

## **Full Opening of Schools from September 2020 Covid-19 Risk Assessment v006 01/10/2020**

The purpose of this risk assessment is to address the additional risk of the transmission of Covid-19 infection as schools welcome all pupils back in September 2020. It should be updated in line with guidance from the UK Government:

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

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

**This is a generic risk assessment, which should be built upon to suit individual schools. All actions should be immediate and reviewed in line with guidance updates. It has been shared by Blackburn with Darwen Borough Council as a template and has full union approval.**

**All other policies, procedures or risk assessments which will be impacted by the response to Covid-19 (e.g. fire safety, mental health and wellbeing for pupils and staff, lockdown, behaviour policy etc.) should be reviewed also.**

**New fire evacuation procedures should be practiced within the first week after full opening.**

Adults includes staff who work at the setting, visiting staff, contractors, parents, volunteers and essential maintenance workers. Visitors should be only those necessary for the safe operation of the establishment.

This risk assessment should be used in conjunction with the PHE NW Resource booklet for schools. This document details procedures for dealing with suspected and confirmed cases of Covid-19 in schools and is updated regularly.

**Title / Activity: The Lotus School, Blackpool**

**Date completed: 29/09/2020**

**Completed by: David Woodhouse, Estates & Business Manager, Champion Education Trust**

**Mrs Rachel Kenworthy, Head Teacher, The Lotus School**

The “system of control” which should be at the heart of how the school operates is in two parts and is as follows:

**Prevention:**

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school;
- 2) clean hands thoroughly more often than usual;
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach;
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach;
- 5) minimise contact between individuals and maintain social distancing wherever possible by putting in place measures that suit the individual schools particular circumstances;
- 6) where necessary, wear appropriate personal protective equipment (PPE) in specific circumstances as identified below

**POINTS 1 TO 4 MUST BE IN PLACE IN ALL SCHOOLS ALL OF THE TIME.**

**Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

**NUMBERS 7 TO 9 MUST BE FOLLOWED IN EVERY CASE WHERE THEY ARE RELEVANT.**

**Prevention**

What is the hazard?	Who might be harmed?		What are you doing about it?	RAG	Comment	Complete?
	Pupils	Adults				
1) Contact with individuals who are unwell - ensure that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school; <b>UPDATE-May come to school if they agree to 7day serial testing</b>	ü	✓	1.1) Child or adult with symptoms outside school a) Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a> , or have tested positive in the last 10 days. b) Staff (and other adults working in the school) notify school <i>immediately</i> if either they or someone in their home is displaying symptoms of Covid-19 infection and follow the PHE <a href="#">stay at home guidance</a> which sets out that they must self-isolate for at least 10 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (Covid-19).	G	Letters have been sent out prior to opening in September explaining what parents/carers should do if a child presents with symptoms. All staff are aware of procedures if they present with Covid-19 symptoms.	

