

BHSA GENERAL AREA / ACTIVITY RISK ASSESSMENT TEMPLATE

Activity: V21 (GDST V18) Schools Open for All Pupils - Living with Covid - Effective from 24 February 2022	Date: 21st March 2022
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Assessor: Lindsey Owen	Re-assessment date: ongoing
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This is the 'Whole Academy - Normal Operations' Sheet	
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What is the hazard?	Coronavirus / COVID -19 including all new variants of the virus
Why is it a risk?	People could become infected (directly and indirectly) and then become seriously ill, or pass the infection onto other members of the people they live with, who could become seriously ill
Who is at risk?	All staff, pupils and any contractors or visitors attending school

Key Guidance Documents

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| COVID-19 Response: Living with Covid-19 - updated 23 February 2022 |
| Schools Coronavirus Operational Guidance - updated February 2022 |
| Contingency Framework - Education and Childcare Settings - updated Feb 2022 |
| Actions for Early Years Providers During the Covid -19 Pandemic - updated February 2022 |
| Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - updated Feb 2022 |
| People with Covid-19 and Their Contacts - Updated March 2022 |
| Use of PPE in Education - updated 20 July 2021 |
| Ventilation & Air Conditioning During the Coronavirus Pandemic - HSE - updated Feb 2022 |
| Ventilation of Indoor Spaces to Stop the Spread of Coronavirus - updated Sept 2021 |
| Covid-19 - Cleaning in Non-Healthcare Settings - updated 19 July 2021 |
| Coronavirus - How to Stay Safe and Help Prevent the Spread - updated Feb 2022 |
| CLEAPSS - GL343 - Guide to doing practical work - Science - during the COVID-19 pandemic - March 2022 |
| CLEAPSS 'GL344 Guidance on practical work during the COVID-19 pandemic - D&T Version 5.07 - March 2022 |

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
Who Can Come to School?		

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p>English Schools All pupils should attend school in person</p>	Tolerable	
<p>Staff who were previously classed as 'clinically extremely vulnerable' (CEV) and 'clinically vulnerable' (CV):</p> <ul style="list-style-type: none"> - All staff who were previously classed as CEV or CV can work at school. However, they should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves. - A personal risk assessment should be completed to identify their particular vulnerabilities and any control measures that are required. Consider: where and how the work will take place (including access and egress, use of toilets / lunch / rest facilities, etc) and specify what the social distancing measures will be <p>Staff who were previously classed as CEV and CV should discuss any concerns with their manager. Further guidance is available:</p> <ul style="list-style-type: none"> - In the Trust Office HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers' - In the UK Government's Guidance for People Previously Considered Clinically Extremely Vulnerable from Covid 19 - updated Feb 2022 - In the UK Government's Guidance for People Whose Immune System Means They are at Higher Risk - updated Feb 2022 	Tolerable	<p>Personal Risk Assessment template available on Coronavirus page on the HUB</p> <p>CEV pupils no longer recognised as a separate group - https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1015212/20210819_CYP_removal_letter_FINAL_for_PHE.pdf</p>
<p>Pregnant women who are healthy and up to 26 weeks gestation should come into school / work unless they have specific advise to the contrary from their medical practitioner. However they should be diligent about hand washing, respiratory hygiene and social distancing in order to protect themselves.</p> <ul style="list-style-type: none"> - A risk assessment must be completed and reviewed regularly if an employee is pregnant, breastfeeding, or has given birth within the last 6 months. Information contained in the RCOG/RCM guidance on coronavirus (COVID-19) in pregnancy should be used as the basis for a risk assessment. The pregnant woman should discuss any concerns with their manager. - Pregnant women after 26 weeks gestation, or with underlying health conditions, may be at greater risk. Additional controls may be required eg further social distancing measures and / or the provision of PPE, and working from home, in their own role or a suitable alternative, must be considered as an option. - Further guidance is available in the Trust Office HR Dept.'s guidance 'Coronavirus-related HR Considerations for Managers' - Occupational advice for employers and pregnant women is published by the Royal College of Obstetrics and Gynaecology 	Tolerable	<p>Advice for Pregnant Employees https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</p> <p>Royal College of Obstetrics and Gynaecology https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/</p>
