C or above)</td><td>Common</td><td>Rare</td><td>Common</td></tr><tr><td>Coughing</td><td>Common (usually dry)</td><td>Mild</td><td>Common (usually dry)</td></tr><tr><td>Change in sense of taste/smell</td><td>Common</td><td>Sometimes</td><td>Sometimes</td></tr><tr><td>Sneezing</td><td>No</td><td>Common</td><td>No</td></tr><tr><td>Aches and pains</td><td>Sometimes</td><td>Common</td><td>Common</td></tr><tr><td>Runny or stuffy nose</td><td>Rare</td><td>Common</td><td>Sometimes</td></tr><tr><td>Sore throat</td><td>Sometimes</td><td>Common</td><td>Sometimes</td></tr><tr><td>Diarrhoea</td><td>Rare</td><td>No</td><td>Sometimes (not of interest)</td></tr><tr><td>Headaches</td><td>Sometimes</td><td>Rare</td><td>Common</td></tr><tr><td>Shortness of breath</td><td>Sometimes</td><td>No</td><td>No</td></tr><tr><td>Tiredness</td><td>Sometimes</td><td>Sometimes</td><td>Common</td></tr></tbody></table><div>Source: World Health Organisation, Centers for Disease Control and Prevention (2020)</div><div>Sheffield City Council</div></div>	Symptom	Coronavirus	Cold	Flu	Fever (37.5°C or above)	Common	Rare	Common	Coughing	Common (usually dry)	Mild	Common (usually dry)	Change in sense of taste/smell	Common	Sometimes	Sometimes	Sneezing	No	Common	No	Aches and pains	Sometimes	Common	Common	Runny or stuffy nose	Rare	Common	Sometimes	Sore throat	Sometimes	Common	Sometimes	Diarrhoea	Rare	No	Sometimes (not of interest)	Headaches	Sometimes	Rare	Common	Shortness of breath	Sometimes	No	No	Tiredness	Sometimes	Sometimes	Common
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Tiredness	Sometimes	Sometimes	Common																																																	
<p>How to group children</p> <p>Pge V12</p> <p>Pge 12/13</p>	<p>Transmission of the virus</p>	<p>Staff and pupils</p>	<p>How to group children</p> <p>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 to keep that number as small as possible.</p> <p>When using larger groups, the other measures from the system of controls become even more important to minimise:</p> <ul style="list-style-type: none">transmission risks	<p>See information on protective bubbles in Primary Schools</p> <div><div></div><div>Establishing Protective Social Bubbles</div></div> <p>See Information on protective bubbles in Secondary Schools</p>																																																

		<ul style="list-style-type: none"> the numbers of pupils and staff who need to self-isolate <p>Younger pupils and those with complex needs will not be able to maintain social distancing and it is acceptable for them not to distance within their group.</p> <p>Using small groups can:</p> <ul style="list-style-type: none"> restrict the normal operation of education present educational and logistical challenges <p>You will need to consider:</p> <ul style="list-style-type: none"> the cleaning and use of shared spaces, such as: <ul style="list-style-type: none"> playgrounds boarding houses dining halls o toilets the provision of specialist teaching and therapies <p>Assess your circumstances and try to implement 'bubbles' of an appropriate size to achieve the greatest reduction in contact and mixing. Make sure this will not affect the quality and breadth of teaching or access for support and specialist staff and therapists.</p> <ul style="list-style-type: none"> Whatever the size of the group, they should be kept apart from other groups where possible. Encourage pupils to keep their distance within groups. Try to limit interaction, sharing of rooms and social spaces between groups as much as possible. <p>Both the approaches of separating groups and maintaining distance are not 'all or nothing' options and will still bring benefits, even if partially implemented.</p> <p>You may keep pupils in their class groups for most of the classroom time, but also allow mixing in wider groups for:</p> <ul style="list-style-type: none"> specialist teaching 	 <p>Establishing Protective Social Bubl</p> <p>Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p> <p>Remind small children - using the correct format that it's not safe to hug / kiss / be in close contact with other children</p> <p>Parents are encouraged to reinforce social distancing rules at home</p> <p>Send letters to parents to consider the types of clothes they send their child to school in e.g. elasticated waste trousers, skirts, Velcro shoes / trainers, any clothing that doesn't require adult supervision</p> <p>Parents are reminded via a letter, newsletter etc. that they child is not allowed to take toys from home into the setting</p> <p>For the purpose of free flow - where possible one door should be used to allow the young children out and another door should be used for letting children back into the setting, these should be clearly signed "in and out"</p> <p>See guidance regarding gifts</p>
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		<ul style="list-style-type: none"> • wraparound care • transport • boarding pupils who may be in one group residentially and another during the school day <p>Siblings may also be in different groups.</p> <ul style="list-style-type: none"> • It is strongly advised that teachers and other staff do not operate across different classes, groups / bubbles. • Staff are strongly advised to maintain 2 metre social distancing from each other and from children where possible (depending upon age of child or if child has complex needs). • Where it is absolutely necessary for staff to move across different classes and year groups to facilitate the delivery of the timetable they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Try to minimise the number of interactions or changes wherever possible. 	 <p>Schools celebrations and presents.pdf</p> <p>Where a pupil routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and a special setting, the settings should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the pupil.</p> <p>Pupils should be able to continue attending both settings. While some adjustment to arrangements may be required, pupils in this situation should not be isolated as a solution to the risk of greater contact except when required by specific public health advice.</p> <p>There is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other and from children. We know that this is not always possible, particularly when working with pupils with complex needs, or those who need close contact care. Provide educational and care support for these pupils as normal, with other increased hygiene protocols in place to minimise the risk of transmission.</p> <p>Where possible, for example with older pupils with less complex needs who can self-regulate</p>
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				<p>their behaviours without distress, they should also be supported to maintain distance and not touch staff and their peers. This will not be possible for the youngest children, and some children and young people with complex needs. It may also not be feasible where space does not allow. Doing this where you can, even some of the time, will help.</p>
V12 pge 16			<p>How to group Staff</p> <ul style="list-style-type: none"> • It is strongly advised that teachers and other staff do not operate across different classes, groups / bubbles. • Staff are strongly advised to maintain 2 metre social distancing from each other and from children where possible (depending upon age of child or if child has complex needs). • Where it is absolutely necessary for staff to move across different classes and year groups to facilitate the delivery of the timetable they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Try to minimise the number of interactions or changes wherever possible. • Staff must avoid close face to face contact with other staff members and minimise time spent within 1 metre of anyone. • If staff share the same office space with other staff members, they must maintain social distancing at all times • If one or more staff operate in the same bubble, they must maintain social distancing at all times when working together in the classroom, PPA time, break time, lunchtimes etc 	

			<ul style="list-style-type: none"> When staff cannot maintain distancing, particularly with younger children in primary schools, groups should be kept small When staff are using the staff rooms at break and lunchtimes - social distancing must be always maintained 	
Hub				<p>Coit Hub</p> <p>For hub pupils, groupings will remain consistent throughout the week. Where two groups use the setting in one day, adequate time will be left between them in order to ensure a deep clean of the environment and equipment</p> <p>Social distancing will aim to be adhered to at all times. Only 1 adult will use a room at any one time. Further advice is being sought from the LA with regard to this (23.10.20)</p> <p>Hub register will log which adults have worked with which child per day</p>
3 Measures within the classroom Pge 9 v7			<p>Measures within the classroom</p> <p>Maintaining a distance between people while inside and reducing the amount of time they are in face-to-face contact lowers the risk of transmission.</p> <p>When staff and pupils cannot maintain distancing, the risk can be reduced by keeping pupils in the smaller, class-sized groups.</p> <p>You should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face-to-face or side on. It might also include moving unnecessary furniture out of the classroom to make more space.</p>	<ul style="list-style-type: none"> Seating to face forward in all classrooms Desks arranged appropriately to achieve this Rearranging furniture and using different furniture 6.7.20 Purchase of smaller desks for Y1 and F2 to support distancing measures <p>Coit Hub</p> <ul style="list-style-type: none"> For hub pupils, pupils will use the dining table in pairs only, sat at either end of the large dining table Academic work / tasks will be completed in separate rooms

				<ul style="list-style-type: none"> • 'Provision' will be placed with distance in between in order to mitigate pupils coming into too close contact • The outdoor environment will be used as often as possible
			<p>Measures elsewhere</p> <p>When timetabling, groups should be kept apart and movement around the school kept to a minimum. While passing briefly in the corridor or playground is low risk, avoid creating busy corridors, entrances and exits. Consider staggered break times and lunch times. Make sure you allow time for cleaning surfaces in the dining hall between groups.</p> <p>You should also plan how shared staff spaces are set up and used to help staff to distance from each other.</p>	<ul style="list-style-type: none"> •
				<p><u>Coit Hub</u></p> <p>No supply staff will be used at the hub</p>
<p>5 Breakfast Club and After school club Groupings</p> <p>V12 pge 46</p> <p></p>			<p>From 8 March, you should work to resume all your before and after-school educational activities and wraparound childcare for your pupils, where this provision is necessary to support parents to work, attend education and access medical care, and is as part of pupil's wider education and training. We will amend the Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 to allow for this. Vulnerable children can attend these settings regardless of circumstance</p> <p>You should advise parents that where they are accessing this provision for their children, that they must only be using this, where:</p> <ul style="list-style-type: none"> • the provision is being offered as part of the school's educational activities (including catch-up provision) 	<p>Where parents are using external childcare providers or out of school extra-curricular activities for their children, you should also:</p> <ul style="list-style-type: none"> • advise them to limit their use of multiple out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible. • encourage them to check providers have put in place their own protective measures

			<ul style="list-style-type: none"> the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group <p>However, you must ensure that:</p> <ul style="list-style-type: none"> Bubbles sizes are kept to the lowest numbers possible Staff supervising the wraparound care maintain social distancing (2 metres) at all times with other staff / adults who are running the clubs Schools should work closely with external wraparound providers to ensure as far as possible; children can be kept in a group with other children from the same bubble they are in during the school day. Where you can't group children in the same bubbles as they are during the school day – you should keep children in a small consistent group and provide additional staff to supervise the smaller groups You must ensure supervision is adequate and meets staff: pupil ratio requirements 	
Alternative Provision V12 pge 47	Transmission of the virus	Staff & pupils	<p>All pupils in alternative provision (AP) settings should attend school full-time, including:</p> <ul style="list-style-type: none"> pupil referral units AP academies AP free schools independent AP schools <p>Where they are affected by the Remote Education Temporary Continuity Direction, AP settings must provide remote education to pupils covered by the Direction whose attendance would be contrary to government guidance or law around coronavirus (COVID-19).</p> <p>AP settings must comply with health and safety law which requires employers to assess risks and put in place proportionate control measures.</p>	

			<p>When working through the system of controls, AP settings should take steps to minimise social contact and mixing as far as is practicable.</p> <p>All AP settings, especially larger AP schools, should consider whether pupils can be placed into smaller groups and still receive a broad and balanced curriculum.</p> <p>Due to the smaller size of many AP settings, and because AP settings are not typically organised by year groups, AP settings may wish to adopt whole school bubbles as part of their system of controls.</p>	
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7 Movement around School - Staff and Pupils (Prevention)				
Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
1 Covid 19 Contact with other staff/pupils Pge 10 v7	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	Corridors <ul style="list-style-type: none"> Movement around the school site must be kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Movement between classrooms / on corridors should be done in a phased way to maintain social distancing where possible Where possible one way up / down rules should be implemented on all staircases, and carried out in a “phased way” – one 	<ul style="list-style-type: none"> Staggered timetables will continue to operate throughout the day so that there is limited opportunity for children in different bubbles to meet with other children. Staff to regularly reinforce the rules on corridors to all pupils Signage identifying the flow of movement and direction of travel remains in place Hall Shared areas Entry and Exit to classrooms signs

			<p>class at a time to ensure social distancing where possible</p> <ul style="list-style-type: none"> 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 	<p>Staggered timetables will reduce contact with other groups of pupils</p> <p>Coit Hub Hub pupils will occupy room in groups of 2 pupils with one adult.</p>
<p>2</p> <p>Entering of Leaving the classroom</p>			<p>Entering or Leaving the Classroom When entering / leaving the classroom this should be on a phased “one person at a time” basis</p>	<p>Aut 20 Staff need to provide regular reminders for this whenever children enter/leave their classrooms or enter any other room in school particularly for year groups who could not return</p> <p>Coit Hub For hub pupils, entry in and out of rooms will be managed by staff</p>
<p>3</p> <p>Arriving and Learning the Dining Room</p>			<p>Arriving and Learning the Dining Room</p>	<p>Classes will enter and exit via their own classroom doors apart from Y6 who will use the main reception for entry and exit purposes</p>

8 Teacher and Pupil Practise Hygiene in the classroom (Prevention)

https://www.who.int/gpsc/clean_hands_protection/en/

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
5 ICT Suite			All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipe	Staff to help clean equipment after each group use Including screens/mice/keyboards
8 Pupil Toilets V12 pge 48	Transmission of the virus	Pupils, Staff, Cleaners	<ul style="list-style-type: none"> • Ensure you have access to running water • Inform all pupils to wash their hands when they have used the toilet with warm soapy water • Limit the number of pupils accessing the toilets so they do not become overcrowded • Some children will need additional support may need extra measures implementing (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) • All toilets must be cleaned thoroughly throughout the day paying particular attention to the frequently touched points: toilet seat, taps, flush, door handles, locks sink etc. 	