<p>Reference to PPE means:</p> <ul style="list-style-type: none"> <li>• fluid-resistant surgical face masks (also known as Type IIR);</li> <li>• disposable gloves;</li> <li>• disposable plastic aprons;</li> <li>• eye protection (for example a face visor or goggles).</li> </ul> <p>The PPE that should be used when caring for someone with symptoms of coronavirus (COVID-19) is:</p> <ul style="list-style-type: none"> <li>• a face mask if a distance of 2 metres cannot be maintained;</li> <li>• if contact is necessary, then gloves, an apron and a face mask should be worn;</li> <li>• eye protection if a risk assessment determines that</li> </ul>		<p>c) <b>Parents/carers</b> notify school <i>immediately</i> if either their child or someone in the child’s household is displaying symptoms of Covid-19 and follow the PHE “Stay at Home” guidance as above and arrange to have a test. Ensure a letter has been sent home informing them of symptoms and a link to the <a href="#">guidance</a>. <b>This includes the children of key workers;</b></p> <p>d) Where a family or member of staff is having difficulty accessing a test, schools may support by providing them with a test from the test kits issued directly to schools from central government – guidance is available <a href="#">here</a>.</p> <p>e) <b>UPDATE- 08/01-If a member of staff or student has been in contact with a confirmed case they can come to School as long as they take part in serial testing programme each in test programme. Any person with a positive will be told to go home immediately and take another test. UPDATE- 20/01This has no been suspended and contacts of a confirmed case must self-isolate for 10days</b></p> <p><b>1.2) Child or adult who develop symptoms in school</b></p> <p>a) If it is a member of staff and they can drive themselves home, they should do so <b>immediately</b>;</p> <p>b) All areas they have been should be cleaned down using schools usual cleaning materials following <a href="#">PHE guidance</a>;</p> <p>c) Decide on rooms within the setting which can be used as isolation rooms and identify with appropriate signage if in use;</p> <p>d) Where an <b>adult</b> needs to be collected, they should be removed to a room where they can be isolated with the door closed and a window open for ventilation.</p> <p>e) If a <b>child</b> is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, <b>depending on the age and needs</b></p>	<p><b>All staff are aware of procedures to follow if a child becomes unwell. The Medical Room will be an isolation room and staff male toilet will become a toilet for the poorly person to utilise. Signs have been created. Staff will wear full PPE when dealing with a suspected case.</b></p> <p><b>All staff have been shown how-to put-on PPE appropriately. Site Supervisor will be told to double bag all the lidded bins.</b></p> <p><b>Marjorie in the Main Office will be responsible for recording all staff and students who may have come into contact with the child and will be responsible for contacting parents/carers.</b></p>	<p><b>08/01/20- Covid testing letter sent out Wk beginning 4/01/20 to staff and students. Key staff have been trained on how to deliver the testing and safety precautions they must take. Testing has now begun for those consenting</b></p>
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<p>there is a risk of fluids entering the eye e.g. from coughing, spitting or vomiting.</p> <p><b>N.B. A cloth face covering is NOT regarded as PPE.</b></p>		<p>of the child and with appropriate adult supervision if required.</p> <p>f) PPE (see left) must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). They must follow the <a href="#">donning and doffing</a> guidance. Ideally, a window should be opened for ventilation. More information on PPE use can be found <a href="#">here</a>.</p> <p>g) If it is not possible to isolate them, move them to an area that is at least 2 metres away from other people. If they need to go to the bathroom, a separate one to the rest of the school population should be used if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>h) All PPE worn by the supervising adult should be removed as per the <a href="#">donning and doffing</a> guidance. This, along with disposable cleaning cloths and tissues, should be put it in a plastic rubbish bag and tied it when full. Place the plastic bag in a second bin bag and tie it. Put it in a suitable and secure place marked for storage for 72 hours, safely and securely kept away from children. Do not put the waste in communal waste areas until the waste has been stored for at least 72 hours.</p> <p>i) Staff/other pupils who have had contact with the symptomatic pupil must wash their hands thoroughly for 20 seconds. At this point, they do not need to go home.</p> <p>j) <b>Record which staff have looked after/had contact with the symptomatic child;</b></p> <p>k) In an emergency, call 999 if the person is seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>l) <b>Once the pupil has left the premises, thoroughly disinfect/clean all surfaces and contact points they</b></p>	<p>Site supervisor will deep clean the Isolation room and toilet, wearing full PPE after the child has vacated. No staff will be allowed in the room until it has been deep cleaned. All other areas where the symptomatic person has been should also be deep cleaned.</p> <p>There are sufficient spare classrooms to relocate pupils whilst deep cleaning is taking place.</p> <p>This MUST be emphasised to the pupil, parent or adult in question. A test must be booked ASAP and the results shared with the school as soon as the result is known. Communication is key.</p>	
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			<p><b>came into contact with (including the bathroom if used. See <a href="#">PHE guidance</a> for more details.</b></p> <p>m) Consider removing the rest of the children and staff to a different part of the school while cleaning takes place.</p> <p>n) The symptomatic pupil or adult should be <a href="#">tested for Covid-19</a>.</p> <p>o) <b>In exceptional circumstances</b>, where the parent/carer is unable to collect the child, and the school needs to take responsibility for transporting the child home, they should use:</p> <ul style="list-style-type: none"> <li>• A vehicle with a bulkhead;</li> <li>• The driver and passenger should be 2m apart;</li> <li>• The driver should wear PPE and the passenger should wear a fluid resistant surgical facemask if old enough to do so.</li> </ul>		
2) Transmission of virus due to insufficient hand hygiene	✓	✓	<p>a) Schools must ensure that pupils clean their hands regularly, including <b>when they arrive at school, when they return from breaks, when they change rooms and before and after eating</b>;</p> <p>b) Where there are only a limited number of wash basins on site, schools may wish to consider installing more;</p> <p>c) Ensure access to soap, warm water, paper towels and hand sanitizer and skin friendly sanitizer wipes if appropriate in all classrooms and social areas;</p> <p>d) Pupils (and staff) wash hands for 20 seconds following PHE guidance. See "<a href="#">six steps to hand-washing</a>" poster in KS2 lesson and <a href="#">NHS video</a>;</p> <p>e) Staff to help small children and those with complex needs to wash their hands thoroughly;</p> <p>f) Have prominently displayed hand washing posters throughout the setting in order to build regular hand washing into the culture of the school;</p> <p>g) Ensure hand sanitizer stations are located away from light switches, lift buttons and well clear of Bunsen burners in labs;</p>	<p><b>Pupils are supervised during hand washing which should take place every hour or on lesson transition.</b></p> <p>N/A</p> <p><b>Every classroom has a supply of wipes ad hand sanitiser.</b></p> <p><b>Video viewed by staff and pupils.</b></p> <p><b>Posters are in place across the school.</b></p>	<p><b>01/10/20- Due to the needs of the pupils they are not going to handwash every hour because they are staying in the same classroom. There is a hand sanitizer in each class and they are using hand gel if they are switching between activities</b></p>

			<ul style="list-style-type: none"> <li>h) Ensure use of hand sanitizer is supervised where necessary to avoid risk of ingestion;</li> <li>i) Ensure bins emptied regularly throughout the day.</li> </ul>		<p><b>Sanitiser in science labs to be positioned away from ignition sources.</b></p> <p><b>Staff to supervise where necessary.</b></p> <p><b>Bins to be emptied at end of day and, where necessary, by the site supervisor.</b></p>	
<b>3) Transmission of virus due to insufficient respiratory hygiene</b>	✓	✓	<p><b>3.1) Face coverings</b></p> <ul style="list-style-type: none"> <li>a) Face coverings must be worn by pupils (over the age of 11) and staff who come to school by public transport (<a href="#">unless they are exempt</a>);</li> <li>b) Face coverings should be worn by pupils (over the age of 11) who come to school on dedicated school transport where they are mixing outside of their bubble (<a href="#">unless they are exempt</a>);</li> <li>c) <b>Pupils in Year 7 and above in all secondary schools</b>, including where there is a sixth form, should continue to wear their face covering (<a href="#">unless exempt</a>) at all times while moving around the school building and in communal areas. On arrival at their classroom, they should sanitise their hands, remove their face covering and store in a plastic bag and sanitise their hands again. Follow the link for instructions to staff, children and young people on <a href="#">how to put on, remove, store and dispose of face coverings</a>. Consider having a stock of plastic bags available for any pupil who does not have a one with them for their face covering. National guidance for Face Coverings in Education <a href="#">is here</a>.</li> <li>d) The expectations regarding the wearing, and the process for removing a face covering on arrival at</li> </ul>		<p><b>Face coverings not to be worn in school.</b></p> <p><b>Letter to be sent to parents emphasising this.</b></p> <p><b>As above. Face coverings to be worn on transport unless child is exempt. To be done on arrival. Face mask should be removed before entry and hands sanitised immediately on entry.</b></p>	

