



Generic Covid-19 Risk Assessment for Handsworth Grange
1st September 2020

Covid-19 Risk Assessment for School Settings

This generic risk assessment is to be completed by schools to assess the risk within their environment and, provide additional control measures where necessary to manage those risks to an acceptable level.

The technical name of the virus that causes COVID-19 is severe acute respiratory syndrome coronavirus 2, abbreviated as **SARS-CoV-2**. School/childcare settings are essential for us to effectively manage our response to Covid-19 and those staff working in these settings are providing a key role. Staff are understandably feeling anxious about the potential risk to their health of carrying out their usual work activities during the Covid-19 pandemic.

Whilst the Covid-19 virus can cause serious illness, especially for vulnerable adults with underlying health conditions evidence suggests that for the majority (particularly children and young people) they will experience a mild to moderate illness. Whilst this is a complex and changing situation, there is enough known about the epidemiology of Covid-19 to provide a risk based approach to support staff in their roles. Therefore: -

- **Avoid contact with anyone with symptoms**
- **Frequent hand cleaning and good respiratory hygiene**
- **Regular cleaning of settings**
- **Minimising contact and mixing**

The assessment below has been developed based on the following principles:

- That we will act together to ensure the safety and reassurance of all staff, children & young people.
- PPE will be recommended according to evidence of **efficacy and assessment of clinical risk**.
- All efforts will be made to secure a reliable and adequate supply of suitable PPE.
- If supplies were to be threatened, distribution would be prioritised according to clinical risk and 'mission criticality'.
- PPE does not negate the need for social distancing and hand and respiratory hygiene.
- Having entered a period of sustained, community transmission, all staff and clients are approached as potentially carrying Covid-19.

The national guidance and response requires that where possible we: **Stay Alert and Stay Safe**

Only go outside for food, health reasons or work (but only if you cannot work from home). Schools/Educational settings are required to remain open to support children/young people of key workers, vulnerable children/young people and are starting to increase the number of children/young people from the 1st June.

Therefore, staff are required to go into work, (unless they are in the clinically vulnerable or extremely clinically vulnerable groups.

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
Covid-19	<p>Transmission of the virus – leading to potential ill health and fatality</p> <p>Staff having appropriate knowledge on virus, transmission and risk</p>	Employee, pupils, agency staff, member of the public	<p>All staff to keep themselves updated and follow the latest <u>Government</u> and national Public Health England/NHS guidelines via https://www.gov.uk/coronavirus</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Covid-19 advise, and recognising symptoms signs placed in key areas and around school.</p> <p>Prevention:</p> <ol style="list-style-type: none"> 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. 6) where necessary, wear appropriate personal protective equipment (PPE). 	<p>Regular sharing of information with all staff. Including information from central team and Government.</p> <p>Staff guidance document that supports reopening has been communicated and issued to all staff prior to opening.</p>	L

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			<p>Numbers 1 to 4 must be in place in all schools, all the time.</p> <p>Number 6 applies in specific circumstances.</p> <p>Test and Trace NHS https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</p>		
Transmission of Covid-19 via arrival at setting	Increased transmission of virus on arrival at school setting	Employee, pupils, agency staff, member of the public	<p>Consider how children/young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport.</p> <p>When parents/carers are dropping off /collecting their children from school there should be clear signage in place that encourages social distancing and alerts individuals to Covid-19 and risks of transmission.</p> <p>Parents/carers should be discouraged from gathering at school gates.</p> <p>A clear demarcation line is in place around the reception area to protect staff (to reduce the number of parents/carers within this area). This demarcation requires parents/carers to remain 2metres away from the reception desk area.</p> <p>Where a walking bus is required to continue at this time ensure social distancing is encouraged.</p> <p>Hand sanitiser placed in reception for use on entry. Regular sanitisation and frequent washing signs placed in key areas and around school.</p>	<p>Parent/students have received written and verbal communications regarding travel mode to the school and emphasising government requirements for travel on public transport.</p> <p>Signage outside the building has been made more noticeable. Main gates to be locked so that only those that should be on site gain access.</p> <p>Signage and Line has been put in place. Sliding glass screens are to remain closed.</p> <p>n/a</p> <p>Sanitize station at both sides of main entrance to Block 1. Also in main entrances to Block 2 and Block 3.</p>	L