9 Premises Staff Responsibilities Hygiene (Prevention)


<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
https://www.who.int/gpsc/clean_hands_protection/en/

Further information can be found in the Cleaning Guidance for Schools

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



Cleaning Guidance
for Schools.docx

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents V12 pge 40	Transmission of the virus	Staff & Pupils	<p>You should put in place and maintain an enhanced cleaning schedule. This should include:</p> <ul style="list-style-type: none"> • more frequent cleaning of rooms or shared areas that are used by different groups • frequently “touched surfaces” being cleaned more often than normal • cleaning toilets regularly • encouraging pupils to wash their hands thoroughly after using the toilet • if your site allows it, allocating different groups their own toilet blocks • Staffrooms are cleaned regularly including items such as: - kettles, toasters, microwaves, dishwashers etc. • Window sills, ledges and handles (where windows are being opened to allow ventilation) 	<p>To meet the cleaning regimes and conform to government guidance on maintaining the standard required to reduce the risk of contamination – you may need to consider increasing resources and extending the hours cleaning staff operate</p> <p>For further information on cleaning visit the governments advice</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Further information can be found in the Cleaning Guidance for Schools</p> <div>  <p>Cleaning Guidance for Schools.docx</p> </div>
5 Hand Towels			Hand towels and hand wash area to be checked and replaced as needed by the Cleaning and Caretaking staff	Job sheet to be signed 3 x times a day Morning lunchtime evening

Pge 11 v9				
6 COSHH Pge 12v9			Ensure that all COSHH assessments are carried out for all cleaning products	Staff are trained in the safe use of cleaning products including new products purchased to support deep cleaning Ensure that all cleaning products are stored safely and out of the reach of pupils <ul style="list-style-type: none"> Sept 20 one member of premises team to have COSH training
7 Bins Pge 12 v9			Bin liners should be used in all bins	<ul style="list-style-type: none"> Emptied x 2 a day
8 Toilets Pge 26v9			<ul style="list-style-type: none"> Ensure access to warm running water All toilets are cleaned on a daily basis with an approved product, paying particular attention to the toilet seat, taps, flush, door handles, sinks etc. Hand washing frequently with soap and warm water where possible ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules) 	<p>All toilets are cleaned on a 3 x daily basis with an antibacterial spray, paying particular attention to the toilet seat, taps flush, door handles sinks</p> <p>Each class has their own set of toilets x2</p> <p>Coit Hub Toilet is cleaned after each group use with an antibacterial spray, paying particular attention to the toilet seat, flush and handle. It is cleaned after every individual use using antibacterial wipes</p>
9 PPE for cleaning staff pge 12 v9			The correct PPE should be worn at all times by the Cleaning staff and disposed of by double bagging and put in the external waste	

10 Pupil Attendance, Safeguarding, Well-being and Behaviour (School Operations + Behaviour)

<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>

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

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

<https://www.sendgateway.org.uk/whole-school-send/find-wss-resources/>



Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Pupils & families feeling anxious about attending School V12 pge 34			<p>It is likely that some pupils, parents, and households may be reluctant or anxious about attending school. This may include pupils who:</p> <ul style="list-style-type: none"> have themselves been shielding previously but have been advised they no longer need to shield live in a household where someone is clinically vulnerable (CV) or CEV (including young carers) are concerned about the possible increased risks from coronavirus (COVID19) such as those who have certain conditions such as obesity and diabetes <p>You must discuss any concerns with parents and provide reassurance on the measures you are putting in place to reduce any risks.</p> <p>Remind parents that pupils of compulsory school age must be in school unless a statutory reason applies</p>	
Attendance Self-isolating & Shielding V12 Pge 34			<p>School attendance will be mandatory for all pupils from 8 March.</p> <p>The usual rules on school attendance apply, including:</p>	<p>During the week commencing 8 March, pupils will be offered asymptomatic testing on site in secondary schools. Pupils who consent to testing should return to face-to face education</p>

		<ul style="list-style-type: none"> parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school, and they are of compulsory school age) the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <p>As usual, you are responsible for recording attendance, following up absence and reporting children missing education to the local authority.</p> <p>Self-isolation and shielding</p> <p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:</p> <ul style="list-style-type: none"> have symptoms or have had a positive test result live with someone who has symptoms or has tested positive and are a household contact are a close contact of someone who has coronavirus (COVID-19) <p>You should offer pastoral support to pupils who are:</p> <ul style="list-style-type: none"> self-isolating shielding vulnerable <p>Where pupils are not able to attend school, as they are following clinical or public health advice related to coronavirus (COVID-19), the absence will not be penalised.</p> <p>Encouraging regular school attendance</p> <p>You should continue to communicate clearly and consistently the expectations around school attendance to families and any other professionals who work with the family where appropriate.</p> <p>You should also identify pupils who are reluctant or anxious about attending or who are at risk of disengagement and develop plans for re-engaging them. You may want to put particular emphasis on:</p> <ul style="list-style-type: none"> disadvantaged and vulnerable children and young people pupils who were persistently absent prior to the pandemic 	<p>following their first negative test result.</p> <p>Pupils not undergoing testing should attend school in line with your phased return arrangements.</p> <p>Vulnerable children and children of critical workers in secondary schools should continue to attend school throughout, unless they receive a positive test result. Testing is voluntary, but strongly encouraged.</p> <p>Recording attendance</p> <p>You should record attendance in accordance with the Education (Pupil Registration) (England) Regulations 2006 (as amended) for all pupils.</p> <p>During the week commencing 8 March secondary school pupils will be offered asymptomatic testing on site.</p> <p>Schools should use code Y for secondary pupils not expected to be attending school for lessons during this week due to the asymptomatic testing programme.</p> <p>You should use code X if a child is self-isolating or quarantining because of coronavirus (COVID-19) in accordance with relevant</p>
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			<ul style="list-style-type: none"> pupils who have not engaged with school regularly during the pandemic <p>Vulnerable children</p> <p>Where pupils who are self-isolating are within our definition of vulnerable, it is important that you put systems in place to keep in contact with them.</p> <p>When a vulnerable pupil is required to self-isolate, you should:</p> <ul style="list-style-type: none"> notify their social worker (if they have one) agree with the social worker the best way to maintain contact and offer support <p>You should have procedures in place to:</p> <ul style="list-style-type: none"> check if a vulnerable pupil is able to access remote education support support them to access it (as far as possible) regularly check if they are accessing remote education 	<p>legislation or guidance published by PHE or the DHSC.</p>
<p>Pupils who are extremely clinically vulnerable</p> <p>V 12 pge 33</p>			<p>The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally</p> <p>You should offer pastoral support to pupils who are shielding.</p>	<p>You are required to provide remote education to pupils who are unable to attend school because they are complying with government guidance or legislation around coronavirus (COVID-19), in the circumstances provided for in the Remote Education Temporary Continuity Direction. You should keep a record of this activity but do not need to record it in the attendance register.</p> <p>8.3.21 Coit = 0 pupils</p>
<p>Behaviour, discipline, and wellbeing</p> <p>V12 pge 63</p>			<p>Your policies should set clear, reasonable and proportionate expectations of pupil behaviour</p> <p>Set out clearly the consequences for poor behaviour and deliberately breaking the rules. You should also set out how you will enforce those</p>	<p>Disciplinary actions</p> <p>The disciplinary powers that you normally have, including suspension and expulsion, remain in place.</p>

		<p>rules including any sanctions, especially for any restrictions on movement within school and new hygiene rules</p> <p>Lack of routine, and classroom discipline may contribute to disengagement for some pupils returning to school. This could result in an increase in poor behaviour.</p> <p>Consider what sanctions or consequences are appropriate for poor behaviour and whether additional support should be put in place for these pupils including those who:</p> <ul style="list-style-type: none"> • may struggle to reengage in school • are at risk of being absent or persistently disruptive <p>Some pupils may return to school having suffered from:</p> <ul style="list-style-type: none"> • bereavement • anxiety • in some cases, increased welfare and safeguarding harms <p>This may lead to an increase in social, emotional and mental health concerns, particularly for vulnerable groups such as:</p> <ul style="list-style-type: none"> • pupils with a social worker • previously looked-after children who left care through adoption or special guardianship • young carers <p>These pupils may need additional support and access to services such as educational psychologists, social workers and counsellors.</p> <p>Additionally, provision for pupils who have SEND may have been disrupted during the period of restrictions on attendance and there may be an impact on their behaviour. Work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.</p>	<p>Expulsion should only be used as a last resort and must be lawful, reasonable, and fair.</p> <p>Where a pupil with a social worker is at risk of suspension or expulsion, inform their social worker and involve them in relevant conversations.</p> <p>Try to avoid expelling any pupil with an EHC plan, or a looked-after child. Where a looked-after child is at risk of suspension or expulsion, the designated teacher should contact the relevant authority's virtual school head as soon as possible. This will help you to decide how to help the child and avoid an expulsion becoming necessary.</p> <p>Where a previously looked-after child is at risk of expulsion, the designated teacher should speak with the child's parent or guardian and seek advice from their virtual school head.</p> <p>Pre-empting that a pupil may commit a disciplinary offence, and not allowing the pupil to attend school, is an unlawful suspension.</p> <p>You should already have arrangements in place to support attendance and engagement. Consider what additional support pupils may</p>
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				<p>need to make a successful return to full-time attendance.</p> <p>Any disciplinary suspension or expulsion of a pupil from a school, even for short periods of time, must follow the statutory procedure. 'Informal' or 'unofficial' suspensions, such as sending pupils home 'to cool off' for part of the day are unlawful, regardless of whether they occur with the agreement of parents or carers.</p> <p>It is unlawful to punish a child for the actions of their parents. For example, refusing to allow a pupil to class because their parents did not attend a meeting or because the parents brought the pupils to school late would be unlawful.</p>
			<ul style="list-style-type: none"> 	<p>Coit Hub</p> <p>For pupils exhibiting crisis behaviours, de-escalation skills will be employed in order to avoid pupil contact at all costs. Removal of other pupils from setting should take place before removal of the individual.</p> <p>Should positive handling techniques need to be used, staff will endeavour to wear PPE in order to minimise transmission</p>