		<p>school should be communicated clearly and before the start of the Autumn Term;</p> <p>e) The Trust acknowledges that some staff may wish to consider cloth face coverings as a wellbeing consideration as part of their risk assessment. Therefore, if teaching can take place with this individual measure in place and the colleague <b>provides their own</b> face coverings then this would seem reasonable. Colleagues would need to <b>ensure they have completed training of donning and doffing of face coverings</b>. Disposal of any cloth face coverings would also need to be done in the appropriate way. It would also be advised that <b>we remind the individual that this would not replace the regularity required for hand hygiene measures and routines</b>;</p> <p>f) Staff in both primary and secondary schools are advised to wear cloth face coverings (unless exempt) in situations outside of the classroom where 2m social distancing cannot be maintained, for example, in corridors, communal areas, staff rooms and meetings. The same process for removal should be followed as for pupils in 3.1c) and 3.1e).</p> <p><b>3.2) Ensuring good respiratory hygiene</b></p> <p>a) Promote the <b>catch it, kill it, bin it</b> approach – display posters prominently in classrooms and around school in order to embed this into the culture of the school;</p> <p>b) Ensure all rooms are well ventilated;</p> <p>c) Schools must ensure there are sufficient stocks of tissues in place for pupils and staff to use;</p> <p>d) Schools must ensure there are sufficient covered bins in place and that they are emptied regularly throughout the day;</p> <p>e) In line with national recommendations staff are <b>not</b> required to wear a face covering in the class room even when social distancing is not possible. Where schools or staff would prefer that face coverings are worn during 1:1 work in class, a face covering in conjunction</p>	<p>As above – procedure to left should be communicated before the start of term.</p> <p>Staff may choose to wear face coverings although a visor is preferred for communication purposes.</p> <p>Posters in place.</p> <p>All classrooms used will have windows to the outside.</p> <p>There is a lidded bin in every room used.</p> <p>Due to the volume of pupils, this is not appropriate. If a member of staff is</p>	<p><b>31/12/20- All staff must wear visors or face mask unless they are alone working in a room.</b></p>
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			<p>with a visor rather than a visor alone is recommended. This is not a substitute for social distancing.</p> <p>f) Schools must ensure young children and those with complex needs receive support and are able to get this right;</p> <p>g) 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. 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>		<p>doing 1:1 work, face visors will be made available to use if the member of staff wants them.</p> <p>Where a member of staff is dealing with a child with particular needs (i.e., a child who spits), staff will attempt to wear full PPE. Although in a crisis situation it is not always feasible to put on a visor and mask straight away, other staff will bring a visor and mask to the staff member and place it on them if needed</p>	
4) Transmission of virus through insufficient cleaning of surfaces	✓	✓	<p>a) Follow the <a href="#">Covid-19: cleaning in non-healthcare settings guidance</a>;</p> <p>b) <b>All staff</b> should know how to safely put on and take off PPE, please see PHE links to <a href="#">donning and doffing of PPE</a>.</p> <p>c) Appropriately trained and designated staff clean frequently touched surfaces before the start of each school day using the school's standard cleaning products. These surfaces include- door handles, hand rails, chairs, desks, IT equipment, toys, play equipment, mobile phones, toilet doors, flush handles, taps, bin lids, dining tables, etc.</p>		<p>Guidance has been read and shared. Staff have been given demonstration during INSET. The Site Supervisor will clean the toilets every two hours and also the frequently touched areas such as door handles.</p>	<p>08/01/21- Due to reduced student numbers areas of school have now been fully closed down and locked to minimise transmission. This allows</p>

			<p>d) Bins used to dispose of cleaning materials such as sanitizing wipes and paper towels should be lidded. The rubbish should be double bagged before disposal with each bag being sealed separately.</p> <p>e) Cleaning materials ordered by HT and issued by Site Supervisor, <b>staff inform when they need more but before they run out;</b></p> <p>f) Supervising staff mirror this cleaning regime (including personal mobile phones and tablets) throughout the day during transition times e.g. break, lunch, while pupils are outside, changing from one type of activity to another;</p> <p>g) Evidence cleaning routine – use tick sheet signed and dated by the person carrying out the cleaning for each area.</p> <p>h) Allocate hand-sanitizing stations around school including in classrooms and communal areas where appropriate. Teach pupils the correct way to use hand sanitizer. See poster <a href="#">here</a>.</p> <p>i) Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. Schools may wish to consider what support they are able to offer to families who struggle to clean uniform regularly;</p> <p>j) Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.</p>		<p><b>Lidded bins will be provided in classrooms.</b></p> <p><b>In place.</b></p> <p><b>Teachers will be responsible for wiping down desks and computers etc every two hours.</b></p> <p><b>Hand sanitizing areas have been assigned.</b></p> <p><b>Teachers will monitor pupil behaviour and appearance, school has two washing machines and dryers and a number of pupil showers that can be utilised.</b></p>	<p><b>the site supervisor to clean key areas more often throughout the day</b></p> <p><b>08/01/21- Testing room will be fully cleaned after each round of testing has completed</b></p>
<p><b>5) Transmission of virus through contact between individuals</b></p> <ul style="list-style-type: none"> <li>Schools must do everything possible to</li> </ul>	ü	✓	<p><b>5.1 Groupings in secondary schools</b></p> <p>a) Staff can operate across classes to deliver the timetable, but they should stay at the front of the class and maintain a distance of 2m from pupils and colleagues. Face coverings should be worn where this is not possible;</p>		<p><b>Class bubbles have been created and all students and staff will stay within the bubbles at all times including break and</b></p>	<p><b>01/10/20-Due to the needs of the students, the bubbles have changed and we have contacted</b></p>