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			<p><u>September 2020 Return (Additional Protocols)</u></p> <ul style="list-style-type: none"> • The year groups have been allocated into bubbles and zones within school. • Each bubble will enter the school via a different entrance to site and at staggered times in the morning. • Will also leave the site through the same areas they entered and again at staggered times. <p>NEW OPERATING MODEL IN PLACE WITH TIMETABLES, LOCATIONS OF BUBBLES, SOCIAL TIME ALLOCATIONS AND PLACES (SEE APPENDIX).</p> <p><u>January 2021 Lockdown</u></p> <p>KWV pupils only on site, bubbles created in separate zones, with different breaks and lunch times.</p> <p>All staff on rota basis.</p> <p><u>March 2021 Return (Additional Protocols)</u></p> <p>Staff begin to return by department rota from Wed 3 March, to set up for full return on Mon 8 March.</p> <p>As with September return, pupils allocated zones around school, different entrance and exit points, and staggered breaks and lunches.</p> <p>Masks to be worn in classrooms as well as on corridors.</p> <p>Spare masks placed in all classrooms.</p>	<p>Sanitisation stations at all entrances and in classrooms.</p> <p>Letters home, texts, app, to notify parents and students to arrive at the correct entrance and at the specified times.</p> <p>Staff on duty at different entrance points in the morning and exit points after school.</p> <p>Pupil places allocated by application in advance only. No drop-ins. Registers taken, and attendance monitored.</p> <p>One entrance via reception, sanitise station and signing in system in place.</p>	L

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			<p>Teachers leave classrooms 5 minutes earlier to minimise movement on corridors.</p> <p>w/e/f 8 March, pupil testing is planned in. Staggered arrival times, different entry and exit points. In-school testing complete by Thu 18 March.</p>	Home testing begins w/e/f 22 March.	
Effectively implementing social distancing in a school setting	Staff and Children/Young People being unable to adhere to social distancing therefore increasing the transmission and spread of Covid-19	Employee, pupils, agency staff, member of the public	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible, education and childcare settings that remain open should:</p> <ul style="list-style-type: none"> • tell children, parents, carers or any visitors, such as suppliers, not to enter the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19). • ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible and in line with national guidance. • stagger lunch times, break times, and the movement of pupils around the school, to reduce large groups of children gathering. • try to follow the <u>social distancing guidelines</u> <p>Follow key national guidance:</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings</p> <p>September 2020 Return (Additional Protocols)</p> <ul style="list-style-type: none"> • Staggered start times to reduce crossover of bubbles and year groups. • Staggered breaks and lunchtime to reduce crossover of bubbles and year groups. • Learning zones for each bubble/year group in specified areas of the school. 	<p>Guidance on websites and on notices around school Signs are on corridors and at high level above doors for visibility, to ensure all persons in the building can clearly see them.</p> <p>5 areas of school (1 for each year group/bubble).</p>	L

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			<ul style="list-style-type: none"> • Duty rotas for staff to meet and greet students and ensure bubbles are adhered to. • One-way systems where possible have been implemented to reduce mixing of students on corridors. • Social times, areas split for bubbles when they are on breaks at the same times. • Staff will rotate between lessons and pupils stay in their classrooms as much as possible. • PE will continue but will be delivered so equipment is not shared between year groups. Pupils will come into school wearing their PE kit on the day they have PE. • First aid stations in each zone. • Fire evacuation routes for each bubble to keep year groups apart. • Students and staff to wear masks in corridors and communal areas. <p><u>January 2021 Lockdown</u></p> <p>KWV pupils only. Separate zones for bubbles, with different breaks and lunch times.</p> <p>Fire evacuation routes and assembly points created to avoid crossover of bubbles.</p> <p><u>March 2021 Return (Additional Protocols)</u></p> <p>As with September return, pupils allocated zones around school, different entrance and exit points, and staggered breaks and lunches.</p> <p>Teachers leave classrooms 5 minutes earlier to minimise movement on corridors.</p>		