<p>Pupil Well-being and support V12 pge 60</p>		<p>Some pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood.</p> <p>This may particularly be the case for vulnerable children, including those with a social worker and young carers.</p> <p>It is important to contextualise these feelings as normal responses to an abnormal situation.</p> <p>Consider using pastoral and extra-curricular activities to:</p> <ul style="list-style-type: none"> • support the rebuilding of friendships and social engagement • address and equip pupils to respond to issues linked to coronavirus (COVID19) • support pupils with approaches to improving their physical and mental wellbeing <p>Where there is a concern a pupil is in need or suffering or likely to suffer harm, follow your child protection policy and part 1 of keeping children safe in education. Consider any referral to statutory services (and the police) as appropriate</p> <p>Work with school nurses, where they are in place, to:</p> <ul style="list-style-type: none"> • ensure delivery of the healthy child programme (which includes immunisation) • identify health and wellbeing needs • provider support for resilience, mental health and wellbeing including anxiety, bereavement and sleep issues • support pupils with additional and complex health needs 	<div data-bbox="1704 134 1756 188"></div> <p>Guidance for Primary Care - Children and '</p> <div data-bbox="1704 288 1756 343"></div> <p>Healthy Minds Top Tips for school staff c</p> <p>You may also need to provide more focused pastoral support for pupils' individual issues, drawing on external support where necessary and possible. Our 'Every interaction matters' webinar can help with offering pastoral support for wellbeing</p> <p>Wellbeing for Education Return Programme</p> <p>The Wellbeing for Education Return programme, provides training and resources to help school staff respond to the wellbeing and mental health needs of pupils. The training provides practical examples to support staff and pupils within a school.</p>
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				<p>Local authorities have received funding to employ skilled staff to:</p> <ul style="list-style-type: none"> • deliver the training to schools • provide advice and support until March 2021
Safeguarding V12 pge 63			<p>Schools must continue to have regard to the statutory safeguarding guidance keeping children safe in education.</p> <p>You should consider revising your child protection policy to reflect the return of more pupils. This should be led by your designated safeguarding lead.</p> <p>As children return try to give designated safeguarding leads and their deputies more time to:</p> <ul style="list-style-type: none"> • support staff and pupils with new safeguarding and welfare concerns • handle referrals to children's social care and other agencies where appropriate <p>The designated safeguarding lead should continue to co-ordinate with children's social care, the local three safeguarding partners and other agencies and services to identify harm and ensure children are appropriately supported. They should speak to school nurses who have continued virtual support to pupils who have not been in school.</p> <ul style="list-style-type: none"> • 	

11 Teaching and Learning (Prevention and School Operations, Curriculum)

<https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

https://e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

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

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

<https://www.gov.uk/government/publications/healthy-child-programme-0-to-19-health-visitor-and-school-nurse-commissioning>

<https://www.gov.uk/government/publications/health-and-safety-on-educational-visits/health-and-safety-on-educational-visits>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Remote Education V12 pge 53			<p>Attendance will be mandatory for all pupils of compulsory school age from 8 March.</p> <p>Schools affected by the Remote Education Temporary Continuity Direction are still required to provide remote education to pupils covered by the direction where their attendance would be contrary to government guidance or legislation around coronavirus (COVID-19).</p>	<p>Delivering remote education safely</p> <p>Keeping children safe online is essential. The statutory guidance keeping children safe in education provides schools and colleges with information on what they should be doing to protect their pupils online.</p> <p>The guidance includes a collection of resources which includes support for:</p> <ul style="list-style-type: none"> • safe remote education • virtual lessons • live streaming

		<p>This includes, for example, where such guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.</p> <p>Where secondary schools are operating a phased return of pupils in the week commencing 8 March to allow for testing that week, we expect schools to provide remote education for all pupils not yet expected to attend on-site</p> <p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school and should include recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently.</p> <p>As a minimum you should provide:</p> <ul style="list-style-type: none"> • Key Stage 1: 3 hours a day on average across the cohort, with less for younger children • Key Stage 2: 4 hours a day • Key Stages 3 and 4: 5 hours a day <p>In developing remote education, we expect you to:</p> <ul style="list-style-type: none"> • teach a planned and well-sequenced curriculum so that knowledge and skills are built 	<ul style="list-style-type: none"> • information to share with parents and carers to support them in keeping their children safe online <p>Safeguarding and remote education during coronavirus (COVID-19) provides guidance to help schools and teachers support pupils' remote education during coronavirus (COVID-19).</p> <p>Support on delivering remote education safely is available from:</p> <ul style="list-style-type: none"> • Safe remote learning, published by SWGfL • Online safety and safeguarding, published by LGfL, which covers safe remote learning • The National Cyber Security Centre, which includes which video conference service is right for you and using video conferencing services securely • annex C of keeping children safe in education <p>Special Educational Needs</p> <p>If pupils with SEND are not able to be in school, their teachers are best placed to know how the pupil's needs can be most effectively met to ensure they continue to make progress.</p> <p>The requirement for schools within the 2014 Children and Families Act to use their best endeavours to secure the special educational provision called for by the pupils' special educational needs remains in place.</p> <p>You should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education. In this situation, decisions on how provision can be delivered should be informed by relevant considerations including the types of services that the pupil can access remotely.</p>
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			<p>incrementally, with a good level of clarity about what is intended to be taught and practised in each subject so that pupils can progress through the school's curriculum</p> <ul style="list-style-type: none"> • select a digital platform for remote education provision that will be used consistently across the school in order to allow interaction, assessment and feedback and make sure staff are trained and confident in its use. If schools do not have an education platform in place, they can access free support at get help with technology • overcome barriers to digital access for pupils by: <ul style="list-style-type: none"> ○ distributing school-owned laptops accompanied by a user agreement or contract ○ providing printed resources, such as textbooks and workbooks, to structure learning, supplemented with other forms of communication to keep pupils on track or answer questions about work <p>Have systems for checking, daily, whether pupils are engaging with their work, and work with families to rapidly identify effective solutions where engagement is a concern</p> <p>identify a named senior leader with overarching responsibility for the quality and delivery of remote education, including that provision meets expectations for remote education</p>	<p>You can access further information on supporting pupils and students with SEND to access remote education.</p> <p>https://get-help-with-remote-education.education.gov.uk/send</p>
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			<p>We expect you to consider these expectations in relation to the pupils' age, stage of development or special educational needs, for example where this would place significant demands on parents' help or support.</p> <p>Younger children in Key Stage 1 or Reception often require high levels of parental involvement to support their engagement with remote education, which makes digital provision a particular challenge for this age group. We therefore do not expect that solely digital means will be used to teach these pupils remotely.</p> <p>We also recognise that some pupils with SEND may not be able to access remote education without adult support and so expect schools to work with families to deliver an ambitious curriculum appropriate for their level of need.</p>	
Use of outdoor spaces			<p>Use of outdoor spaces Children who have had limited opportunities to exercise should be encouraged to exert themselves physically making use of non-touch games within their group</p>	<ul style="list-style-type: none"> Teachers to plan for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff Although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read COVID-19: cleaning of non-healthcare settings <p>The above procedures are in place for the hub – soapy water to be used to clean equipment between each pupil use</p> <p>Coit Hub</p>

				The outdoor space is used at every session where possible where equipment is thoroughly cleaned between each group
Marking including homework from pupils			<ul style="list-style-type: none"> Where appropriate, homework should be submitted online 	<ul style="list-style-type: none"> Staff to set online homework or work that can be self-marked <p>Autumn 2020 Marking as usual can be resumed</p>
Assemblies V12 pge 48	Transmission of the virus	Pupils, Staff, Cleaners	<ul style="list-style-type: none"> You should avoid large gatherings such as assemblies or collective worship with more than one group 	<p>Outside assemblies taking place where possible (Weather) 8.3.21</p> <p>No whole school assemblies unless carried out by zoom so class bubbles can access</p> <p>No whole school singing</p>
Educational Visits Residential Visits V12 pge 56			No educational visits should occur.	
Music Dance and Drama V12 pge 56			<p>You should continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place.</p> <p>Singing, wind and brass instrument playing can be undertaken</p> <p>Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs.</p>	<p>Schools that offer specialist, elite provision in music, dance and drama should also consider this guidance alongside the DCMS guidance on the performing arts. Specialist provision delivered by further education (FE) providers or higher education (HE) providers should consider the respective Department for Education guidance for these sectors.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p> <p>When planning music provision, you should consider additional specific safety measures. There is some evidence that additional risk can build from aerosol transmission with volume and with the combined numbers of individuals within a confined space. This is particularly evident for singing and shouting, but with appropriate safety mitigation and consideration, singing, wind and brass teaching can still take place. Measures to take follow in the next sections.</p>

		<p>Minimising contact between individuals</p> <p>The overarching objective should be to reduce the number of contacts amongst pupils, and between pupils and staff, including for rehearsal and performance.</p> <p>As set out in the system of controls, this can be achieved through keeping groups separate (in bubbles) and through maintaining social distance between individuals. These are not alternative options. Both measures will help, but the balance between them will change depending on the age of pupils, the layout of the building, and the feasibility of keeping groups separate from each other while offering a broad curriculum.</p> <p>If 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, 2 metres from other adults.</p> <p>You should take particular care in music, dance and drama lessons to observe social distancing where possible. This may limit group activity in these subjects in terms of numbers in each group. It will also prevent physical correction by teachers and contact between pupils in dance and drama.</p> <p>You should keep any background or accompanying music to levels which</p>	<p>Government has published advice on safer singing. https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing</p> <p>Social distancing</p> <p>In the smaller groups where these activities can take place, schools should observe strict social distancing between each singer and player, and between singers and players, and any other people such as conductors, other musicians, or accompanists. Current guidance is that if the activity is face-to-face and without mitigating actions, 2 metres is appropriate. Pupils should use seating where practical to help maintain social distancing.</p> <p>Seating positions</p> <p>Pupils should be positioned back-to-back or side-to-side when playing or singing (rather than face-to-face) whenever possible. Position wind and brass players so that the air from their instrument does not blow into another player.</p> <p>Microphones</p> <p>Use microphones where possible or encourage singing quietly.</p> <p>Handling equipment and instruments</p> <p>Measures to take when handling equipment, including instruments, include the following.</p> <ul style="list-style-type: none"> • increased handwashing before and after handling equipment, especially if being used by more than one person. • Avoid sharing equipment wherever possible. Place name labels on equipment to help identify the designated user, for example, percussionists' own sticks and mallets. • If instruments and equipment have to be shared, disinfect regularly (including any packing cases, handles, props, chairs, microphones and music stands) and always between users.
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		<p>do not encourage teachers or other performers to raise their voices unduly.</p> <p>If possible, use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing.</p> <p>Do not share microphones</p> <p>Performances</p> <p>You should not host any performances with an audience. You may wish to consider alternatives such as live streaming and recording performances, subject to the usual safeguarding considerations and parental permission.</p> <p>Singing, and playing wind and brass instruments in groups</p> <p>Singing, wind and brass playing should not take place in larger groups such as choirs and ensembles, or assemblies unless significant space, natural airflow and strict social distancing and mitigation can be maintained</p> <p>Playing outdoors</p> <p>Playing instruments and singing in groups should take place outdoors wherever possible. If indoors, consider limiting the numbers in relation to the space.</p> <p>Playing indoors</p> <p>If indoors, use a room with as much space as possible, for example, larger rooms; rooms with high ceilings are</p>	<ul style="list-style-type: none"> • Instruments should be cleaned by the pupils playing them, where possible. • Limit handling of music scores, parts and scripts to the individual using them • Consider limiting the number of suppliers when hiring instruments and equipment. You should agree whose responsibility cleaning hired instruments is with the suppliers. Clean hire equipment, tools or other equipment on arrival and before first use. Equipment and instruments should be stored in a clean location if you take delivery of them before they are needed, and they should be cleaned before first use and before returning the instrument. • Pick up and drop off collection points should be created where possible, rather than passing equipment such as props, scripts, scores and microphones hand-to-hand. <p>Individual lessons</p> <p>Individual lessons in music, dance and drama can continue in schools and organisations providing out of school childcare. This may mean teachers interacting with pupils from multiple groups, so you will need to take particular care, in line with the measures on peripatetic teachers</p> <p>In individual lessons for music, dance and drama, social distancing should be maintained wherever possible, meaning teachers should not provide physical correction</p>
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			expected to enable dilution of aerosol transmission. If playing indoors, limit the numbers to account for ventilation of the space and the ability to social distance. It is important to ensure good ventilation	
Physical activity in schools V12 pge 58			<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls</p> <p>For sport provision, outdoor sports should be prioritised where possible, and large indoor spaces used where it is not, maximising natural ventilation flows (through opening windows and doors or using air conditioning systems wherever possible), distancing between pupils, and paying scrupulous attention to cleaning and hygiene.</p> <p>This is particularly important in a sport setting because of the way in which people breathe during exercise.</p> <p>External facilities can also be used in line with government guidance</p>	<p>Where you are considering team sports you should only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e., sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Competition between different schools should not take place until wider grassroots sport for under 18s is permitted. https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events</p> <p>Refer to:</p> <ul style="list-style-type: none"> • guidance on grassroot sports for public and sport providers, safe provision and facilities, and guidance from Sport England • advice from organisations such as the Association for Physical Education and the Youth Sport Trust • guidance from Swim England on school swimming and water safety lessons available at returning to pools guidance documents • using changing rooms safely