<p>minimise contacts and mixing <b>while delivering a broad and balanced curriculum.</b></p> <ul style="list-style-type: none"> <li>Schools should strike a balance between both reducing the number of contacts between children and staff through keeping groups separate (in 'bubbles'), and through maintaining distance between individuals.</li> <li>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</li> </ul>			<ul style="list-style-type: none"> <li>b) Where volunteers are used to support the work of the school, mixing of them across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff. They should wear face coverings where this is not possible;</li> <li>c) Consider year group bubbles to facilitate the full range of specialist teaching at KS4 and 5;</li> <li>d) If it is possible to be able to deliver the full range of curriculum subjects, consider smaller bubbles;</li> <li>e) Consider class bubbles at KS3 if the full range of curriculum subjects can be delivered. Where this is not possible, consider year group bubbles;</li> <li>f) Keep pupils in one bubble separate from pupils in another where possible;</li> <li>g) Ask pupils to keep their distance from each other where possible;</li> <li>h) Reduce the sharing of rooms and social spaces where possible;</li> <li>i) Clean subject specific rooms between bubbles;</li> <li>j) Ensure good ventilation at all times;</li> <li>k) Reinforce hand and respiratory hygiene at all times.</li> </ul> <p><b>5.2 Groupings in primary schools</b></p> <ul style="list-style-type: none"> <li>a) Have full class bubbles with older children keeping their distance from each other as much as possible;</li> <li>b) Staff can operate across classes. With older children, they should stay at the front of the class and 2m distant where possible.</li> <li>c) Where volunteers are used to support the work of the school, Mixing of them across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible;</li> <li>d) With younger children, this may not be possible, so good hand and respiratory hygiene and an enhanced cleaning schedule is important.</li> </ul> <p><b>5.3 In Classrooms</b></p>	<p><b>lunch time. All students will be transported in bubbles. All students will sit on a table alone facing the board. Signs and hand sanitizer in each classroom and staff will supervise hand washing.</b></p> <p>N/A</p> <p><b>Each teaching classroom has a window to the</b></p>	<p><b>transport to update them so they can make the necessary transport changes</b></p>
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		<p>a) Ensure good ventilation at all times;</p> <p>b) Staff should avoid close face to face contact and minimise time spent within 1 metre of anyone;</p> <p>c) This will not be possible when working pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal;</p> <p>d) Where pupils are old enough, they should be supported to maintain distance and not touch staff and their peers where possible through reminders from staff and appropriate signage;</p> <p>e) Allocate smaller, class sized bubbles where children are too young to maintain social distancing;</p> <p>f) Adapt classrooms to facilitate more distancing by removing unnecessary furniture;</p> <p>g) Optimise respiratory hygiene by having pupils facing forwards rather than face to face or side on.</p> <p><b>h) If the school is in a ward with additional restrictions, remove soft toys and furnishings.</b></p> <p><b>5.4 Music, Dance and Drama Lessons</b>  <a href="#">Guidance</a> has been updated and <b>schools should risk assess on an individual basis depending on the lessons they offer.</b> In general:</p> <p>a) Keep groups separate and in their usual bubbles;</p> <p>b) Maintain social distance between individuals;</p> <p>c) Where staff move between bubbles, they should keep 2m distance between themselves and children/other adults;</p> <p>d) The social distancing requirement for these lessons may limit the activity/numbers in each group – risk assess on an individual basis;</p> <p>e) No physical correction by teachers and contact between pupils in dance and drama;</p> <p>f) Keep any background or accompanying music to levels which do not encourage teachers or other performers to raise their voices unduly.</p>	<p><b>outside that can be opened. Staff have the appropriate PPE to use if they need to be within 1m.</b></p> <p><b>Classrooms have been adapted accordingly.</b></p> <p><b>N/A currently.</b></p> <p><b>P.E will be undertaken in bubbles and all equipment will be wiped after each session. The</b></p>	<p><b>Changing rooms are not being used as all students are attending school in P.E kits on their allotted P.E day</b></p>
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		<p><b>5.5 Physical activity in schools</b></p> <ul style="list-style-type: none"> <li>a) Pupils should be kept in their consistent groups (bubbles);</li> <li>b) Sports equipment should be thoroughly cleaned between each use by different bubbles;</li> <li>c) Contact sports should be avoided;</li> <li>d) Prioritise outdoor sports;</li> <li>e) Use large indoor spaces where using outdoor space is not possible;</li> <li>f) Pay scrupulous attention to cleaning and hygiene due to the way people breathe during exercise;</li> <li>g) Do not use the indoor gym in school if there is one;</li> <li>h) External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities;</li> <li>i) Schools can work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so following the protective measures in place in school. External coaches, instructors etc. should maintain 2m social distance at all times where possible unless;</li> <li>j) Schools should refer to <a href="#">guidance on the phased return of sport and recreation</a> and guidance from <a href="#">Sport England</a> for grass root sport;</li> <li>k) Also refer to advice from organisations such as the <a href="#">Association for Physical Education</a> and the <a href="#">Youth Sport Trust</a>.</li> </ul> <p><b>5.6 Measures elsewhere</b></p> <ul style="list-style-type: none"> <li>a) Keep groups of pupils apart by avoiding large gatherings such as assemblies or collective worship;</li> <li>b) Minimise movement around school where possible – have staff rather than pupils move if feasible;</li> <li>c) Stagger movement times and avoid bottlenecks at entrances/exits;</li> <li>d) Continue to operate one way systems with appropriate signage in place;</li> </ul>	<p>changing rooms will be cleaned after each class has used it. Outdoor activities will be encouraged.</p> <p>NRG will be asked to follow the guidance and procedures put into place at school.</p> <p>Students will remain within their own classes at all times. Lunch will be eaten within classrooms and students will line up in their bubbles. One system in place and each bubble has their own entrance and exit to the building.</p>	<p>31/12/20- Food is to be delivered to classrooms by an LSA and SLT so students are not lining up 31/12/20- Students on transport come in the same door but classes are brought in, in bubbles and taken straight upstairs</p>