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Visitors / parents and pupils accessing the site dropping off / collecting pupils	Transmission of the virus – leading to potential ill health & fatality	Staff, parents, pupils, visitors etc	<p>No one should enter the School premises if they are displaying symptoms of Covid-19 e.g. staff, parents, pupils, contractors etc.</p> <p>Identification of pick up and drop off signs.</p> <p>Stop all non-essential visitors entering site .</p> <p>A clear demarcation line is in place around the reception areas so that 2 metre social distancing can be maintained .</p> <p>Sneeze screens placed around reception if required.</p> <p>Where possible a visual screen / barrier is in place to protect office staff.</p> <p>Introduce staggered start and finish times to reduce congestion and contact at all times</p> <p>Manage external site access points to enable social distancing.</p> <p>Where electronic / touch screen “signing in” systems are used – ensure these are cleaned / wiped down after every person has used the system or temporarily disabled to avoid risk of contamination.</p> <p>Allow plenty of space (two metres) between people waiting to enter site.</p> <p>Ensure reception areas do not allow more than is required to maintain a safe social distance.</p> <p><u>September 2020 Return (Additional Protocols)</u></p> <p>All staff to use swipe cards for signing in, to avoid using the touchscreen. If card is lost, forgotten on the</p>	<p>Communications to parents should inform them not enter the site if exhibiting symptoms (sign above intercom – please sanitise hands after use).</p> <p>Main gate closed and intercom only access.</p> <p>More signage is in place. A protective zone is marked out.</p> <p>Reception glass partitions are to remain closed.</p> <p>Implemented for Year 10</p> <p>Signs & markers in place.</p> <p>Touch screen not to be used.</p> <p>Shared use of pens is not allowed where paper-based signing in systems are used. Clear signs are in place in both buildings, wherever a pen is being used.</p> <p>Signage and markings are displayed.</p> <p>Staff should request replacement cards from Buildings team to use sign-in system.</p>	L

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			<p>day, etc and the touchscreen is used, hands are to be sanitised first & screen must be cleaned afterwards.</p> <p>All visitors to be signed in by reception staff using the sign-in system. Telephone number to be given for test & trace purposes.</p> <p>Visitors are to be identified by bright stickers.</p> <p>Masks are to be worn by visitors, in all communal spaces.</p> <p>All non-essential visits are currently not going ahead.</p> <p><u>January 2021 Lockdown</u></p> <p>All non-essential visits are not going ahead.</p> <p>Contractors sanitise and sign in at reception, then are met and escorted by site team. Masks are worn at all times.</p> <p><u>March 2021 Return</u></p> <p>Paper-based signing in/out for staff is to end.</p> <p>Resume signing in/out by using swipe cards to avoid using the touchscreen. If card is lost, forgotten on the day, etc and the touchscreen is used, hands are to be sanitised first & screen must be cleaned afterwards.</p>	<p>Staff based in B3/4 must use sign in system at one of the terminals in either main reception or entrance to B2.</p> <p>Hands are to be sanitised first and shared use of pens is not allowed.</p> <p>Staff should request replacement cards from Buildings team to use sign-in system.</p> <p>Staff based in B3/4 must use sign in system at one of the terminals in either main reception or entrance to B2.</p>	
Effectively implementing social distancing and minimising	Staff and Children/Young People being unable to adhere to social distancing	Employee, pupils, agency staff,	<p>Settings are asked to implement the following during the school day so as to actively support social distancing and minimise risk:</p> <ul style="list-style-type: none"> visiting the toilet one after the other. 	Minimised.	

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risks in a school setting	therefore increasing the transmission and spread of Covid-19 during the school day	member of the public	<ul style="list-style-type: none"> staggering break times and lunchtimes so social distancing is monitored closely. putting guidelines on the floor in corridors – movement throughout the School to be monitored and managed to encourage social distancing. avoiding unnecessary staff gatherings: All educational visits should be cancelled & all parents evenings are cancelled throughout this present time. <p>Where money is handled, parents are encouraged to pay by card /cheque/online (discourage handling of cash)</p> <p>PPE made available, with masks, gloves, and aprons to all first aid staff.</p> <p>Reception staff to have masks where necessary.</p> <p>Cleaning staff to be placed on a daily rota to ensure classrooms, computers, communal areas including equipment, walkways, and toilets are kept clean.</p> <p>Evening cleaning to continue as required.</p> <p>Sanitisers and tissues placed in classrooms for use by staff and students.</p> <p>2 metre social distancing signs placed around school.</p> <p>Hand washing, along with covid-19 advice and recognising symptoms signs placed in key areas and around school.</p> <p>Implement one-way movement around school to minimise contact.</p> <p>Signage to be in place identifying the flow of movement and direction of travel.</p>	<p>Footsteps 2 meter apart, signage has been marked on floors.</p> <p>No cash in machines parent advised to used parent pay only for canteen.</p> <p>Available in both buildings for medical / first aid purposes.</p> <p>Rota is in place.</p> <p>Rota is in place.</p> <p>Sanitiser and tissues are in all classrooms.</p> <p>Signage is displayed.</p> <p>More signage has been put up around school.</p> <p>More have been put up.</p> <p>Signs have been put in place.</p> <p>Staff and students have been briefed beforehand and will receive an induction session to ensure understanding of social distancing rules (including</p>	<p>L</p> <p>L</p> <p>L</p>