			<p>for the use of, and travel to and from, those facilities</p> <p>You can work with external coaches, clubs and organisations for curricular and extra-curricular activities. You must be satisfied that it is safe to do.</p> <p>Activities such as active miles, making break times and lessons active and encouraging active travel can help pupils to be physically active while encouraging physical distancing</p>	
Swimming			<p>5.1.21Swimming has stopped</p>	<p>21.9.20 Thorncliffe Swimming restarts for Y4 Karen Sayles swimming coordinator Rachel Jones 07896 904914 Karen Sayles 07764836181 Emma Banks 07896988922</p> <div>   </div> <p>School Swimming- Return-to-School-Swi Learn Sheffield Recovmming-Guidance.doc</p>

12 Play Time and Dinner Time Procedures including MDSAs and Taylor Shaw staff (Prevention)

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Playtimes V12 pge 49	Transmission of the virus – leading to potential ill health & fatality	Staff and pupils	<ul style="list-style-type: none"> Pupils should stay in their allocated bubble at breaktimes and not mix with other bubbles. Ensure an allocated space is marked out for each bubble Where staff are supervising breaktimes they must maintain social distancing (2 metres) from other staff members Restrict the number of pupils accessing the toilets at any one time Water fountains must be decommissioned, and signage displayed enforcing the fountains not to be used 	<ul style="list-style-type: none"> Where possible stagger the break times to avoid congestion on the playground Pupils are informed to bring in their own water bottle from home Schools to have a supply of plastic beakers / bottles for pupils who forgotten their water bottle <p>Coit 8.3.21 All classes have an individual class playtime timetable</p>
			Wooden Play Equipment and tables?	<ul style="list-style-type: none"> Display signage including taping off trim trails to ensure pupils do not use the play climbing equipment
Dinner Play			<ul style="list-style-type: none"> Restrict the number of pupils accessing the toilets at any one time Restrict the use of play equipment Restrict all contact sports such as football, basketball etc All play equipment to be restricted / locked away 	<ul style="list-style-type: none"> Pupils will be given play equipment which can be easily cleaned at the end of a session already sorted and only plastic equipment will be used Equipment to be sorted for all year groups

<p>Dinner Hall Procedures</p> <p>V12 pge 50</p>			<ul style="list-style-type: none"> • All pupils must stay on site once they have entered the School premises, access to the local shops is not allowed • Lunchtimes to be staggered to avoid congestion • Pupils should stay in their allocated bubble at lunchtimes and not mix with other bubbles • Food and drink should only be consumed in dedicated areas. • If pupils eat within a classroom environment – this can be identified as a dedicated space, however social distancing, hand washing should be incorporated and wiping and cleaning of the designated space before teaching and learning re-commences. • If food is consumed in a classroom all advice within dining/lunchtime section of the Risk Assessment should be followed. • Food and drink must not be shared by pupils or staff. • Hand cleaning facilities or hand sanitiser should be available at the entrance of the dining room where people eat and should be used by all persons when entering and leaving the area • All persons should sit 2 metres apart (where possible) from each other whilst eating • All food displays should be protected against contamination by coughing, sneezing, etc. • Tables and chairs should be cleaned between each use. • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices • All vending machines to be decommissioned for the foreseeable future • Parents must inform any changes to their child's dietary requirements via email to the Head teacher – if parents don't have access to 	<p>We expect kitchens to be fully open and normal legal requirements will apply to the provision of food for pupils, including ensuring food meets the standards for school food in England.</p> <p>This includes for those eligible for:</p> <ul style="list-style-type: none"> • benefits-related free school meals • universal infant free school meals <p>School kitchens should follow the <u>guidance for food businesses on coronavirus (COVID-19)</u>.</p> <p>You should also continue to provide free school meal support to pupils who are eligible for benefits-related free school meals and who are learning at home during term time.</p> <p>The School may need to consider employing additional lunchtime supervisors to cover the bubbles</p> <p>If you use a catering contractor ensure that you have seen their risk assessments and safe systems of work on how to keep themselves, staff and pupils safe from transmission of the virus</p>
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			<p>email / a telephone conversation / zoom call to be arranged</p>	<p>Further advice can be obtained from the Local Authority School Meals Service</p> <p>Children should not mix with other groups. This may mean having several lunch sittings or serving lunch in more than one location including a classroom.</p> <p>Head teacher to liaise with the catering staff on any changes to a pupil's dietary requirement</p>
				<p>8.3.21 Bubbles maintained dinner hour 2 hours</p> <p>Continued use of screen which divides the hall into two to accommodate 60 pupils £500approx</p>

13 Staffing Capacity Recruitment Resilience/External Agencies/Professionals and clinically vulnerable (School Operations)

<https://educationendowmentfoundation.org.uk/tools/guidance-reports/making-best-use-of-teaching-assistants/>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/collections/early-career-framework-reforms>

<https://www.educationsupport.org.uk/>


<https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/>

<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Staff who are extremely clinically Vulnerable or clinically vulnerable Groups Or who live with someone who is CEV V12 pge 29	Transmission of the virus	Staff Pupils	<p>Staff who are extremely clinically vulnerable (CEV)</p> <p>The Department of Health and Social Care recently announced the addition of a third category to the definition of Clinically Extremely Vulnerable. The definition has been expanded to include a new group of adults who have been identified through the Covid-19 Population Risk Assessment as potentially being at high risk of serious illness if they catch the virus.</p> <p>For any staff recently added to the CEV list, they should follow national CEV guidance including staying at home and having an individual risk assessment (see below). This is to ensure they are now following the same</p>	<p>Adults with the following conditions are automatically deemed clinically extremely vulnerable:</p> <ul style="list-style-type: none"> • solid organ transplant recipients • those with specific cancers: <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments that can affect the immune

		<p>process as those staff already defined as CEV</p> <p>The national lockdown guidance applies to everyone in England, including the clinically extremely vulnerable. Any individuals identified as CEV through this risk assessment are advised to follow additional guidance for clinically extremely vulnerable people, to help protect them from COVID-19. Anyone newly identified as part of this group will be written to and notified.</p> <p>CEV staff are advised not to attend the workplace. Staff who are CEV will previously have received a letter from the NHS or their GP telling them this (no new letter is required)</p> <p>You must talk to your staff about how they will be supported, including to work from home.</p> <p>You should continue to pay CEV staff on their usual terms.</p> <p>Those living with someone who is CEV can still attend work where homeworking is not possible, they must ensure they maintain good prevention practice in the workplace and home settings.</p> <p>Staff who are clinically vulnerable (CV)</p> <p>CV staff can continue to attend school. While in school they must follow the system of controls to minimise the risks of transmission.</p>	<p>system, such as protein kinase inhibitors or PARP inhibitors</p> <ul style="list-style-type: none"> people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs those with severe respiratory conditions including all cystic fibrosis, severe asthma, and severe chronic obstructive pulmonary disease (COPD) those with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) those on immunosuppression therapies sufficient to significantly increase risk of infection adults with Down's syndrome adults on dialysis or with chronic kidney disease (stage 5) pregnant women with significant heart disease, congenital or acquired other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions <p>Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)</p>
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Pregnancy V 12 pge 29		<p>Pregnancy</p> <p>You will need to follow the specific guidance for pregnant employees because pregnant women are considered CV. In some cases, pregnant women may also have other health conditions that mean they are considered CEV, where the advice for clinically extremely vulnerable staff will apply.</p> <p>Your pregnancy risk assessment should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.</p> <p>You must take appropriate sensible action to reduce, remove or control the risks.</p>	<p>COVID-19 & Pregnancy</p> <p>Guidance for Pregnant Workers</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>Action for Schools to take:</p> <p>This means that an important key action for schools is for you to undertake an individual pregnancy risk assessment with your staff member, using the form below.</p>

			<p>This means that your employer should remove or manage any risks. If this cannot be done, you should be offered suitable alternative work or working arrangements (including working from home) or be suspended on your normal pay.</p> <p>You should be aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19).</p> <p>We recommend that schools follow the same principles for pregnant pupils, in line with their wider health and safety obligations</p>	 <p>Pregnancy Risk Assessment.docx</p> <p>You will need to consider some pregnant women are at a higher risk of developing serious illness, including:</p> <ul style="list-style-type: none"> • pregnant women from black, Asian and minority ethnic (BAME) backgrounds • women over the age of 35 • women who are <u>overweight or obese</u> • women who have pre-existing medical problems, such as high blood pressure and <u>diabetes</u> <p>Therefore, it is helpful to factor these issues in to any pregnancy risk assessment. If your member of staff feels comfortable with continuing to work in your setting and you are able to implement social distancing if the children in class are older etc., and none of the above risks apply then they can continue to be classroom based. The key recommendation is social distancing.</p>
<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19) V12 pge 29</p>			<p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <p>Current evidence shows that a range of factors mean that some people may be at comparatively increased risk from coronavirus (COVID-19). Those at particularly high risk from a range of underlying health conditions should now have been included in the CEV group and will be receiving a letter to confirm this.</p> <p>For others who feel they may be at increased risk, where it is not possible to work from home, these staff can attend school as long as the system of controls set out in this guidance are in place.</p>	

			<p>You should continue with an equitable approach to risk management for your workforce, recognising that staff may have a variety of baseline risks.</p> <p>Staff who live with those who may have comparatively increased risk from coronavirus (COVID-19) can attend the workplace where it is not possible to work from home.</p> <ul style="list-style-type: none"> 	
Supporting staff Pge 43 v9	Transm ission of the virus – leading to potenti al ill health & fatality	staff	Supporting staff <ul style="list-style-type: none"> Governing boards and school leaders should have regard to staff (including the Headteacher) work-life balance and wellbeing. Schools should ensure they have explained to all staff the measures they are proposing putting in place and involve all staff in that process. All employers have a duty of care to their employees, and this extends to their mental health. Schools already have mechanisms to support staff wellbeing and these will be particularly important, as some staff may be particularly anxious about returning to school. The Department for Education is providing additional support for both pupil and staff wellbeing in the current situation. Information about the extra mental health support for pupils and teachers is available. 	<ul style="list-style-type: none"> The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.
Supply staff temporary or Peripatetic Teachers V12 pge 60	Transmi ssion of the virus	Staff & Pupils	<p>You can continue to use supply teachers and staff. We recommend using the Crown Commercial Service's agency supply deal when hiring agency workers.</p> <p>Supply staff and other temporary or peripatetic staff can move between schools. Such staff and visitors must follow your school's arrangements for managing and</p>	