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		<p>e) Continue to stagger breaks and lunch where possible to allow cleaning of surfaces in dining halls between groups;</p> <p>f) School kitchens should be fully open for the Autumn Term and must comply with the <a href="#">guidance for food businesses on coronavirus (COVID-19)</a>.</p> <p>g) Decide on arrangements for pupils who bring packed lunches to school. Schools may decide to follow protocols devised for extended opening if feasible with larger numbers;</p> <p>h) Set up staff workrooms to facilitate 2m social distancing;</p> <p>i) Minimise use of staff room and ensure access to cleaning products for staff to wipe surfaces etc. before and after use.</p> <p><b>5.7 Arriving and leaving school</b>  <b>Given the pressures on public transport services it may also be necessary to work with local authorities so that they can identify where it might be necessary to provide additional dedicated school transport services, including in places where these services do not currently operate.</b></p> <p>a) Please refer to <a href="#">new guidance on Transport to School</a> published on August 11<sup>th</sup> 2020. Schools who commission or provide their own transport to school should use this guidance to inform their Travel to School RA. All schools should use the guidance to share information with parents/carers and pupils who will use public or dedicated school transport from the start of the Autumn Term 2020.</p> <p>b) Parents/carers and pupils should be encouraged to avoid using public transport and walk to school where possible.</p> <p>c) Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a>.</p> <p>d) See Section 3.1 above on face coverings.</p>		<p><b>Staff will be encouraged to be 2metres apart within shared spaces.</b></p> <p><b>Students are being transported within their bubbles and the transport providers have their own infection control measures in place.</b></p> <p><b>Information for parents will be sent out within the letter before the term begins.</b></p>	<p><b>31/12/20-Due to the needs of the students this is has not been possible, but students are spaced at least 1metre part and wear masks on the bus</b></p>
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		<p>e) Consider staggered start and finish times where possible to keep groups apart as they arrive and leave school, but do not reduce the amount of teaching time;</p> <p>f) Keep parents/carers informed of new routines and remind them not to gather in groups or enter the school grounds without an appointment;</p> <p>g) Maintain/adjust drop-off/pick-up protocols as necessary and inform parents/carers;</p> <p>h) All staff and pupils must wash their hands on arrival at school;</p> <p><b>5.8 Other considerations</b></p> <p>a) Where there is no alternative but to arrange face to face meetings with a parent/carers, only one person plus an interpreter should attend. Ensure the room is well ventilated and large enough to allow for social distancing;</p> <p>b) Consider the use of screens at such meetings and at the main school reception;</p> <p>c) Prepare pupils with SEND (EHCP or on SEN support) individually to the changes in routine using social stories if appropriate. See Annex B of the full opening guidance for more information regarding pupils with EHCPs;</p> <p>d) Update individual SEND risk assessments as necessary;</p> <p>e) As Supply teachers, peripatetic teachers and/or other temporary staff can move between schools, ensure they understand that they must minimise contact and maintain as much distance as possible from other staff. This includes Specialists, therapists, clinicians and other support staff for pupils with SEND who should provide interventions as usual, following Covid-19 hygiene procedures established in school;</p> <p>f) Maintain and share established Covid-19 distancing and hygiene procedures for contractors, visitors, catering staff and deliveries, as well as cleaning staff on site who may be working throughout the school and across different groups, arranging for them to come</p>	<p><b>Meetings will be held within a large office where people can distance. Reception has got a screen and will be kept closed where possible.</b></p> <p><b>Individual risk assessments completed as needed.</b></p> <p><b>Any external visitor will be fully briefed before entering the school.</b></p> <p><b>N/A</b></p> <p><b>Each child has a full pencil case and the case is wipeable. All</b></p>	<p><b>Due to logistics of keeping parents/carers out of main building students are leaving through same exit but leaving at staggered times to get on the buses</b></p> <p><b>Transport have been notified of changes</b></p>
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			<p>out of school hours where possible and ensuring a record is kept of who has been on site;</p> <p>g) 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;</p> <p>h) Ensure that staff and pupils have their own set of frequently used resources such as pens, pencils, maths equipment etc. kept in a wipeable case;</p> <p>i) Classroom based resources, such as books and games, can now be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces using standard cleaning products. Keep a track of what has been cleaned, by whom and when and evidence this with a tick sheet;</p> <p>j) Resources shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Again, keep a track of and evidence this as above;</p> <p>k) Continue to limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones, all of which can be brought in in a bag;</p> <p>l) Pupils and teachers can take books and other shared resources home but only where necessary. Staff and pupils should clean hand before and after using these resources, and they should be cleaned quarantined as in g) above on return to school;</p> <p>m) Engage with local immunisation providers to provide immunisation programmes on site, ensuring these will</p>		<p><b>equipment will be left in school. Shared resources will be minimum and will be fully cleaned between uses. Shared rooms and equipment will be deep cleaned between uses.</b></p> <p><b>Staff will be encouraged to leave resources within school.</b></p>	
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			<p>be delivered in keeping with the school's control measures.</p> <p><b>5.9 Supervised Tooth brushing Programmes</b>          These programmes can resume from the start of the autumn term. New guidance was issued on August 13<sup>th</sup> 2020. Please <a href="#">follow this link</a> to the guidance from which a separate risk assessment should be developed.</p>			
<p><b>6) Transmission of virus due ineffective use of PPE</b></p>	✓	✓	<p>a) <b>All staff</b> should know how to safely put on and take off PPE, please see PHE links to <a href="#">donning and doffing of PPE</a>.</p> <p>b) All staff should complete the <a href="#">Me Learning</a> course 'Infection Prevention Control for Frontline Workers' or equivalent course sourced by the school.</p> <p>c) Staff should wear PPE where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained as in <b>Section 1.2 f above</b>;</p> <p>d) Staff should wear PPE where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used;</p> <p>e) Staff should wear PPE as per the guidance for First Aiders in Appendix A.</p> <p>f) For more specific guidance on safe working in education, click <a href="#">here</a>.</p>		<p><b>Staff have been shown during INSET</b> See above</p> <p><b>Full PPE available.</b></p> <p><b>FA will wear full PPE when attending an incident. They will be extra vigilant where bodily fluids are involved</b></p>	
<b>Response to infection</b>						
<p><b>7) Test and Trace</b></p> <p><b>By the autumn term, all schools will be provided with a small number of home testing kits that</b></p>	ü	✓	<p>a) Schools must ensure they understand the procedures they must follow in the PHE NW Resource Pack for Schools. Please monitor the HT bulletin/Services for Schools website for the most up to date version.</p>		<p><b>All info regarding this will be placed a letter and all staff will be given this info.</b></p>	