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			<p>Staff to maintain distance from pupils and other staff as much as possible.</p> <p>Duty rotas for break and lunch to ensure students do not cross zones.</p> <p>Bell system introduced at the end of tutor/break to ensure that zones are clear prior to the next year group arriving for break.</p> <p>Whilst Sheffield is not identified as an area of high virus transmission and is not currently identified as an area of Government intervention at this time, the Sheffield Director of Public Health advises all pupils, students and staff in secondary schools that face coverings should be worn in communal areas and on corridors. See HSE website</p> <p>All settings should continue to reinforce key COVID-19 messages as sometimes when face coverings are worn, other measures tend to reduce and people can feel a false sense of security, causing them to socially distance less and reduce the number of times they wash their hands.</p> <p>Therefore, please continue to reinforce key messages of good infection prevention control and maintaining social distancing where possible.</p>	<p>emergency evacuation – see section later).</p> <p>Key staff have been issued with Walkie Talkies to improve lines of communication.</p>	

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			<p>https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education</p> <p>March 2021 Return</p> <p>As with September return, pupils allocated zones around school, different entrance and exit points, and staggered breaks and lunches.</p> <p>Masks to be worn in classrooms as well as on corridors.</p> <p>Spare masks placed in all classrooms.</p> <p>Teachers leave classrooms 5 minutes earlier to minimise movement on corridors.</p>		
Reducing transmission of Covid-19 through effective hand washing	Staff and pupils having sufficient opportunity through the school day to implement effective hand washing	Employee, pupils, agency staff, member of the public	<p>Follow Hand Washing protocol at appendix 1 below https://www.who.int/gpsc/clean_hands_protection/en/</p> <p>Soap and water, and regular handwashing for at least 20 seconds, is the best way of staying safe. Handwashing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available, or the situation makes using soap less feasible (for example, when outside), but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.</p> <p>Staff, children, young people and families should be reminded to wash their hands for 20 seconds more frequently than normal, including on arrival at the setting, before and after eating, and after sneezing or coughing.</p>	<p>Signs in place.</p> <p>Briefing of students in attendance will take place at the start of each day.</p> <p>Briefing to staff each day reminding of hygiene protocols in place.</p>	L

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			<p>Bins for tissues should be emptied throughout the day.</p> <p>Some children and young people with special educational needs and disabilities may require additional support in following public health advice or may find frequent handwashing distressing. Staff will know where this is likely to be the case, and how they can best support individual children and young people.</p>	<p>Individual needs of SEND identified in student individual plan/care plan.</p>	
Fire Drills / Activation of the fire alarm	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Cleaners, Catering staff etc	<p>When undertaking a fire drill social distancing should be maintained at all times.</p> <p>Markers should be displayed at the assembly area / muster point to avoid congestion.</p> <p>A phased return must be adhered to when leaving and re-entering back into the school premises to maintain social distancing.</p> <p>Washing of hands etc still required on entry back into the building.</p> <p>March 2021 Return</p> <p>Lockdown plan ends. Revert to standard procedures.</p>	<p>Ensure a fire drill plan is produced highlighting where each year group will be positioned.</p> <p>Students are briefed regarding procedures for emergency evacuation and lockdown as part of the induction session.</p> <p>You may have to use one or more external areas of the School to achieve social distancing.</p> <p>See new Fire Drill procedure.</p>	L
Cloakroom Areas	Transmission of the virus – leading to potential ill health & fatality	Staff, Parents & Pupils	<p>Parents are not allowed to enter the cloakroom areas.</p> <p>Staff to manage the number of pupils accessing cloakroom areas at the start, break times, lunchtimes and end of the School day to ensure social distancing is maintained.</p> <p>Regular cleaning of the areas to take place throughout the day with another clean to take place in the evening.</p>	<p>n/a</p> <p>n/a</p> <p>Daytime cleaning put in place for all areas with record of areas cleaned in each room, and a central sheet for the buildings team.</p>	L