			<p>minimising risk based on the system of controls</p> <p>They should also have access to information on the safety arrangements and be provided with this as soon as possible after the booking.</p> <p>This also applies to other temporary staff and volunteers working in schools such as:</p> <ul style="list-style-type: none"> • support staff working on a supply basis • peripatetic staff such as music tutors and sports coaches • those working in before and after school club 	
<p>Specialist, clinicians etc. visiting schools to provide a service to pupils with SEND V12 pge 45</p>			<p>Specialists / clinicians should not enter the School premises if they are displaying symptoms of covid-19</p> <ul style="list-style-type: none"> • When Specialists, therapists, clinicians, and support staff for pupils with SEND arrive at the School they must adhere to all social distancing and hand hygiene protocols it is strongly recommended that specialists wear face coverings • A record must be kept of all specialists and clinicians to site for track and trace purposes 	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.</p> <p>They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings. They should ensure they minimise contact and maintain as much distance as possible from other staff.</p> <p>Such specialists will be aware of the PPE most appropriate for their role.</p> <p>8.3.21 All staff to monitor any external agency how they are working /following our procedures They will need an induction and a tour of the school before resuming contact at school</p>
<p>Immunisation Providers V12 pge 46</p>			<p>As normal, you should engage with your local immunisation providers to provide immunisation programmes on site, ensuring these will be</p>	

			<p>delivered in keeping with the school's control measures.</p> <p>These programmes are essential for children's health and wellbeing and can also provide benefits for staff.</p>	
<p>Expectation and deployment of ITT trainees V12 pge 71</p>			<p>ITT trainees can continue to go into their host school or college on placement.</p> <p>Trainees who go to their placement should be offered coronavirus (COVID-19) testing in the same way other school staff are. They are expected to follow all control measures put in place by host schools.</p>	
<p>Performance Management and Appraisals V12 pge 71</p>			<p>Maintained schools must continue to follow the school teachers' pay and conditions document. All pay progression for teachers must be linked to performance management.</p> <p>You should consider adapting performance management and appraisal arrangements to take account of the current circumstances, particularly where these have had an impact on the ability of the teacher to meet fully their objectives.</p> <p>Teachers must not be penalised during the appraisal process or any subsequent pay progression decisions because of the decision to restrict pupil attendance at schools.</p> <p>You should carry out any appraisals and performance management for support staff in accordance with the employee's contract of employment. We do not specify pay or terms and conditions of employment for support staff.</p>	
<p>Recruitment V12 pge 70</p>			<p>You can continue recruiting members of staff. The Teaching Vacancies service can help schools to</p>	

			<p>list vacancies for both permanent and fixed-term teaching staff quickly.</p> <p>Schools should consider a flexible approach to interviews, with alternative options to face-to-face interviews offered where possible. The DfE teaching blog provides:</p> <ul style="list-style-type: none"> • information on the experience of implementing interviews remotely • advice that can be sent to candidates on how to prepare for remote interviews <p>Where face-to-face meetings are necessary, you should share the school's control measures in advance and make it clear to candidates that they must follow the system of controls that you have in place. This includes any requirements for wearing face coverings where social distancing cannot be managed safely.</p> <p>When recruiting, continue to adhere to the legal requirements on pre-appointment checks as set out in part 3 of keeping children safe in education.</p> <p>Initial teacher training (ITT) providers have worked flexibly to ensure this year's newly qualified teachers (NQTs) are ready and prepared to enter the classroom.</p> <p>NQTs will also be supported by materials based on the early career framework reforms. Schools in the early roll-out regions (Bradford, Doncaster, Greater Manchester and the North East) will be able to benefit from the full support package.</p>	
Other Support Volunteers V12 pge 60			<p>Other support</p> <p>Volunteers may be used to support the work of the school, as would usually be the case. It</p>	<p>8.3.21</p> <p>Coit will not be asking any volunteers to come into school for the foreseeable future includes parents/grandparents</p>


			<p>is important that they are properly supported and given appropriate roles.</p> <p>Under no circumstances should a volunteer who has not been checked be left unsupervised or allowed to work in regulated activity.</p> <p>Mixing of volunteers across groups should be kept to a minimum, and they should adhere to the system of controls in place</p> <ul style="list-style-type: none"> • 	
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14 Staffing PDM/Meetings/CPD/Activities (Prevention)

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

<https://www.gov.uk/government/publications/behaviour-and-discipline-in-schools>

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Some staff may be anxious and may value the opportunity for discussion and reassurance				
Staff Deployment V12 pge 69			<p>You may need to alter the way in which you deploy your staff and use existing teaching and support staff more flexibly.</p> <p>You should ensure that you continue to have appropriate support in place for pupils with SEND.</p> <p>Any redeployments of staff should not be made at the expense of supporting pupils with SEND.</p> <p>You should discuss and agree any proposed changes in role or responsibility with members of staff, ensuring staff members have the appropriate skills, expertise and experience to carry out the work, and all appropriate checks are made if they are engaging in regulated activity</p> <p>This includes making sure that for any interventions or care for pupils with complex needs:</p> <ul style="list-style-type: none"> safe ratios are met specific training is undertaken <p>You should be satisfied that staff have the appropriate skills, expertise and experience</p>	<p>The responsibilities of a Teaching Assistant depend on what level you the teaching assistant is. See examples below: -</p> <p>Teaching Assistant Level 1 - To work under the direct instruction of the classroom teacher. General support to the teacher in the management of pupils and the classroom.</p> <p>Teaching Assistant Level 2 – to work under the instruction/guidance of teacher. Work may be carried out in the classroom or with <i>small</i> groups.</p> <p>Teaching Assistant Level 3 – To work under the guidance of the teacher under an agreed system of supervision. Can supervise whole classes occasionally during the short-term absence of the teacher</p> <p>HLTA – Work within an agreed framework of supervision by taking responsibility for agreed learning activities, including PPA. These activities can be for individuals/groups/whole classes on a short-term basis</p> <p>Cover supervisor – to cover in the absence of a teacher. Predominantly employed in secondary schools as “cover” in a primary school quickly becomes “active teaching”</p>

			<p>to carry out the work, and discuss and agree any proposed changes in role or responsibility with the staff.</p> <p>Staff who are not teachers may be deployed to lead groups or cover lessons, under the direction and supervision of a qualified, or nominated, teacher. This is covered under the:</p> <ul style="list-style-type: none"> • Education (Specified Work) (England) Regulations 2012 for maintained schools and non-maintained special schools • the freedoms provided under the funding agreement for academies 	 <p>Teaching Assistants RecommendationsSu</p>
Information to Staff Pge 30 v 9	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils, parents etc	<p>Posters to displayed in the main entrance, staff room and in suitable places around the School site</p> <p>Regular meetings with staff will be carried out, informing them of the risks posed by the virus and any new / updated government guidance available</p>	<p>Staff encouraged to regularly visit the government website for updated information</p> <p>PHE updates given regularly Autumn 20 Spring 21</p> <p>https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p>
Governors Meetings, V12 pge 66	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> • Where possible Staff are to maintain a safe distance between each other (2 metres) in the meeting room / office environment • Arrange zoom conference calls • Other online conference call facilities 	<ul style="list-style-type: none"> • Arrange zoom conference calls for • Governor meetings • Parent meetings to be held at the end of Sept/beginning of Oct • External agency meetings
Meetings with Parents incl V12 pge 66 SEND			<ul style="list-style-type: none"> • Meetings should be carried out remotely via zoom or other online conference calls during lockdown 	<p>Autumn 20 and Spring 21</p> <ul style="list-style-type: none"> • Parents' Evening And Structured Conversations will be via zoom at the moment

Staff travelling to work and visiting in the local community Car sharing information Pge 10 v9	Transmission of the virus – leading to potential ill health & fatality	Staff & volunteers	<ul style="list-style-type: none"> • When having to travel for business related reasons please only travel when this is essential • When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household • Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking, cycling and public transport where you maintain a distance of 2 metres from others. • Where using a car is essential to carry out a school based task involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle • Once you arrive at the property – you must maintain social distancing. Knock on the door and leave the hamper on the door step • If you are lone working it is important to follow your lone working guidance and ensure a buddy system is implemented and you are in regular contact of your whereabouts 	<ul style="list-style-type: none"> • Staff where possible should use their own vehicle • Staff should only share a vehicle as an absolute last resort • If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc with an antibacterial wipe (dispose of the wipes by double bagging) and open windows
Staff using public transport to get to and from Pge 36 v9	Transmission of the virus	Staff	<ul style="list-style-type: none"> • Staff should be encouraged to walk or cycle to work where possible • Where staff use public transport they must maintain social distancing at all times and avoid contact with hard surfaces (where possible) • Face coverings should be worn when using public transport • Staff should be discouraged from eating and drinking when using public transport 	Further information is available on the government website https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers

			<p>to reduce the risk of contamination by touching their mouth and face</p> <ul style="list-style-type: none"> When staff arrive at their workplace they must clean their hands for at least 20 seconds with soap and warm water before entering any of the office, kitchen areas etc. 	
<p>Supporting staff</p> <p>V12 pge 67</p>			<p>All employers have a duty of care to their employees, and this extends to their mental health.</p> <p>Make sure you have explained to all staff the measures you are putting in place.</p> <p>Discuss with all staff any changes in place as part of these measures.</p> <p>Because some staff may be particularly anxious about returning, you may need extra systems in place to support staff wellbeing.</p> <p>Read about the:</p> <ul style="list-style-type: none"> extra mental health support for pupils and teachers Wellbeing for Education return programme <p>Education Support provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>	<p>Support and Resources</p> <p>Teachers can access the free MindEd learning platform for professionals, which contains materials on peer support, stress, fear and trauma, and bereavement. MindEd have also developed a coronavirus (COVID-19) staff resilience hub with advice and tips for frontline staff.</p> <p>The training module on teaching about mental wellbeing will help improve teacher confidence in talking and teaching about mental health and wellbeing in the classroom.</p> <p>The Education Support Partnership provides a free helpline for school staff and targeted support for mental health and wellbeing.</p>
<p>Staff and lunchtimes</p> <p>V12 pge 66</p>			<ul style="list-style-type: none"> If staff want to go off the premises at lunchtime, they must ensure that they adhere to social distancing and hand hygiene, they must avoid supermarkets, petrol stations, areas where large numbers are expected to congregate 	<p>8.3.21</p> <p>Staff use of staff room 3 members of staff only and all to be socially distanced</p> <p>Library secondary room to ensure social distancing at break and dinner time –</p> <p>Coit Hub</p>

			<ul style="list-style-type: none"> When staff take their lunch breaks, they need to ensure that they adhere to social distancing at all times and wash their hands before entering back into the classroom Limit the number of staff in the staff room at any one time Stagger the staff's break times and lunch times to avoid congestion Do not share food with other members of staff Do not make drinks for other members of staff Ensure all appliances are cleaned after each use this includes kettles, toasters, microwaves, dishwashers, tables and chairs etc. 	<p>Hub staff use the kitchen area with pupils (x2 pupils, x1 staff member). Pupils sit at either end of the table (2 metres) apart.</p> <p>Only staff use appliances – 1 designated member of staff per day</p>
Home Visits to be undertaken by staff V12 pge 66	Transmission of the virus – leading to potential ill health & fatality	Staff	<ul style="list-style-type: none"> Home visits should only be undertaken if absolutely necessary Staff should use their own vehicle to get to the visit If any staff need to share a vehicle with someone else, one member of staff should sit in the driving seat and the other member of staff should sit in the back seat. A face covering should be worn by all staff and windows opened to allow ventilation Once they arrive, they must knock on the door and step back to maintain social distancing It may be possible to have a conversation with parents and pupils via an open window 	<ul style="list-style-type: none"> SAFEGUARDING POLICY followed and report CPOMS immediately <p>If staff are concerned over a pupil's welfare this must be reported immediately to the Head teacher</p> <ul style="list-style-type: none"> If staff share their vehicle with another member of staff, all touch points (door handles, handbrake, steering wheel etc.) should be cleaned prior to and after the visit