<p>they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p>			<ul style="list-style-type: none"> <li>b) Schools must communicate with staff and parents/carers so that they understand they must be ready to <a href="#">book a test</a> if they or a child is displaying symptoms, give details of anyone they have been in close contact with if they test positive or are asked by a contact tracer and <a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (Covid-19) symptoms or someone who tests positive for coronavirus (Covid-19);</li> <li>c) Schools must ask staff and parents/carers to contact them immediately if the result is negative.</li> <li>d) If the result is <b>positive</b>, they must follow the <a href="#">stay at home guidance</a> for households with possible or confirmed Coronavirus (Covid-19) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.</li> <li>e) Schools should be familiar with and implement the <a href="#">NHS COVID-19 app in schools and further education colleges guidance</a>.</li> </ul>		<p>Staff in the Main Office will be responsible for communicating with parents/carers</p>	
<p>8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>✓</p>	<p>✓</p>	<ul style="list-style-type: none"> <li>a) Follow the procedures outlined in the PHE NW Resource Pack for Schools. <b>This is updated regularly.</b></li> </ul>		<p>PHE and the DfE has introduced a new dedicated advice service for schools. The service is for those needing support on the action they should take when they have been informed of a confirmed case of COVID-19 in school (staff or pupil).</p>	

					<p>The Coronavirus Helpline can be reached on 0800 046 8687 and selecting option 1. This will take the caller to a dedicated team of NHS Business Services Authority advisors who will work through a risk assessment with the school to identify close contacts and will inform the school what action is to be taken based upon current guidelines.</p> <p>Headteacher has given personal mobile so she can be contacted at weekends if a child tests positive.</p>	
9) Contain any outbreak by following local health protection team advice	✓	✓	a) Contact the LA and local HPT (See PHE NW Resource pack for contact details) to help with large or complex outbreaks with 5 or more cases across 2 or more bubbles, i.e. 5 new cases or 5 in the last 14 days. They will also advise regarding all special needs and residential/boardings schools related cases		As above. The LA will also be contacted for advice.	

**Risks involving school operations**

<p><b>10) Transmission of virus on transport</b></p>	✓	✓	<p><b>10.1) Dedicated school transport</b> (services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only). See Section 5.7a)</p> <p>DFE has published <a href="#">Transport to School guidance</a> which schools should use if they provide or commission their own transport; or use when working with the LA and transport providers when ensuring the transport needs of the pupils are met.</p> <ul style="list-style-type: none"> <li>a) Consider the feasibility of being able to have groupings on school transport reflecting the bubbles pupils are in within school;</li> <li>b) Consider providing hand sanitizer on school transport;</li> <li>c) Consider extra cleaning of transport between groups of pupils;</li> <li>d) Organisation of queueing and boarding;</li> <li>e) Distancing within vehicles if possible;</li> <li>f) The use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet.</li> <li>g) Communicate protocols and expectations to parents and pupils before the start of the Autumn Term.</li> <li>h) For more detail, <a href="#">click here</a>.</li> </ul> <p><b>10.2) Public transport</b></p> <ul style="list-style-type: none"> <li>a) If feasible, work with partners to stagger start and finish times to minimise the numbers of pupils traveling on public transport during rush hours;</li> <li>b) Encourage parents/carers, staff and pupils to walk or cycle to school;</li> </ul>		<p><b>Blackpool Council will take the lead on this. All transport has been risk assessed and the appropriate infection control measures put in place.</b></p>	
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			<ul style="list-style-type: none"> <li>c) Consider the feasibility of establishing “walking buses”;</li> <li>d) Investigate working with the LA to secure funding to support walking or cycling to school.</li> <li>e) Remind parents/carers and pupils that wearing face coverings is mandatory for children over the age of 11 on public transport;</li> <li>f) Ensure families who use public transport are aware of the <a href="#">safer travel guidance for passengers</a>.</li> </ul>			
<b>11) Risks to vulnerable groups within the school population</b>	✓	✓	<ul style="list-style-type: none"> <li>a) School should be aware of any pupil, staff or family member with a serious underlying health condition;</li> <li>b) Any school roles which can be done from home should be if feasible and appropriate (e.g. administrative roles);</li> </ul> <p><b>11.1) Shielding/self-isolating pupils</b></p> <ul style="list-style-type: none"> <li>a) From 1<sup>st</sup> August 2020, the shielding measure was ‘Paused’ by the Government nationally however due to the current rates of infection within Blackpool, this date is subject to change. Head teachers must follow local instructions regarding shielding. Any children on the shielding patient list should continue to be provided with a programme of remote learning. Current national shielding guidance is <a href="#">here</a>;</li> <li>b) Schools must work with the LA to be aware of any changes in local infection rates which could lead to local changes in shielding advice;</li> <li>c) Parents/carers with children under the care of a specialist my need to take advice from them before returning to school;</li> <li>d) Have remote education in place for any pupils unable to attend due to clinical/public health advice;</li> <li>e) Communicate Covid-19 control measures in place in school to provide reassurance to families where</li> </ul>		<p><b>School has a list of clinically vulnerable people within the staff and also within student households.</b></p> <p><b>Remote education packs will be prepared for students who are isolating. A member of staff will be assigned to drop off and collect work.</b></p>	<p><b>31/12/20- During Tier 4 situation clinically vulnerable staff will be shielding. Extra staff will be drafted in if staffing levels become an issue</b></p> <p><b>31/12/20-All learning is now also online via Teams</b></p>