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Staff client interaction where momentary physical contact is required or cannot maintain 2m distance.	Transmission of the virus – leading to potential ill health & fatality	Employee, pupils, agency staff	<p>Close adherence to hand and respiratory hygiene protocols.</p> <p>Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances. Gloves and apron to be worn.</p>	<p>Signage around schools, visitors limited.</p> <p>Guidance has been provided to all contractors.</p> <p>DVA displayed a notice on front gate, and a board at delivery entrance.</p>	L
Pupils using public transport to get to and from School	Transmission of the virus – leading to potential ill health & fatality	Pupils & staff	<p>Children should be encouraged to walk or cycle to school where possible.</p> <p>Where pupils use public transport, they must maintain social distancing at all times and avoid contact with hard surfaces (where possible).</p> <p>Pupils should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face.</p> <p>When they arrive at School, they must clean their hands for at least 20 seconds with warm soapy water before entering any of the classroom / teaching areas.</p> <p>Liaise with bus companies.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>	<p>Parental communication has reinforced social distancing requirements, not eating and the requirement to wear facial covering whilst on public transport.</p> <p>Contact made to transport companies, no of students coming into school is limited.</p> <p>Pupils have a sanitize station upon entrance to all buildings and in each classroom.</p> <p>Travel information has been put on school website.</p>	L
When essential travel in a vehicle is required		Staff & Volunteers	<p>When having to travel for business related reasons such as visiting a pupil's home, delivery of food hampers etc please only travel when this is essential.</p> <p>When using a private vehicle to make a journey that is essential, cars should only be shared by members of the same household. Those who normally share a car with people who are not members of their own household for a journey that is essential, e.g. getting to work, should consider alternatives such as walking,</p>	<p>Current protocols in place for Safeguarding visits, limited to one person and social distancing followed (ie where appropriate talk outside).</p> <p>If entrance to houses is required staff to risk assess individual circumstance and ensure PPE is worn and the need to</p>	

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			<p>cycling and public transport where you maintain a distance of 2 metres from others.</p> <p>https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</p> <p>Where using a car is essential to carry out a school-based task involving two or more people, it is recommended that two or more cars are used rather than staff travelling together in the same vehicle.</p> <p>Staff where possible should use their own vehicle, staff should only share a vehicle as an absolute last resort.</p> <p>If you have to share the vehicle with another staff member – remember to wipe down the car after the visit has taken place e/g steering wheel, handbrake, door handles etc with an antibacterial wipe (dispose of the wipes by double bagging) and open windows.</p> <p>Once you arrive at the property – you must maintain social distancing. Knock on the door and leave the hamper on the doorstep.</p> <p>If you are lone working, it is important to follow your lone working guidance and ensure a buddy system is implemented and you are in regular contact of your whereabouts.</p>	<p>enter the house is absolutely essential and no alternative exists.</p> <p>Staff have been notified to not share vehicles.</p> <p>Will there be enough car parking spaces?</p>	L
Managing risk If an individual displays symptoms		Employee, pupils, agency staff, member of the public	<p>https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</p> <p>If someone becomes unwell and starts to display symptoms in an education setting they must be sent home and advised to follow the staying at home guidance.</p>	<p>Guidance provided to staff and information and procedures are around school.</p> <p>Two medical rooms will be located in block 1, one in the Sports Hall and one in block 2. See the new first aid</p>	

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			<p>If a child is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</p> <p>If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible.</p> <p>The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>Public Health England together with NHS England and the Department of Health and Social Care (DHSC), has agreed to prioritise testing for those most at risk of severe illness from the virus.</p> <p>Those in hospital care for pneumonia or acute respiratory illness will be the priority.</p> <p>If a member of staff becomes unwell with a new, continuous cough, or a high temperature, in an education setting, they should be sent home and advised to follow the <u>staying at home guidance</u>.</p> <p>Wider testing is being rolled out, and priority lists will be set for this. If critical workers, including education and childcare staff, are tested, this may not be for all staff, but rather for staff with symptoms, in order to enable them to go back to work if they test negative. Across the Local Resilience Forum plans are being developed for key worker testing Information on the roll out of this service will be shared with settings as soon as possible.</p>	<p>procedure. First Aid staff have been provided full PPE, including masks, gloves, aprons and face shields.</p> <p>Signs created to close down the room, until deep clean has been done.</p>	L