			<ul style="list-style-type: none"> Lone working procedures must be adhered to at all times when undertaking home visits e.g. buddy systems, regular telephone contact with School 	
Staff taking leave V12 pge 68			<p>Staff will need to be available to work in school during term time.</p> <p>Discuss leave arrangements with staff to inform workforce planning taking into account their individual contractual arrangements.</p> <p>There is a risk that where staff travel abroad for a legally permitted reason, their return travel arrangements could be disrupted due to coronavirus (COVID-19) restrictions and they may need to quarantine on their return.</p> <p>Guidance on how to self-isolate when you travel is available. https://www.gov.uk/government/publications/how-to-self-isolate-if-you-arrived-in-england-before-15-february-2021</p>	

15 Procedures for External Contractors including regular deliveries (Prevention)				
Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Contractors / essential repair work V12 pge 53	Transmission of the virus – leading to	Staff, pupil, Contractors etc	<ul style="list-style-type: none"> You should ensure site guidance on physical distancing and hygiene is 	The contractor is to notify the Head teacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned

	potential ill health & fatality		<p>explained to all contractors on or before arrival.</p> <ul style="list-style-type: none"> • It is strongly recommended that contractors wear face coverings • Where visits can happen safely outside of school hours, they should. • A record should be kept of all visitors with sufficient detail to support rapid contact tracing if required by NHS Test and Trace. • Staff and contractors must maintain social distancing at all times • All contractors are to wash their hands upon entering the site • Site inductions are to be carried out following social distancing principles (2m separation). 	
Deliveries V12 pge 52	Transmission of the virus – leading to potential ill health & fatality	Staff, pupils & delivery drivers	<ul style="list-style-type: none"> • When placing orders for delivery ensure that you inform the company of the Schools protocol for accepting deliveries • If practicable drivers should wash or clean their hands before unloading goods and materials • Do not approach delivery staff; allow packages to be left in a safe place e.g. main entrance • Staff should not sign for deliveries • Hands are to be thoroughly washed after handling all deliveries 	<ul style="list-style-type: none"> • All deliveries to School (including milk and fruit) should be left under the parent shelter and sanitized with wipes before taking them inside the School premises • Admin staff to contact regular delivery staff and where possible ask for deliveries after school • Signage for parent shelter to be made re the postman and the gate for delivery drivers to read before entering school

			<ul style="list-style-type: none"> Keep deliveries to a minimum with essential items only 	
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16 Emergency Evacuations including Fire Drills and Building Checks (Prevention and School Operations)

<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>

<https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>

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


Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Fire Drills / Activation of the fire alarm V12 pge 52	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Cleaners, Catering staff etc	<p>Fire safety management plans should be reviewed and checked in line with operational changes.</p> <p>You should check:</p> <ul style="list-style-type: none"> all fire doors are operational at all times your fire alarm system and emergency lights have been tested and are fully operational <p>Carry out emergency drills as normal</p> <p>You should adjust your fire drill to allow for social distancing as appropriate.</p> <ul style="list-style-type: none"> When undertaking a fire drill each bubble should have their own allocated assembly area The bubbles should not mix when undertaking a fire drill 	<p>Refer to advice on fire safety in new and existing school buildings https://www.gov.uk/government/publications/fire-safety-in-new-and-existing-school-buildings</p> <p>Ensure a fire drill plan is produced - highlighting where each bubble will be allocated</p> <p>You may have to use one or more external areas of the School to achieve social distancing where possible</p> <p>Ensure someone is in charge to co-ordinate the fire drill and communicate with others who might be using other areas of the site. You may need additional fire marshals to achieve this. A debrief must be undertaken to share any lessons learnt</p> <p>Ensure the fire drill is recorded in the fire precautions logbook</p>

			<ul style="list-style-type: none"> Markers should be displayed at the assembly area / muster point to avoid congestion A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing Washing of hands etc. still required on entry back into the building All staff must maintain social distancing (2 metres) with other members of staff 	<p>Ensure that the fire alarm is regularly serviced / maintained to reduce the risk of false activations</p> <p>Playground spots to be completed for lining up purposes 200+ dots created over both yards so all pupils have somewhere to stand in the event of a fire/bomb/evacuation</p> <p>Spring 2 2021</p> <p>F2 Y2 Y6 bottom yard Y1 3 4 5 Top yard and HUB pupils</p>
Building Checks V12 pge 52			<p>Opening after reduced occupancy</p> <p>It is important that you undertake all the usual building checks to make the school safe. If buildings have been closed or had reduced occupancy, water system stagnation can occur due to lack of use. This can increase the risk of Legionnaires' disease.</p>	<p>Further information on Legionnaires disease can be found on the HSE website below</p> <p>https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm</p>
Keep occupied spaces well ventilated V12 pge 41	Transmissi on of the virus	Staff and pupils	<p>Ventilation and air conditioning during the coronavirus (COVID-19) pandemic</p> <p>"It is important not to completely close windows and doors when the area is occupied as this can result in very low levels of ventilation."</p> <p>Good ventilation, together with social distancing, keeping your workplace clean and frequent handwashing, can help reduce the risk of spreading coronavirus.</p> <p>When your school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p>	<p>Good ventilation reduces the concentration of the virus in the air, which reduces the risk from airborne transmission. This happens when people breathe in small particles (aerosols) in the air after someone with the virus has occupied and enclosed area.</p> <p>The law requires employers to ensure an adequate supply of fresh air in the workplace and this has not changed during the pandemic. Advice from the HSE</p> <p>https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</p> <p>The advice from the HSE following their "spot checks" is that fire doors should not be propped open to aid ventilation. Should you have limited ventilation through open windows, doors can only be</p>



			<p>These can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> • mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance and that only fresh outside air is circulated. If possible, systems should be adjusted to full fresh air or, if not, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) <p>To balance the need for increased ventilation while maintaining a comfortable temperature, consider:</p> <ul style="list-style-type: none"> • opening high level windows in colder weather in preference to low level to reduce draughts • increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) 	<p>propped open when a door guard or mag lock is installed. A door guard holds the door back and releases the door when it hears the fire alarm. A mag lock holds the door back until the fire alarm is activated. The area would need to be adequately supervised to ensure no pupils can leave the premises unnoticed / unsupervised.</p>
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			<ul style="list-style-type: none"> • providing flexibility to allow additional, suitable indoor clothing • rearranging furniture where possible to avoid direct draughts <p>Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces</p>	
Adverse Weather V12 pge 51			<ul style="list-style-type: none"> • Ensure you have a gritting plan in place and all staff are aware of it. • When staff are involved in gritting, clearing snow etc. social distancing should be maintained at all times • There must be no sharing of snow clearing equipment, all staff involved should have their own equipment. If equipment has been shared staff must wash their hands. • Due to the size and layout of Schools you may only be able to clear one path into School, therefore staggered starts should be implemented to ensure socially distancing is maintained by parents and pupils entering the School grounds • Where additional entrances to the School grounds have been closed, this must be communicated to all parents and signage placed on the additional entrances 	

			<ul style="list-style-type: none"> Schools should only grit and clear snow within the School boundary Ensure you have enough staff on site to supervise the pupils safely Lone working procedures are always adhered to <p>If pupils are allowed on the playground in adverse weather, they should remain in their bubbles</p>	
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17 First Aid /Intimate Care/ Administering Medication (Prevention) https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings				
Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Administering First Aid V12 pge 64	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Children, young people or learners who require first aid should continue to receive care in the same way Wash hands and ensure the affected area is cleaned upon completion All first aid waste and PPE should be disposed of by double bagging and put in the external waste 	 First Aid Administration of Mec For further information on administering first aid and PPE visit the government below

			<ul style="list-style-type: none"> 	<p>https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care</p> <p>Please see First Aid / Administrations of Medicines / Providing Intimate Care Guidance</p> <p>Remote Communication document contains a medical form for parents to provide details The parent entry and exit points houses a box for parents to drop the medicine and instructions should any need to be given to children</p> <p>1.9.20 Report which child has had first aid on Child Resilience sheets</p> <p>Coit Hub The above are in place for administering first aid in the hub</p>
Administering Medication V12 pge 64	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<ul style="list-style-type: none"> Children, young people or learners who require administration of medicines should continue to receive care in the same way Staggered times of administration of medicines should be considered Wash hands and ensure the affected area is cleaned upon completion All waste and PPE should be disposed of by double bagging and put in the external waste 	<p>Medicine box will be provided outside for parents to leave where pupils need to have medicine administered at school.</p> <p>If a child's care plan requires updating a zoom meeting should be arranged with a member of school staff, parents and a professional health worker, school nurse etc to address any issues relating to the care plan</p> <p>Please see First Aid / Administrations of Medicines / Providing Intimate Care Guidance</p>

				 First Aid Administration of Mec 5.1.21 Remote communication booklet Care Plans update where necessary Coit Hub The above measures are place for administering medicine in the hub
Providing intimate care V12 pge 64	Transmission of the virus – leading to potential ill health & fatality	Employee, pupils, agency staff, member of the public	<ul style="list-style-type: none"> children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way If you are not providing intimate care to someone, PPE is not needed. 	<ul style="list-style-type: none"> Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE Please see First Aid / Administrations of Medicines / Providing Intimate Care Guidance  First Aid Administration of Mec ● Packs made for emergency use Coit Hub The above measures are in place for providing intimate care in the hub
Teeth falling out			Staff should encourage the child to put their tooth in an envelope to take home for the tooth fairy	Children to use a disposable cup to rinse their mouth out in the first aid area. Staff to clean the area thoroughly afterwards

19 Engage with NHS Test and Trace including Asymptomatic Testing and PCR Test (Prevention)

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection				
Promote and engage in asymptomatic testing, where available V12 pge 20			<p>Rapid testing remains a vital part of our plan to suppress this virus. Schools should follow the guidance set out for their settings:</p> <ul style="list-style-type: none"> • Primary schools, school-based nurseries and maintained nursery schools • Secondary schools and colleges • Specialist settings 	<p>Primary</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p> <p>Secondary</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges/coronavirus-covid-19-asymptomatic-testing-in-schools-and-colleges</p> <p>Specialist Settings</p> <p>https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/mass-asymptomatic-testing-in-specialist-settings</p>
NHS Covid-19 App V 12 pge 21				<p>NHS COVID-19 app</p> <p>The app is available to anyone aged 16 or over to download if they choose. For some young people, particularly some with special educational needs and disabilities (SEND), parents will need to decide whether or not their use of the app is appropriate.</p>