<p>Visitors The school should inform visitors:</p> <ul style="list-style-type: none"> - NOT to come to school if they are exhibiting symptoms of Covid-19, or have tested positive for Covid-19 within previous 5 days - To practice good hand washing / sanitisation 	Tolerable	
Avoiding Contact With Anyone Who is Potentially Infectious / Unwell		
<p>All pupils, staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff), parents and carers should do a Covid-19 test (LFD or PCR) asap if they have Coronavirus symptoms (high temperature, a new continuous cough, a loss or change to taste and smell)</p> <p>People suffering from cold symptoms (headache, sore throat, runny nose) are recommended to take an LFD test as these are common symptoms of the Omicron variant. https://www.bbc.co.uk/news/health-59460252</p> <p>If the test is positive they should stay at home and avoid contact with other people until they have had 2 negative LFD tests on consecutive days, the first taken 5 days after their symptoms started (or the day they took the test if they did not have symptoms) followed by another LFD test the next day.</p>	Tolerable	<p>www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>COVID-19: people with COVID-19 and their contacts</p>

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<p>All staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) should do a Covid-19 test (LFD or PCR) asap if they start feeling unwell with symptoms of Covid-19 (high temperature, a new continuous cough, a loss or change to taste and smell) during the school/working day.</p> <p>Remind all pupils that if they start feeling unwell with symptoms of Covid-19 during the school day, they must tell their teacher who will follow the school's arrangements for quarantining the pupil until they can go home.</p> <p>Staff should be alert for signs of pupils developing symptoms of Covid-19, commonly a temperature (looking visibly hot for no obvious reason), feverish or developing a persistent cough</p> <p>Staff and pupils who develop cold symptoms (headache, sore throat, runny nose) during the school day should take an LFD test asap as these are common symptoms of the Omicron variant. https://www.bbc.co.uk/news/health-59460252</p> <p>If the LFD or PCR test is positive they should stay at home and avoid contact with other people until they have had 2 negative LFD tests on consecutive days, the first taken 5 days after their symptoms started (or the day they took the test if they did not have symptoms) followed by another LFD test the next day.</p>	Tolerable	<p>www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <p>COVID-19: people with COVID-19 and their contacts</p>
<p>All staff (inc. peripatetic staff, contractors staff, e.g. cleaners and supply staff) regardless of vaccination status, who live in, or who have stayed overnight in the household of, someone with COVID-19 should:</p> <ul style="list-style-type: none"> - avoid contact with anyone they know to be at higher risk of becoming severely unwell or with a severely weakened immune system - limit close contact with people outside your household especially in crowded or poorly ventilated spaces - wear a face covering in crowded, enclosed or poorly ventilated spaces <p>Follow this advice for 10 days after the day the person you live or stayed with symptoms started (or the day their test was taken if they did not have symptoms).</p>	Tolerable	<p>COVID-19: people with COVID-19 and their contacts</p>
<p>Pupils who live in, or who have stayed overnight in the household of, someone with COVID-19 should continue to attend school as normal. However they and their parents should be alert for signs that they are developing symptoms of Covid-19 - in which case they should take a Covid-19 test.</p>	Tolerable	<p>COVID-19: people with COVID-19 and their contacts</p>
<p>Foreign Travel</p> <p>'No-one, including staff and pupils, may come onto the school site if they are required to quarantine having recently visited countries on the Government's 'Red' Travel List</p> <p>The GDST recognises and accepts the '<i>Coronavirus (COVID-19): 'Test to Release for International Travel Scheme'</i>', but all staff, pupils and visitors must adhere fully to Government's travel requirements.</p>	Tolerable	<p>https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19#red-list-countries-and-territories</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-test-to-release-for-international-travel</p>
Coronavirus Testing		
Promoting Good Health		
Encourage all staff to have a seasonal flu vaccination		