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			<p>Self-isolation and shielding</p> <p>A small number of pupils will still be unable to attend in line with public health advice to self-isolate because:</p> <ul style="list-style-type: none"> • they are self-isolating and have had symptoms or a positive test result themselves, • they live with someone that has symptoms or because has tested positive and are a household contact, • they are a close contact of someone who has coronavirus (COVID-19). <p>New advice for those identified through a letter from the NHS or a specialist doctor as in the group deemed clinically extremely vulnerable (CEV or shielding list) was published on 13 October 2020.</p> <p>The guidance provides advice on what additional measures individuals in this group can take tailored to each Local COVID Alert Level.</p> <p>Response to any infection:</p> <p>1) engage with the NHS Test and Trace process.</p> <p>2) manage confirmed cases of coronavirus (COVID-19) amongst the school community.</p> <p>3) contain any outbreak by following local health protection team advice.</p> <p>Numbers 1 to 3 must be followed in every case where they are relevant.</p>		

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			<p>Testing:</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> <p>Any members of staff who has helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those</p>		

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			<p>people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> • direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin). • proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual. • travelling in a small vehicle, like a car, with an infected person. <p>Local Health Protection Team: PHE South Yorkshire Health Protection Team, Vulcan House Steel, 6 Millsands, Sheffield, S3 8NH</p> <p>Phone: 0114 321 1177</p>		
Deliveries and Maintenance on school sites			<p>Only essential repairs and maintenance work should be carried out</p> <p>Full chlorination cleaning of water systems and sample testing to be taken before re-opening.</p> <p>Statutory site maintenance checks to continue.</p> <p>All deliveries to School (including milk and fruit) should be left at the main entrance and sanitised with wipes</p>	<p>Delivery signage has been enhanced at reception to ensure they go to correct door.</p> <p>Guidance and revised Induction to site to be drafted for contractors visiting site, re social distancing etc.</p> <p>Steve Machin to update DVA.</p>	L

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<p>or suitable disinfectant before taking them inside the School premises.</p> <p>Keep deliveries to a minimum with essential items only.</p>		
Teaching & Learning in the Classroom environment	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>Staff will rotate between zones and the pupils will remain in the same classes as much as possible.</p> <p>Pupils in Y9 will move between their zone and specialised technology areas to access practical lessons.</p> <p>Sanitizer stations will be located in each classroom. Staff and students will use this on entry and exit to the classroom.</p> <p>When entering / leaving the classroom this should be on a phased “one person at a time” basis.</p> <p>Remote education support</p> <p>Read how you can get help with remote education for links to a range of support for schools.</p> <p>This support has been co-designed with schools and will include a range of school-led webinars and resources intended to share good practice. This is in addition to the video lessons offered by the sector-led Oak National Academy and other providers of quality education resources.</p> <p>Available support includes peer-to-peer advice and training through the EdTech Demonstrator programme, as well as guidance on how schools can order devices and get help with technology for remote education</p>	Routes of movement have been determined. Cleaning routines are in place to ensure environments are safe and secure for use.	