			<p>pupils/relatives have been shielding or where there are increased risk factors such as BAME, obesity or diabetes;</p> <p>f) Risk assess all vulnerable pupils individually.</p> <p><b>11.2) Staff who are clinically vulnerable or extremely clinically vulnerable</b></p> <p>From 1<sup>st</sup> August 2020, the shielding measure was 'Paused' by the Government nationally however due to the current rates of infection within Blackpool this date is subject to change. Head teachers must follow local instructions regarding shielding. Current national shielding guidance is <a href="#">here</a>;</p> <p>a) Risk assess <b>all</b> clinically vulnerable staff (including BAME and <b>all</b> pregnant women). The risk assessment will inform the Head Teacher if it is appropriate for the staff member to return to the workplace and if so what control measure are required.</p> <p>b) Based on the Risk assessment outcome and where appropriate control measures can be implemented the Staff member may be able to return to work.</p> <p>c) It is important that all staff are properly risk assessed before returning to work. It is also strongly advised that where possible, deployment options are discussed with this group of staff to enable remote working.</p> <p>d) If based on the people risk assessment and all appropriate control measures are in place, (these must include stringent hand and respiratory hygiene practices and <u>strict social distancing</u>.) The individual may be able to return to the work place as long as all these can be observed at all time. Advice for <a href="#">guidance on shielding and protecting the extremely vulnerable</a>.</p> <p>e) People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>		<p>A risk assessment will be completed for more vulnerable staff.</p>	
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			<p>f) Where staff have characteristics that put them more at risk (see <a href="#">Covid-19: review of disparities in risks and outcomes report</a>) and are concerned about returning to work, discuss concerns and risk assess individually;</p> <p><b>For other staffing considerations, including staff support, deployment, recruitment, temporary and peripatetic, ITT trainees, staff leave etc. see <a href="#">Actions for Schools – guidance for full opening Section 2</a> and scroll down to the appropriate section.</b></p>			
<b>12) Estates considerations</b>	✓	✓	<p>a) As all staff and pupils will need to wash their hands more frequently, some schools may wish to consider installing extra wash basins.</p> <p>b) Where schools have electric hand driers, these can be used, but pupils (and staff) <b>must</b> wash their hands thoroughly for 20 seconds following PHE guidance. See “<a href="#">six steps to hand-washing</a>” poster in KS2 lesson and <a href="#">NHS video</a>. They must then follow the hand drier manufacturer’s instructions for drying hands (usually to hold hands under the air stream for 30 – 40 seconds <b>without</b> rubbing hands together until dry).</p> <p>c) Ensure all statutory safety checks are carried out;</p> <p>d) Where buildings have been closed or have had reduced occupancy, follow the guidance on <a href="#">Legionella risks during the coronavirus outbreak</a>;</p> <p>e) Ensure all classroom windows that can be opened are able to be opened safely. Safety devices may need to be fitted in some instances;</p> <p>f) Where the school has an air conditioning system, follow advice in the Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p>		See above	Legionella checks are completed each week by the Site Supervisor.

			g) Refer to guidance on <a href="#">managing school premises during the Coronavirus (Covid-19) outbreak</a> .			
<b>13) Educational Visits</b>	✓	✓	<ul style="list-style-type: none"> <li>a) Day visits can now resume with an appropriate risk assessment and in line with the protective measures in place in school and the Covid secure control measures at the destination;</li> <li>b) Schools should conduct pre-visits;</li> <li>c) Schools should be aware of wider advice on visiting indoor and outdoor venues.</li> <li>d) Pupils and staff should stay within the same consistent groupings they are in in school;</li> <li>e) All levels of visits should be submitted for approval to the appropriate person within the timescale set out in Requirements for Off-Site Visits and Adventurous Activities (see guidance section on Evolve);</li> <li>f) All visits must have a contingency for dealing with a child or member of staff who starts to display symptoms of Covid-19 on a visit;</li> <li>g) There is no start date for when residential visits in the UK or abroad can resume.</li> </ul>		School has an SLA for Evolve with Blackpool Council. Steph Owen is the school EVC and will oversee visits and ensure Covid procedures are in place.	
<b>14) Extra-curricular Provision</b>	✓	✓	<ul style="list-style-type: none"> <li>a) Where schools are resuming breakfast and after school provision, they should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible;</li> <li>b) If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups;</li> <li>c) Schools should advise parents to limit the number of different wraparound providers they access, as far as possible;</li> <li>d) Contact sports should not take place;</li> <li>e) For further detail, please see the guidance produced for summer holiday childcare, available</li> </ul>		Breakfast will be provided within bubbles and food brought to each class and dropped off.	