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<p>Encourage all staff and eligible pupils to have their Covid 19 vaccinations, and any boosters as soon as they are eligible for them</p> <p>www.gov.uk/government/publications/covid-19-vaccination-resources-for-schools/covid-19-vaccination-programme-for-children-and-young-people-guidance-for-schools</p>		<p>COVID-19 vaccination: Resources for children and young people</p>
<p>Whole School Precautions</p>		
<p>Ventilation</p> <ul style="list-style-type: none"> - Take proactive steps to identify any poorly ventilated occupied areas (no means of natural ventilation, eg openable windows, or mechanical ventilation, smell stuffy or bad, busy, small or cramped) and take steps to improve the ventilation as necessary. Consider using Carbon Dioxide detectors to identify areas where ventilation needs to be improved. - Keep occupied spaces well ventilated - Maximise fresh air in indoor spaces by natural ventilation, mechanical ventilation or a combination of the two. - Simple ways to improve ventilation include opening doors and windows, and making sure trickle vents (small vents usually on the top of a window) or grilles are open and not blocked. - Doors marked 'Fire door keep shut' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open, and safeguarding risks must not be introduced. <p>In order to achieve a balance between ventilation and an adequate internal temperature (min 16oC) during the cooler months:</p> <ul style="list-style-type: none"> - Partially open doors and windows to provide ventilation while reducing draughts - Open high level windows in preference to low level windows to reduce draughts - Refresh the air in spaces by opening windows, vents and external doors wide at times which avoid user discomfort, e.g. between lessons or when rooms are not occupied <p>Where available use external extractor fans to keep spaces well ventilated and make sure that ventilation systems are set to maximise the air flow rate. (Contact the TO Estate Managers to check whether or not the air conditioning systems in your buildings are safe to use). Stand alone electric fans can be used to improve air movement, but they must be placed by an open window facing out, and not used in a room without an open window.</p>	<p>Tolerable</p>	<p>Please refer to:</p> <ol style="list-style-type: none"> 1. TO Estates Dept 'Air Conditioning and Ventilation Systems Guidance Notes' circulated by Sean McGarrigle to all DFOs in an email on 26 May 2020 and further guidance issued to all DFOs by Sean McGarrigle on 9 July 2020 2. HSE guidance Ventilation and Air Conditioning During the Coronavirus Pandemic - https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm?utm_source=govdelivery&utm_medium=email&utm_campaign=coronavirus&utm_term=updated-guidance&utm_content=ventilation-22-jul-21 3. PHE guidance Ventilation of Indoor Spaces to Stop the Spread of Coronavirus

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<p>Hand Hygiene</p> <ul style="list-style-type: none"> - Encourage everyone to wash their hands regularly, either with soap and running water or hand sanitiser, eg on arrival at school and at break and lunch times - Provide plentiful supplies of warm water, anti-bactericidal soap and hand drying facilities in all toilets and cloakrooms. Provide signs / posters to remind people about good hand-washing techniques - Provide supplies of sanitiser at all entrance doors to the school, and in all classrooms, offices, work rooms, etc. Check that alcohol based sanitiser gels are not used in areas where there are naked flames / heat as it is highly flammable (prep room, labs, workshops, kitchens, food tech etc) Remind staff and pupils not to bring their own supplies into these areas - Where possible eliminate hand contact surfaces by fitting non-touch sensors or foot operated pedals eg: <ul style="list-style-type: none"> - on gates & entrance doors used by the majority of staff pupils and visitors - Toilet flushes, WHB taps, soap dispensers, hand dryers - sanitiser dispensers - waste bin lids - Where staff / pupils share equipment, such as computer keyboards / mice / touch screens, they should be cleaned with a sanitising wipe before and after use - Where possible, pupil's work should submitted electronically for marking / assessment. If staff are marking paper based work, teachers should wash their hands before and after handling pupils' books / work. - Classroom / office doors can be held open to minimise the need to touch door handles/push plates, BUT doors marked 'Fire door' should only be held open by 'dorgards' / electromagnetic door holders - never wedged or propped open 	Tolerable	