				<p>This will mean that some students in year 11, and the majority of students in years 12 and above will be eligible to use the app and benefit from its features.</p> <p>Staff members will also be able to use the app.</p> <p>Full guidance on the use of the NHS Covid app in school is below:</p> <p>https://www.gov.uk/government/publications/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges/use-of-the-nhs-covid-19-app-in-schools-and-further-education-colleges</p>
Asymptomatic Testing V12 Pge 25			<p>Coronavirus (COVID-19) asymptomatic testing in schools</p> <p>Rapid testing using Lateral Flow Devices (LFD)s will support the return to face-to face education by helping to identify people who are infectious but do not have any coronavirus (COVID-19) symptoms.</p> <p>For secondary school staff and pupils, we are moving to a home testing model (for pupils, following the first 3 onsite tests). The lateral flow devices used have received regulatory approval from the MHRA for self-use.</p> <p>Home test kits will be available for all staff on return. Once pupils have been tested 3 times at school, they will be provided with home test kits for regular testing. Testing remains voluntary but strongly encouraged.</p> <p>Secondary school testing on-site through an Asymptomatic Testing Site (ATS)</p> <p>Secondary schools should offer pupils testing at an on-site ATS from 8 March. Testing and</p>	<p>Attached are the new Standard Operating Procedures for Asymptomatic Testing for the School Education Workforce (Primary & Secondary) and for testing for Secondary and FE settings.</p> <p>Links for the Google platforms are provided:</p> <p>https://drive.google.com/drive/folders/1Yv0MfYvllbzqPh_1S10OuRqfrj_b5_P</p> <p>Primary Schools Document Sharing Platform - Google Drive</p> <p>As of Monday 1st March 2021 please note:</p> <ul style="list-style-type: none"> - Within primary settings where the workforce are undertaking testing at home a confirmatory PCR is required following a positive LFD result. - Within secondary schools/FE where currently testing is taking place on an Asymptomatic Testing Site confirmatory PCR following a positive LFD result is currently suspended. Action/contract tracing should be taken following the positive LFD. From 15th March 2021 where testing in secondary schools moves to be home based a confirmatory PCR will be required following a positive LFD result

		<p>return of pupils can be phased during the first week to manage the number of pupils passing through the test site at any one time. You should offer 3 tests, 3 to 5 days apart.</p> <p>You have the flexibility to consider how best to deliver testing on a phased basis from 8 March, depending on your circumstances and local arrangements, but you should prioritise vulnerable children and children of critical workers, and year groups 10 to 13.</p> <p>Pupils should return to face-to-face education following their first negative test result. Pupils not undergoing testing should attend school in line with your phased return arrangements. Schools will have discretion on how to test students over that week as they return to the classroom.</p> <p>Testing is voluntary. If consent is provided, pupils will be asked to self-swab at the on-site ATS and after 30 minutes they should be informed of their results.</p> <p>Individuals with a positive LFD test result will need to self-isolate in line with the guidance for households with possible coronavirus infection.</p> <p>Those with a negative LFD test result can continue to attend school unless they have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact). They should continue to apply the measures in the system of controls to themselves and the wider school setting.</p> <p>A negative LFD test result does not remove the risk of transmission. In some cases, someone who has tested negative may still have the undetected disease and be</p>	<p>- Asymptomatic testing should not be taken if someone has symptoms. Anyone with symptoms should access/book a PCR test.</p> <p>Testing for someone with a recent Covid-19 diagnosis:</p> <p>If staff/student have recently (within 90 days) tested positive for COVID-19, they are likely to have developed some immunity. These people are exempt from testing by both PCR and LFD within 90 days of a positive test, unless they develop new symptoms.</p> <p>Individuals who have previously been positive are still required to self-isolate if identified as a close contact of a positive case, even if this is within the 90-day window.</p> <p>Schools should retain a small on-site ATS on site so they can offer testing to pupils who are unable or unwilling to test themselves at home.</p>
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		<p>infectious. It is therefore essential that everyone continues to follow good hygiene and observe social distancing measures regardless of whether they have been tested.</p> <p>This testing programme does not replace the current testing programme for those with symptoms. Anyone who is showing symptoms of coronavirus (COVID-19) will be required to self-isolate until the result from a lab-based polymerase chain reaction (PCR) test is known</p> <p>Home testing</p> <p>Both pupils and staff in secondary schools will be supplied with LFD test kits to self-swab and test themselves twice a week at home.</p> <p>Staff and pupils must report their result 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 and pupils should also share their result, whether void, positive or negative, with their school to help with contact tracing.</p> <p>Pupils aged 18 and over should self-test and report the result, with assistance if needed.</p> <p>Adolescents aged 12 to 17 should self-test and report with adult supervision. The adult may conduct the test if necessary.</p> <p>Children aged 11 attending a secondary school should be tested by an adult.</p> <p>Staff or pupils with a positive LFD test result will need to self-isolate in line with the stay-at-</p>	
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		<p>home guidance. They will also need to arrange a lab-based polymerase chain reaction (PCR) test to confirm the result if the test was done at home.</p> <p>Those with a negative LFD test result can continue to attend school and use protective measures.</p> <p>Primary Schools</p> <p>Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-asymptomatic-testing-for-staff-in-primary-schools-and-nurseries/rapid-asymptomatic-coronavirus-covid-19-testing-for-staff-in-primary-schools-school-based-nurseries-and-maintained-nursery-schools</p> <p>Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab.</p> <p>Specialist settings</p> <p>We recognise specialist settings will have additional considerations to take into account when delivering asymptomatic testing and additional guidance will be published and circulated.</p> <p>We recognise that self-swabbing may cause significant concerns for some children and young people with SEND.</p>	
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			Testing is voluntary and no child or young person will be tested unless informed consent has been given by the appropriate person.	
COVID-19 Situation Report V12 pge 7	Transmission of the virus	-	<p>In order to monitor Positive cases of COVID-19 settings are requested to provide a daily Situation Report to Sheffield Local Authority. This will enable case, cluster and outbreak monitoring as well as to provide bespoke support to individual settings from the LA Public Health Team where appropriate.</p> <p>The Situation Report will be adapted to request schools to confirm if a positive case has been identified via either PCR or LFD testing. In the absence of this please continue to report daily as you have been doing.</p> <p>Each setting is required to identify 2 lead names and provide contact details for these individuals. They will be contacted if management of COVID-19 cases and outbreaks is required.</p>	
Engage with the NHS Test and Trace			<p>All school staff and pupils can access The NHS Test and Trace testing system, used to test symptomatic people (using a 'polymerase chain reaction https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested ').</p> <p>Polymerase Chain Reactions (PCR) tests for symptomatic testing</p>	<p>Please follow links to guidance related to travel and returning from abroad:</p> <p>https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive</p> <p>Please follow link to guidance related to Asymptomatic Testing in Schools and Colleges:</p> <p>https://www.gov.uk/guidance/asymptomatic-testing-in-schools-and-colleges</p>

<p>V12 pge 25</p>		<p>Booking a polymerase chain reaction (PCR) test through 119 Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.</p> <p>Tests for symptomatic illness can be booked online through the NHS testing and tracing for coronavirus (COVID-19) website or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>All children and young people can be tested if they have symptoms. This includes children under 5, but children aged 11 and under will need to be helped by their parents or carers if using a home testing kit.</p> <p>Book a PCR test if they or their child are displaying symptoms. The main symptoms are a high temperature, a new continuous cough and/or a loss or change to your sense of smell or taste. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school.</p> <p>Parents should be prepared to</p> <ul style="list-style-type: none"> • provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace • self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19), or if they are required to do so 	<p>Having a test at a testing site will deliver the fastest results for symptomatic cases. These PCR test kits are provided to be used in the exceptional circumstance that an individual becomes symptomatic and you believe they may have barriers to accessing testing elsewhere.</p> <p>You will need to decide how to prioritise the distribution of your test kits.</p> <p>These kits can be given directly to:</p> <ul style="list-style-type: none"> • staff • parents collecting a pupil who has developed symptoms at school <p>These PCR tests kits will also help ensure that symptomatic staff can get a test. If they test negative, they can return to work as soon as they are well and no longer have symptoms of coronavirus (COVID-19).</p> <p>Further information on test kits for schools and further education providers is available.</p> <p>Ask parents and staff to inform you as soon as they get their results.</p>
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			<p>having recently travelled from certain other countries.</p> <p>All schools were sent an initial supply of 10 PCR test kits before the start of the autumn term in 2020. You can replenish these kits when they run out by making an order through the online portal. You should call the Test and Trace helpdesk on 119 if the kits that you have ordered have not arrived.</p>	
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<p>20 Procedure to follow in managing confirmed cases of CV 19 in the school community (Prevention)</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>				
<p>THE ISOLATION AREA IS BY THE OFFICE RECEPTION AREA BLOCKED OFF AREA</p> <p>THE ISOLATION AREA FOR THE HUB IS IN THE CLOAKROOM AREA</p>				
Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
Manage confirmed cases of coronavirus	Transmission of the virus	Staff & pupils	<ul style="list-style-type: none"> Schools should report positive cases through to the DfE helpline: DfE helpline for COVID-19: 0800 046 8687 (option 1 for cases): Available Monday- Friday 	See: COVID-19 Resource Pack for Educational Settings in Yorkshire and the Humber.

<p>(COVID-19) amongst the school community</p> <p>V12 pge 4/5</p>			<p>8 a.m. to 6 p.m. Saturday and Sunday from 10 a.m. – 4 p.m.</p> <ul style="list-style-type: none"> Sheffield LA Public Health Team COVID – 19 STORM phone line is available for early years settings, Schools, FE and Universities – 0114 2735334 (available Monday-Friday 8 a.m. – 4.45p.m.) For all COVID-19 related queries please email: PublicHealthC&YP@sheffield.gov.uk (monitored 7 days a week) Special schools with 2 of more cases can contact the local PHE health protection team and follow the COVID-19 Resource Pack for Educational Settings in Yorkshire and the Humber. There may be occasion where the LA Public Health Team or PHE need to contact you out of hours therefore it is essential that Schools provide a single point of contact to the Local Authority Public Health Team to enable a rapid response both for weekends and school holidays <p>Where individuals are self-isolating and are within our definition of vulnerable, it is important that schools put systems in place to keep in contact with them, offer pastoral support, and check they are able to access education support.</p> <p>A template letter will be provided to you, on the advice of the Public Health team, to send to parents and staff if needed. You must not share the names or details of people with</p>	<p>See attached COVID-19 Resource Pack for Early Years and School Settings</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <p>When you call for advice, please have the following information to hand relating to the positive coronavirus (COVID-19) case in your setting as you will need to discuss this with the call adviser:</p> <ul style="list-style-type: none"> the number of positive cases in your setting, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known) the dates that the person who tested positive was in attendance at the setting so that we can identify if the person was infectious whilst on site for key stage 2, 3, 4 and 5, the seating plan for all lessons, and (where relevant) the timetable, for the person who has tested positive. This will help to support identification of close contacts with that person for key stage 2, 3, 4 and 5, if the person who has
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		<p>coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms, unless they have been told to self-isolate by NHS Test and Trace or their public health protection team, in which case they must self-isolate.</p> <p>If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:</p> <ul style="list-style-type: none"> • 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 coronavirus (COVID-19) within the remaining days. • if the test result is positive, they should inform their school immediately, and <p>should restart their ten day isolation starting from the date of onset of their symptoms. Their household should self-isolate for ten full days starting from when the symptomatic person in their household first had symptoms.</p> <p>You should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p>	<p>tested positive is a member of staff, records of any instance of close contact with other members of staff or students</p> <ul style="list-style-type: none"> • if the person who has tested positive is a pupil, records of any definite face to face contact with the individual and details of their friendship group within the setting <p>You should continue to inform the local authority of a positive case in your setting.</p> <p>Definition of a contact taken from the Government Guidance February 2021</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19) • anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test: <ul style="list-style-type: none"> ○ face-to-face contact including being coughed on or having a face-to face conversation within 1 metre ○ been within 1 metre for 1 minute or longer without face-to-face contact ○ sexual contacts ○ been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
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				<ul style="list-style-type: none"> o travelled in the same vehicle or a plane <p>The advice service (or PHE local health protection team if escalated) will provide advice on who must be sent home. To support them in doing so, we recommend you keep a record of pupils and staff in each group, and any close contact that takes places between pupils and staff in different groups</p>
<p>Reporting actual or suspected cases of coronavirus (COVID-19) through the education setting status form</p> <p>V12 pge 6</p>			<p>From 11 January, DfE asked you to resume completing an educational setting status form. The form will be amended to reflect wider opening. The data you supply helps the government monitor the impact of coronavirus (COVID-19) on schools.</p>	<p>See guidance on how to submit the educational settings status form for more information. https://www.gov.uk/guidance/how-to-complete-the-educational-setting-status-form</p>
<p>Test and Trace Support Payments</p> <p>V12 pge 6</p>			<p>Some school staff may be eligible for a one-off Test and Trace Support Payment of £500.</p> <p>This is payable in one lump sum from the local authority.</p> <p>To be eligible for a Test and Trace Support Payment, you must:</p> <ul style="list-style-type: none"> • be on a low income • be unable to work from home • be at risk of losing income as a result of self-isolating • be living in England • meet the eligibility criteria 	<p>Further information on the eligibility criteria can be found on the website below</p> <p>https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme</p>