			at <a href="#">Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak.</a>			
<b>15) Behaviour Expectations</b>	✓	✓	<ul style="list-style-type: none"> <li>a) Update the behaviour policy in line with new school rules/procedures;</li> <li>b) Set out clearly at the earliest opportunity the consequences for deliberately breaking the rules to reduce the transmission of Covid-19;</li> <li>c) Work with staff, pupils and parents to ensure that behaviour expectations are clearly understood, and consistently supported, taking account of individual needs;</li> </ul>		<b>N/A – due to the nature of the pupils within school. A more appropriate approach has been put in place.</b>	31/12/20-If the safe space has been utilised for a child, it will be deep cleaned immediately afterwards
<b>16) Contingency plans for future outbreaks</b>	✓	✓	<ul style="list-style-type: none"> <li>a) For individuals or groups of self-isolating pupils, remote education plans should be in place. For further details, see <a href="#">here</a>;</li> <li>b) Have a contingency plan in place should PHE Health protection Team or the LA advise school to close to all but vulnerable children and the children of key workers to reduce transmission rates;</li> <li>c) Remote education support must be ready to be put in place immediately in the event of a local lockdown (see link in a) above)</li> </ul>		<p><b>See above for remote learning strategy.</b></p> <p><b>Contingency plans are in place and will be activated if the need arises.</b></p>	

**Head Teacher Signature:** R Kenworthy

**Date:**

**Date of Review:** 1<sup>st</sup> October

2020

**Chair of Governors/Trust CEO:**

**Date:**

**Date of Review:** 31/12/2020

**Local Authority/Trust CEO:**

**Date:**

**Date of Review:** 20/01/2020

## **Appendix A**

### **Advice for First Aiders in Schools/Early Years Settings during Covid-19**

We recognise that first aid remains a crucial skill even as the country deals with the COVID-19 pandemic. We have put together the below advice for first aiders so that you can continue to support others where required and keep yourself safe.

Government guidance on first aid response during Covid-19 can be found [here](#).

### **Keep yourself safe**

During the Covid-19 pandemic, it is recommended that you wear gloves and a facemask for all first aid incidents. Eye protection and an apron may also be required, where there is a risk of coming into contact with bodily fluids. PPE can be found with/in first aid kits.

Please see Public Health guidance on how to safely put on ([don](#)) and take off ([doff](#)) PPE, advice posters should be located with first aid kits. It is recommended that employees who are first aiders familiarise themselves with safe use of PPE as soon as possible, so they are able to keep themselves and the casualty safe, when they respond to a first aid incident.

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty. Avoid touching your mouth, eyes and/or nose.

Ensure that you do not cough or sneeze over a casualty when you are treating them, if you need to cough, do this into your elbow.

- Do not lose sight of other cross contamination that could occur that is not related to COVID-19.
- Wear gloves at all times
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely – double bag and place in a bin
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound

### **Cardiopulmonary resuscitation (CPR) – Adults**

*Full statement from the Resuscitation Council can be found [here](#)*

If you are required to perform cardiopulmonary resuscitation (CPR), you should conduct a risk assessment (this would be a “dynamic risk assessment” at the time) and adopt appropriate precautions for infection control.

Do not go down close to the casualty to check breathing just look at the chest and abdomen. Ring 999, ensure you are wearing a mask and start compressions.

For adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; **perform chest compressions only**. Resuscitation Council (UK) Guidelines 2010 for Basic Life Support state that studies have shown that compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest due to lack of oxygen).

If a decision is made to perform mouth-to-mouth ventilation, you must use a resuscitation face shield or mask from your first aid kit.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow the advice on isolation.

### **Cardiopulmonary resuscitation (CPR) – Paediatric Advice**

We are aware that paediatric cardiac arrest is unlikely to be caused by a cardiac problem and is more likely to be a respiratory one, making ventilations crucial to the child's chances of survival. However, for those not trained in paediatric resuscitation, **the most important thing is to act quickly to ensure the child gets the treatment they need in the critical situation, call 999 immediately.**

**The importance of calling an ambulance and taking immediate action cannot be stressed highly enough.** If a child is not breathing normally and no actions are taken, their heart will stop and full cardiac arrest will occur.

It is likely that the child/infant having an out-of-hospital cardiac arrest will be known to you. We accept that doing rescue breaths may increase the risk of transmitting the COVID-19 virus, either to the rescuer or the child/infant. However, this risk is small compared to the risk of taking no action as this will result in certain cardiac arrest and the death of the child.

If a decision is made to perform mouth-to-mouth ventilation, you must use a resuscitation face shield or mask from your first aid kit.

### **Paediatric First Aid Ratios and Validity**

Current guidance states that if children aged 2-5 are within a setting, providers must use their 'best endeavours' to ensure one person with a full PFA certificate is on-site. If after using best endeavours they are still unable to secure a member of staff with full PFA to be on site then they must carry out a risk assessment and ensure that someone with a current First Aid at Work or Emergency PFA Certification is on site at all times children are on premises.

'Best endeavours' means to identify and take all the steps possible within your power, which could, if successful, ensure there is a Paediatric First Aider on site when a setting is open, as per the usual EYFS requirement on PFA.

New entrants (levels 2 and 3) will not need to hold a Paediatric First Aid (PFA) certificate within their first 3 months in order to be counted in staff:child ratios, during the COVID-19 outbreak.

Additionally, if PFA certificate requalification training is prevented for reasons associated directly with COVID-19, or by complying with related government advice, the validity of current certificates can be extended by up to 3 months. This applies to certificates expiring on or after 16 March 2020.

**Providers remain responsible for ensuring all children in their care are kept safe at all times.**