<p>Respiratory Hygiene</p> <p>The 'catch it, bin it, kill it' approach continues to be very important.</p> <ul style="list-style-type: none"> - Provide supplies of tissues in all classrooms, staff rooms & reception areas, and encourage pupils to use them when necessary - Bins should be emptied at least daily. Ideally bins should have lids on them <p>Avoid the need for staff / pupils to unduly raise their voices in order to communicate effectively with each other, eg using microphones & speakers to ensure everyone in a large room can hear, not playing loud background music</p>	Tolerable	
<p>Face Coverings must be worn:</p> <ul style="list-style-type: none"> - By staff caring for pupils with Covid-19 symptoms, and - By staff cleaning areas that have been occupied by someone with Covid 19 Symptoms. <p>Senior school pupils and adult escorts / supervisors on minibuses and school coaches / buses (dedicated school transport) are recommended to wear face coverings as they are in contact with a wider group of people in a confined space</p> <p>Members of staff and pupils are welcome to wear a face covering at all times if that is what they wish to do so</p> <p>Schools should advise staff and pupils to wear and handle face coverings hygienically including:</p> <ul style="list-style-type: none"> - refrain from touching their face covering when wearing it, - when not wearing it keep it in their pocket, or a small bag (eg money belt) - not put face coverings down on desks, benches and other surfaces (contamination risk) - wash or sanitise their hands immediately after handling their face covering - not touch face coverings that don't belong to them - a clean face covering should be worn each day - temporary face coverings should be disposed of in a 'black bag' waste bin (not a recycling bin) <p>Discarded or lost face coverings should only be picked up by someone wearing gloves or using a litter picker; they can be disposed of in a 'black bag' waste bin (not a recycling bin)</p>	Tolerable	

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<p>Attendance Records / Seating Plans Continue to keep good records of which pupils attend lessons / clubs / activities / home-school transport, etc to help identify close contacts in the event of an outbreak</p>	Tolerable	
<p>Signage Provide signage in prominent positions around the school to remind everyone of the importance of:</p> <ul style="list-style-type: none"> - Regular handwashing / hand sanitising - Good respiratory hygiene / cough etiquette (catch it, bin it, kill it) - Good ventilation, - Regular cleaning of hand contact surfaces - Regular Covid 19 testing, and - Having a test if you have symptoms of Covid-19. 	Tolerable	
Cleaning		
<ul style="list-style-type: none"> - Maintain regular cleaning regimes with a particular focus on frequently touched surfaces. - Staff undertaking cleaning duties should wear gloves & aprons - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - Waste (gloves, aprons, paper towels etc) does not need to be segregated or treated differently from normal 'black bag' waste unless someone on the school premises exhibits symptoms, or tests positive for Covid 19, in which case it should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular 'black bag' rubbish after cleaning is finished - Follow the guidance on cleaning in the Government's document 'Covid-19- Guidance on cleaning in non-healthcare settings' 	Tolerable	<p><u>COSHH assessments must be completed for all new chemicals displaying a hazard symbol, and through site specific risk assessments must be completed for all new cleaning techniques, eg use of fogging, misting or UV cleaning systems - click here for HSE guidance.</u></p>
<p>All desks, tables, work benches, chairs, stools and other regularly used furniture and equipment in all rooms used by staff and pupils should be thoroughly cleaned and disinfected every day.</p> <ul style="list-style-type: none"> - All surfaces and tables in dining rooms should be cleaned between different sittings, or if there is one continuous sitting, at regular intervals throughout the service period. - All high frequency hand-contact surfaces should be thoroughly cleaned and disinfected at least twice each day, particularly key pads / door release buttons, door handles and push plates, handrails and bannisters, wash hand basin taps and toilet flush handles, light switches, interactive whiteboards, tea / coffee making facilities, drinking water dispensers, keyboards, mice, touch screens, telephones, locker doors, hand operated sanitiser dispensers, desks and work surfaces, chair arm rests and the tops of chair backs (used to move chairs in and out). - Toilets and handwashing facilities should be thoroughly cleaned and disinfected at least twice each day. - Classroom based resources, such as books and games, and equipment shared between classes /groups should be cleaned and disinfected regularly. <p style="text-align: center;">Page 6 of 12</p>	Tolerable	<p><u>Link to 'Cleaning Guidance'</u></p> <p>Alcohol based sanitisers present a fire risk - see email from Clare Cunningham to DFOs dated 24 August 2020 for precautions</p>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