			<ul style="list-style-type: none"> have been formally advised to self-isolate by NHS Test and Trace, who will provide you with an NHS Test and Trace Account ID <p>The Department for Health and Social Care has launched the Self-Isolation Service Hub (020 3743 6715). The phone line is open 7 days a week, 8am to 8pm, allowing a school to provide contact details of those individuals who have been asked to self isolate and are likely to be eligible for the Test and Trace Support Payment or discretionary payment.</p>	

21 Containment of outbreak following local HP team advice and Admitting Children and staff back to school (Prevention)

Potential Hazard	Risk	Who might be harmed	Existing control measures	Additional control measure
<p>Contain any outbreak by following local health protection team advice</p> <p>V12 pge 7</p>			<ul style="list-style-type: none"> If schools have two or more confirmed cases within 10 days or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak and must continue to work with their LA Public Health Team or local PHE health protection team who will be able to advise if additional action is required. In some cases, the LA PH Team and PHE local health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps If schools are implementing control measures, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams. whole site or year group. 	2.9.20 Track and Trace spreadsheet in place
Admitting children and staff back to the school			The pupil or staff member who tested positive for coronavirus (COVID-19) can return to their normal routine and stop self-isolating after they have finished their isolation period and they feel well, their symptoms have gone or if they continue to have only a residual cough or anosmia. This is	

V12 Pge 8			<p>because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature after 10 days or are otherwise unwell, you should advise them to stay at home and seek medical advice.</p> <p>You should not request evidence of negative test results or other medical evidence before admitting pupils or welcoming them back after a period of self-isolation.</p> <p>In the vast majority of cases, parents and carers will be in agreement that a pupil with symptoms should not attend the school, given the potential risk to others. In the event that a parent or carer insists on a pupil attending your school, you can take the decision to refuse the pupil if, in your reasonable judgement, it is necessary to protect your pupils and staff from possible infection with coronavirus (COVID-19). Your decision would need to be carefully considered in the light of all the circumstances and current public health advice.</p>	

Sharing your risk assessment

You should share the results of your risk assessment with your entire workforce. If possible, you should consider publishing it on your website to provide transparency of approach to parents, carers and pupils (HSE would expect all employers with over 50 staff to do so). Any updates to the risk assessment should be uploaded so that parents and carers are not seeing an out of date version of the risk assessment.

Monitoring and review of risk controls

You should monitor and review the preventive and protective measures regularly, to ensure the measures are working, and taking action to address any shortfalls, and update the risk assessment as necessary.

Roles and responsibilities

All employers are required by law to protect their employees, and others, from harm. Under the Management of Health and Safety at Work Regulations 1999, the minimum employers must do is:

- identify what could cause injury or illness in the organisation (hazards)
- decide how likely it is that someone could be harmed and how seriously (the risk)
- take action to eliminate the hazard, or if this isn't possible, control the risk

Given the employer landscape in schools is varied, we have set out here what the existing DfE [Health and safety: responsibilities and duties for schools](#) guidance states about the roles and responsibilities for health and safety.

In schools: the employer is accountable for the health and safety of school staff and pupils. The day-to-day running of the school is usually delegated to the Head teacher and the school management team. In most cases, they are responsible for ensuring that risks are managed effectively. This includes health and safety matters.

Schools must appoint a competent person to ensure they meet their health and safety duties. The Health and Safety Executive (HSE) provides

more information on the role of Head teachers and employers in the guidance [The role of school leaders - who does what](#) and a simple guide to who the employer is in each type of school setting in its [FAQs section](#), under 'Who is accountable for health and safety within a school?'. References to actions by employers in this guidance may in practice be carried out by Head teachers in schools, but the employer will need to assure themselves that they have been carried out, as they retain the accountability for health and safety.

Consulting employees (general)

It is a legal requirement that employers must consult with the health and safety representative selected by a recognised trade union or, if there isn't one, a representative chosen by staff. As an employer, you cannot decide who the representative will be.

At its most effective, full involvement of staff creates a culture where relationships between employers and staff are based on collaboration, trust and joint problem solving. As is normal practice, staff should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer. Consultation does not remove the employer's right to manage. They will still make the final decision but talking to employees is an important part of successfully managing health and safety.

Head teachers are encouraged to ensure that consultation on any changes to risk assessments that will be in place for the start of the autumn term commence with staff before the summer break, to ensure that those that are on term-time only contracts have adequate time to contribute.

Resolving issues and raising concerns

Employers and staff should always come together to resolve issues. As providers widen their opening, any concerns in respect of the controls should be raised initially with line management and trade union representatives, and employers should recognise those concerns and give them proper consideration. If that does not resolve the issues, the concern can be raised with [HSE](#). Where the HSE identify employers, who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.

Contingency planning

For individuals or groups of self-isolating pupils and pupils who are shielding following government guidance related to coronavirus (COVID-19), remote education plans should be in place.

You should continue to operate as normally as possible. In the event that restrictions in schools are needed to help contain the spread of the virus, you may be asked to revise your delivery models for a short period of time. To help with this, we have published a [contingency framework](#), which has been updated and outlines how schools should operate in the event of any restrictions.

Any decision that there should be local restrictions in any childcare or education settings will be made by central government on a case-by-case basis.

Find guidance on how schools can order devices and access support to get set up with a digital platform at [get help with technology](#).



Public Health
England

Guide to donning and doffing standard Personal Protective Equipment (PPE)

for health and social care settings

Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.
- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.
- 3 Put on your eye protection if there is a risk of splashing.
- 4 Put on non-sterile nitrile gloves.
- 5 You are now ready to enter the patient area.

Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.
- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 3 Snap or unfasten apron ties the neck and allow to fall forward.
- 4 Once outside the patient room. Remove eye protection.
- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.
- 6 Remove surgical mask.
- 7 Now wash your hands with soap and water.

Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures

Figure 1 Guide to Donning and Doffing

Terms/definitions/clarifications etc.		
i	Hand washing protocol	Attached at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe#section-6
v	Prolonged / Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off. Guidance at appendix 3. https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures https://www.youtube.com/watch?v=-GncQ_ed-9w
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Shielded person	Definition at appendix 2.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304-cf38d248abba&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

COVID-19 Individual Staff Risk Assessment

The Health and Wellbeing of our workforce remains a significant area of priority in our organisations response to COVID-19. As knowledge around COVID-19 continues to evolve, we recognise that individuals within our workforce may have specific concerns aligned with their own circumstances or protected characteristics.

Through conversations with staff based on this COVID-19 Staff Risk Assessment form, Headteachers / Senior Managers will provide appropriate direct support or signposting for staff who have made us aware of concerns they may have. We will continue to update this process as we learn more.

Some questions may feel personal and sensitive but the information provided will be kept confidential and secure. The better the information that we collect is, the better we will be able to support our workforce in undertaking their roles.

This is a confidential document from Sheffield City Council (SCC). No processing of this information is allowed except for the specific purpose for which it has been provided. SCC expects that the information is protected by appropriate technical and organisational measures.

Personal data is provided on a voluntary basis if you do not wish to share this information please state 'prefer not to say'

Staff Details

Employee Name:		Contact number:	
Job Title/Role:		Email address:	
Payroll Number:		School Name	
Age:		Sex:	
Ethnicity:		Any other disclosed information:	

1. Risk Rating

To create an action plan based on urgency of need, please use the following scales.

Risk Rating	Example of support required	Maximum timescale for initial action (not completion)
1 Low	Referral advice: e.g. referral to website/helpline for information	Within 3 days of Risk Assessment meeting
2 Intermediate	Headteacher's intervention: e.g. flexible working arrangements introduced	Within 2 days of Risk Assessment meeting
3 High	Headteacher's intervention: e.g. removal from front-facing areas; accessing the Stratified Risk Assessment; referral to Staff Occupational Health; referral to Psychological Support; contact with relevant external agencies	Immediate

2. Assessment: About you and those you may live with

		Additional info/comments	Action agreed	Risk Rating
Are you or anyone in your household pregnant:	Yes/No/NA (not applicable)	If yes: Number of weeks : Trimester: 1/2/3 Due date:		
Any underlying Health Condition/s See accompanying guidance notes for clinically and extremely clinically vulnerable groups:	Yes/No	If Yes: provide details		
Lives with someone who is extremely clinically vulnerable or shielding	Yes/No	If Yes: provide details		
Have dependents or living with extended family	Yes/No	If Yes: provide details		
Do you feel the need to limit contact from/within your community due to disproportionate impact by COVID-19?	Yes/No	If Yes: provide details		

Do you have any safety concerns about your role or working environment?	Yes/No			
Do your travel to work arrangements meet safety requirements for your needs?	Yes/No			

3. Disability and workplace adjustments

		Additional info/comments	Action agreed	Risk Rating
Do you have a disability?	Yes/No/prefer not to say			
Discuss and review any current workplace adjustments				
Do you need additional support/adjustments in place at work due to current situation?	Yes/No			

4. Psychosocial Impact – the following criteria have been identified as increased risks due to the impact of COVID19 pandemic

		Additional info/comments	Action agreed	Risk Rating
Do you know what support we have available if you or those you live with are physically safe at home/where you are living?	Yes/No			
Do you know what support we have available if you or others that you live with feel psychologically unsafe at home/where you are living?	Yes/No			
Are you experiencing new or additional mental health issues arising from COVID-19 e.g. anxiety, depression etc?	Yes/No			

How would you rate your overall wellbeing? <ul style="list-style-type: none"> • Emotional • Physical • Financial 	Poor_OK_Good			
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5. Completed by and content agreed by:

This is to confirm that

- | | |
|---|--------|
| (a) content is accurate reflection of the discussion and the staff member's needs | Yes/No |
| (b) proposed action meets those needs and has been explained to the staff member | Yes/No |
| (c) consent to forward the risk assessment content to relevant support services to enable identified action | Yes/No |

Staff Member			
Name		Signature	
Date		Date	
Line Manager			
Name		Job title	
Date		Signature	

6. Future Review

- Headteacher's / Senior Managers to and follow through, all action in line with risk rating.
- As further evidence and understanding evolves around COVID19, and its impact on health and psychosocial factors, this risk assessment will be updated appropriately.
- The long term social, economic and emotional impact of this pandemic is as yet unknown. Headteacher's / Senior Managers are to review the content with staff in their regular keeping in touch meetings as changes for us all as individuals may occur at any time as we go through the 'reset' and 'new normal' development stages.

NOTES;

The group, defined as Clinically Vulnerable, includes those who are:

- pregnant
- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (ie anyone instructed to get a flu jab as an adult each year on medical grounds):
 - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), a learning disability or cerebral palsy
 - diabetes
 - a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets
 - being seriously overweight (a body mass index (BMI) of 40 or above)

Note: there are some clinical conditions which put people at even higher risk of severe illness from COVID-19 (defined Extremely Clinically Vulnerable under government guidance).

People falling into this group are those who may be at particular risk due to complex health problems such as:

- people who have received an organ transplant and remain on ongoing immunosuppression medication
- people with cancer who are undergoing active chemotherapy or radiotherapy
- people with cancers of the blood or bone marrow such as leukemia who are at any stage of treatment

people with severe chest conditions such as cystic fibrosis or severe asthma (requiring