Getting To / From School		
Public Transport If staff / pupils use public transport to travel to school encourage them to: - Wear a face covering whilst travelling (staff and Senior school pupils) as they are in contact with a wider group of people in a confined space	Tolerable	Safer travel guidance for passengers
Lessons / Learning Activities		
PE & Sports - All PE activities, team sports (including contact / combat sports), fixtures, events and competitions can now take place. - Follow any sport specific guidance provided by Sport England, the AfPE, and each sport's National Governing Bodies in how to train / play / exercise safely. - Maintain good ventilation in indoor PE / sports settings - For all activities encourage good respiratory and hand hygiene - regular handwashing, not spitting / mouth swilling etc - Ensure equipment and facilities are regularly cleaned - Where possible / practical avoid sharing equipment, especially equipment used around the head and face such as helmets and face guards - Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container in a labelled or highly distinguishable container.	Tolerable	Grassroots sports guidance for the public and sport providers https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-the-public-and-sport-providers March 2022
Music Instrumental Lessons, Choirs, Group and Ensemble Rehearsals: - Ensure there is good ventilation in all rooms used for singing and playing woodwind and brass Instruments. Doors and windows should be opened (balanced with temperature and noise concerns) - Woodwind, brass and singing lessons/ rehearsals should have priority for larger and better ventilated rooms. - Use the largest room available for choirs, ensembles and groups of brass and woodwind instruments - Avoid sharing woodwind or brass instruments - Woodwind and brass instruments that produce drips and/or require draining should have additional precautions applied, including ensuring pupils do this in a way that does not contaminate the practice room. Collect this residue and disposing of it safely. - A regular cleaning regime should be implemented for all activities that include the use of hand-held equipment, or equipment that is often touched by hand.	Tolerable	The 'Working Safely During Coronavirus - Events & Attractions' guidance gives some practical advice, but the educational guidance takes priority https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/events-and-attractions
Music and Drama Performances - Indoor and outdoor performances in front of live audiences can take place - An event specific risk assessment must be completed and all necessary Covid controls identified and implemented - Enhanced ventilation should be provided - Organise tickets etc remotely to reduce queues and crowding - Allocate seating where possible and try to spread the audience out and use all available space	Tolerable	The 'Working Safely During Coronavirus - Events & Attractions' guidance gives some practical advice, but the educational guidance takes priority https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/events-and-attractions
Art / DT / Food tech / Textiles lessons - practical activities: - Refer to CLEAPSS guidance document GL344 'Guide to doing practical work during Covid pandemic – D&T, Food and Art' (Senior schools) - Alcohol based sanitiser should NOT be used in classrooms, studios, workshops or prep rooms where there are naked flames due to the fire risk	Tolerable	CLEAPSS Art / DT website http://dt.cleapss.org.uk

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<p>Science lessons - practical activities:</p> <ul style="list-style-type: none"> - Refer to CLEAPSS guidance document GL343 'Guide to doing practical work during Covid pandemic – Science' (Senior schools). <p>The following practical activities should not be carried out. Cheek cell sampling, Lung volume / capacity & other breathing-based activities; activities which make use of saliva; activities which make use of straws or other equipment for blowing through e.g. blowing through lime water or using a musical instrument which you blow into to create a sound.</p> <ul style="list-style-type: none"> - Alcohol based sanitiser should NOT be used in labs or prep rooms where Bunsen burners are used or there are any other naked flames, due to the fire risk 	Tolerable	<p>CLEAPSS Science website http://science.cleapss.org.uk</p>
<p>Wrap-Around' Care and Extra Curricular Clubs</p> <ul style="list-style-type: none"> - All Before / After School Care and extra curricular clubs can operate both inside and outside activities for all pupils - For all activities you should still encourage good respiratory and hand hygiene - Ensure equipment and facilities are regularly cleaned and maintain good ventilation in indoor settings. - Monitoring attendance and keeping good records is still important. 	Tolerable	<p>https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak#who-can-attend</p>
<p>UK Based School Trips / Educational Visits / Duke of Edinburgh Activities</p> <p>Educational day and residential trips can take place providing appropriate controls are in place including:</p> <ul style="list-style-type: none"> - The school's trip / visit risk assessment considers the risks associated with Coronavirus, including how to reduce the risk of infection from people staff & pupils come in contact with during the visit, and action to take in the event of a pupil or member of staff suffering from Covid symptoms or testing positive whilst on the trip. - Ensuring venues / activity providers / accommodation providers have good Covid risk assessments and procedures. Expect to see controls regarding people with Covid symptoms, good respiratory and hand hygiene, cleaning regimes for equipment and facilities, and ventilation of indoor settings. - Covid infection risks during travel to / from the venues are considered as part of the visit risk assessment. Senior school pupils and adults are recommended to wear face coverings on minibuses, coaches and public transport - All residential accommodation complies with the Government Guidance for Hotels and Guest Accommodation. Good ventilation must not compromise personal safety or have an adverse effect on security - https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/hotels-and-other-guest-accommodation - Water bottles or other refreshment containers should not be shared. Advise participants to bring their own water bottle or refreshment container in a labelled or highly distinguishable container. - Take supplies of antiseptic hand gel, antiseptic wipes, tissues, bags for waste, spare face coverings and Covid-19 LFD tests with you - Encourage volunteers, eg parents, accompanying school trips to take an LFD test the day before the visit and confirm they have a negative result - Arrangements need to be in place in case any pupil, member of staff or adult supervisor starts to display Coronavirus symptoms or tests positive whilst on a school trip. This would include isolating them from the rest of the group, and making arrangements for them to return home as soon as possible. Parents need to be aware that they may be asked to collect their daughter from the trip venue if they become ill. 	Tolerable	<p>The Outdoor Education Advisers' Panel have produced a document with useful advice on planning and managing outdoor learning and off-site visits during the Covid-19/coronavirus pandemic https://oeapng.info/downloads/download-info/4-4k-coronavirus/</p>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p>International Educational Visits School trips can take place in countries on the Government's 'green' list. However caution is advised as the list is subject to frequent and short notice changes - see specific separate guidance from OEAP for both expeditions and overseas trips https://oeapng.info/downloads/download-info/7r-overseas-visits/</p> <p>Before rearranging postponed international visits, or starting to organise future international visits, schools are advised to speak to their visit provider, GDST Finance Department, or the Risk Protection Arrangement (RPA) to assess protection available when it comes to insurance and payment.</p>	Tolerable	https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19
<p>International Educational Visits School trips can take place in countries on the Government's 'green' list. However caution is advised as the list is subject to frequent and short notice changes - see specific separate guidance from OEAP for both expeditions and overseas trips https://oeapng.info/downloads/download-info/7r-overseas-visits/</p> <p>Before starting to organise future international visits schools are advised to speak to their visit provider and GDST Finance Department to assess protection available when it comes to Covid insurance and payment. You must also carefully consider the implications in the event of the group having to quarantine for a significant period of time in a national facility, either in a foreign country or on return to the UK, in the event that short notice controls are implemented and the group cannot return to the UK before they take effect.</p>	Tolerable	https://www.gov.uk/guidance/travel-abroad-from-england-during-coronavirus-covid-19
Whole School Activities		
<p>Events</p> <ul style="list-style-type: none"> - Events, eg Parents Evenings, Open Days, Sports Days, Taster Days, Speech Days, Concerts, Performances, Fairs, Fetes, Celebration and Social events can take place in person providing an event specific risk assessment has been completed and sensible Covid controls are identified and implemented - For all activities you should still encourage good respiratory and hand hygiene and have good ventilation in indoor settings. - The total number of participants, audience / spectators must be aligned with the available space and ventilation rates 	Tolerable	
<p>Exams (including entrance exams / assessments)</p> <ul style="list-style-type: none"> - Candidates who are unwell, have coronavirus symptoms, are required to self-isolate, or have had a positive Covid 19 test must not attend; alternative arrangements should be made for the candidate to sit the exam - Exam rooms should be set up in line with the Joint Council of Qualifications (JCQ) guidance https://www.jcq.org.uk/wp-content/uploads/2021/08/ICE_21-22_v6.pdf - All exam rooms must be well-ventilated and cleaned before and after the assessment - Hand sanitiser should be available at the entrance to the exam rooms - Candidates should bring their own equipment (pencils/pens/calculators etc.), tissues and water bottles 	Tolerable	DfE Public Health Arrangements for Exams

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p>All Lets</p> <ul style="list-style-type: none"> - Lets can take place for all activities, indoors and outdoors - Both the school and the hirer must complete a risk assessment / protocol to indicate how the risks of Covid-19 infection will be controlled during the let. Factors to consider include: <ul style="list-style-type: none"> - How the let will ensure good ventilation during the let - Responsibilities for monitoring to ensure controls identified in the risk assessment are being complied with - Responsibilities for cleaning of facilities before / after the let - Insurance - The areas used must be cleaned before and after the let - The areas used must be well ventilated before and after the let 	Tolerable	
<p>First Aid</p> <ul style="list-style-type: none"> - Where an injured person needs hands-on care, a fluid resistant surgical mask, disposable gloves and a disposable apron should be worn. - After first aid treatment has been given, used PPE should be disposed of with normal 'black bag' waste (not recycled waste), hands should be washed thoroughly with soap and water at the earliest opportunity - All first aiders and first aid kits should be supplied with mouth-to-mouth resuscitation protection (masks with a one-way valve and filter that can be used on a casualty to enable mouth-to-mouth resuscitation to take place safely) 	Tolerable	<p>https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <p>https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm#non-healthcare</p>
Medical Provision and Action in Event of Suspected or Confirmed Case of Covid-19 (Coronavirus) in School		
<p>Ensure that at least one adult with a current First Aid qualification is present on each operational school site during the normal school day. If EYFS children are on site, one person with a full Paediatric First Aid certificate must also be on site</p>		
<p>PPE for School Staff Who Have to Look After Pupils Who Fall Ill With Covid-19 Symptoms Whilst at School</p> <p>School Nurses and all staff that give direct personal care to / supervise pupils who fall ill with Covid-19 symptoms whilst at school must have access to full PPE - disposable gloves & aprons, an appropriate face mask e.g. fluid resistant surgical masks or CE marked FFP2 respirator, and face visor, and wear it if a distance of 2m can't be maintained between themselves and the sick person. Face masks must:</p> <ul style="list-style-type: none"> - fit closely around the face and cover both the nose and mouth - not be allowed to dangle around the neck - not be touched once put on, except when carefully removed before disposal - be changed when they become moist or damaged - be worn once and then discarded - hands must be washed after disposal <p>Training should be provided in how to safely don and doff PPE (see GDST guidance note). Training should be recorded</p>	Tolerable	<p>Contact tracers will not consider the wearing of PPE in schools as a mitigation when assessing whether a recent contact is likely to have risked transmitting the virus. Only full medical-grade PPE worn in health and care settings will be considered. Ref 'NHS Test & Trace in the Workplace'</p>

Control Measures - NORMAL OPERATION	Tolerable Action Required	Notes / Further Action Required
<p>All disposable PPE used by the School Nurse / staff whilst they look after pupils who fall ill with Covid-19 symptoms whilst at all school should be carefully disposed of by double bagging it (bags tied once full). The bags should be stored securely for 72 hours then thrown away in the regular rubbish stream.</p>	Tolerable	<p>Safe working in education, childcare and children's social care settings, including the use of personal protective equipment</p>
<p>Clothes worn by a member of staff that helped someone who was taken unwell with a new, continuous cough or a high temperature should be:</p> <ul style="list-style-type: none"> - changed as soon as possible and wrapped in a disposable plastic bag, - laundered separately from other household linen in a load not more than half the machine capacity at the maximum temperature the fabric can tolerate - ironed or tumble dried <p>The bag can be disposed of in the normal 'black bag' household waste stream.</p>	Tolerable	
<p>Pupils developing symptoms of Covid-19 whilst at school, or with a positive result from an LFD test taken in school, should be separated from other pupils whilst arrangements are made for them to go home as soon as possible - follow the detailed guidance in '<i>Guidance for Full Opening: Schools</i>'. If they are old enough, the pupil should be isolated in a room with the door closed and a window open for ventilation. If they are not old enough to be in the room by themselves, they should have appropriate adult supervision. As much as possible, the supervisor should keep at least 2m away from the child, and they should wear full PPE if this is not possible. If they need to go to the toilet whilst waiting to be collected, they should use a separate WC which must be cleaned and disinfected before being used by anyone else.</p>	Tolerable	
<p>Cleaning areas occupied by someone with suspected Coronavirus (COVID-19)</p> <ul style="list-style-type: none"> - If an area can be kept closed and secure for 72 hours, wait until this time has passed before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours - People undertaking cleaning duties should wear disposable or 'washing-up' gloves and aprons for cleaning. - Equipment - use disposable cloths, paper towels/roll, disposable mop heads - Chemicals - recommended cleaning chemicals are 'a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine' OR 'a household detergent followed by disinfection (1000 ppm available chlorine). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants'. If an alternative disinfectant is used it must be certified as effective against enveloped viruses - Do not use bleach - there are serious H&S risks associated with this product - If novel cleaning techniques are considered, eg fogging, misting or the use of UV, it is essential that they are scientifically proven to be at least as effective as traditional cleaning methods in the school environment, and are suitable for the areas and circumstances in which they are to be used - All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, especially all potentially contaminated and frequently touched areas. Practice one site, one wipe, in one direction. - Using a disposable cloth, first clean hard surfaces with warm soapy water, then disinfect these surfaces - Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning - All waste (gloves, aprons, paper towels, disposable cloths and mop heads, etc) should be double-bagged (bags tied once full), then stored securely for 72 hours then thrown away in the regular 'black bag' rubbish after cleaning is finished - If an area has been heavily contaminated, such as with visible bodily fluids, from a person with suspected coronavirus, use protection for the eyes, mouth and nose (fluid resistant surgical masks or CE marked FFP2 respirator and face visor), as well as wearing gloves and an apron - Items that cannot be cleaned using detergents or laundered, for example, upholstered furniture should be steam cleaned - Any items that are heavily contaminated with body fluids and cannot be cleaned should be disposed of 	Tolerable	<p>Link to 'Cleaning in non-healthcare settings' guidance</p>

Control Measures - NORMAL OPERATION		Tolerable Action Required	Notes / Further Action Required
Communication and Training			
All training given to staff in ways to minimise the risk of contracting or spreading Covid-19 infection should be recorded			
Schools must clearly communicate their Covid-Secure procedures to all staff (including peripatetic staff, cover staff and external coaches), pupils, parents, visitors and contractors			
Area / Activity Risk Assessments			
All Heads of Department must review the risk assessments for the areas / activities that they are responsible for to identify if Covid-19 introduces any additional risks, and if so, appropriate controls need to be documented and implemented			
Monitoring			
SLT will undertake monitoring activities, such as spot checks to confirm that all the controls necessary to minimise the risk of contracting or spreading Covid-19 infection are effective and being implemented at all times throughout the school			
Principal	Rebecca Mahony		21/03/2022
Head of Junior School	Maryanne Ramsbottom		21/03/2022
Director of Finance and Operations	Lindsey Owen		21/03/2022