		<p>Where possible Staff are to maintain a safe distance from the students (2 metres). All teacher desks are at least 2 metres away from the nearest student desk.</p> <p>Pupils will be seated in rows facing forwards and will not be allowed to leave their seat unless the teacher gives permission to do so.</p> <p>All shared resources, equipment etc. will be cleaned regularly with an antibacterial cleaning product.</p> <p>Sanitizer and tissues will be provided in classrooms and pupils encouraged to use them and put them in the waste bin.</p> <p>All Computers / ICT equipment should be cleaned after every session with an antibacterial spray / wipes.</p> <p><u>September 2020 Return (Additional Protocols)</u></p> <ul style="list-style-type: none"> • Year 7 & 8 being taught in tutor groups to reduce movement around their zones. • Other settings can move but only within their zone areas. • D&T and PE equipment to be limited in use, if used to be cleaned after each class. • Classroom seating to be in rows, facing front not each other. • Seating plans to be put in place (Mint Classroom). • Lining up in seating order back to front row. • Equipment to be in each room to reduce sharing of resources. • Classroom markings retained for classroom teacher division from students. <p><u>January 2021 Lockdown</u></p> <p>KWV pupils only on site. Classroom seating arranged to maintain social distancing. Teacher has a clearly marked area to remain safe distance from pupils.</p> <p>Bubbles created in separate zones, with different breaks and lunch times.</p>	<p>Maximum of 11 people in a classroom</p> <p>To be done after each session.</p> <p>Each room has a sanitise station, tissues, pc wipes.</p> <p>Each room has pc wipes.</p> <p>Wipes to be provided to each teacher of these areas and for each room.</p> <p>Equipment to be located in classrooms as required and not moved from one classroom to another.</p>	L
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Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<p><u>March 2021 Return (Additional Protocols)</u></p> <p>Masks to be worn in classrooms as well as on corridors.</p> <p>Spare masks placed in all classrooms.</p>		
Pupils Toilets	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff, Cleaners	<p>Ensure that toilet times are staggered to avoid congestion.</p> <p>Ensure access to hot running water.</p> <p>All toilets are cleaned on a daily basis both during and after the school day with an antibacterial spray, paying particular attention to the toilet seat, taps, flush, door handles, sinks, soap dispensers, hand dryers etc.</p> <p>Hand washing frequently with soap and in hot water where possible.</p>	<p>Staggered for each session and class.</p> <p>After each session.</p> <p>Soap dispensers are regularly checked.</p> <p>Each zone has been allocated its own toilets which are cleaned at break changeover times.</p>	L
Assemblies	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff	<p>Assemblies are delivered virtually via video recordings or MS Teams.</p> <p>Can take place in individual groups in their allocated classroom spaces rather than bringing children together in one hall or large space.</p>	<p>Pre-recorded videos to be distributed for staff to show in classes.</p>	L
Break and lunch times	Transmission of the virus – leading to potential ill health & fatality	Pupils, Staff	<p>At break times ensure pupils are allowed out in small numbers so that social distancing can be maintained.</p> <p>Restrict the number of pupils accessing the toilets at any one time.</p> <p>Restrict all contact sports such as football, basketball etc.</p>	<p>One area for each bubble.</p> <p>Staggered breaks.</p> <p>No sports available.</p> <p>Everyone stays on site.</p>	L

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<p>All persons should be required to stay on site once they have entered the School premises - access to the local shops is not allowed.</p> <p>Lunchtimes to be staggered to avoid congestion and at one time see below re children mixing with other groups.</p> <p>Food and drink should only be consumed in dedicated areas.</p> <p>Hand cleaning facilities or hand sanitiser should be available at the entrance of the dining room where people eat and should be used by all persons when entering and leaving the area.</p> <p>Where possible, all persons should be asked to bring pre-prepared meals and drinking bottles from home.</p> <p>Where catering is provided on site, it should provide pre-prepared and wrapped food only and where possible crockery, eating utensils, cups etc. should not be used.</p> <p>All catering staff should wear gloves when passing pupils utensils, cups etc.</p> <p>All food displays should be protected against contamination by coughing, sneezing, etc).</p> <p>Tables and chairs should be cleaned between each use.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment device.</p> <p><u>September 2020 Return (Additional Protocols)</u></p> <ul style="list-style-type: none"> Staggered break & lunch times for each bubble. 	<p>Staggered lunches.</p> <p>Canteen or outdoor picnic benches. All seating is clearly marked for distancing.</p> <p>Sanitising station available at entrance points at both sides of the canteen. Plus additional wall-mounted sanitisers.</p> <p>Grab bags provided by catering provider via a pre order system for each zone.</p> <p>Grab bags will be made available on a pre ordering system.</p> <p>After each session by cleaners.</p> <p>Included in rotas.</p> <p>Duty rotas introduced and all key staff have been issued with a Walkie Talkie to facilitate effective lines of communication.</p>	

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<ul style="list-style-type: none"> • Masks to be worn in communal spaces • Outdoor areas for each bubble to reduce mixing. • Staff rota developed to ensure supervision and manage bubbles and social distancing. • Staff allocated to same bubbles to prevent mixing and overlap. • Serving points to be split between bubbles in the canteen as well as queues, to reduce mixing of bubbles. • Parent pay the only method available to upload money onto pupil accounts. • Fingerprint cashless catering system to continue at point of sale – units to be cleaned after every single use. <p><u>January 2021 Lockdown</u></p> <p>Separate breaks and lunch time for each KVV bubble.</p> <p><u>March 2021 Return</u></p> <p>Revert to September protocols with staggered breaks and lunches for each year group. Separate zones/social spaces allocated inside and outside.</p> <p>Duty rota in place to ensure no crossover of bubbles.</p> <p>Masks to be worn at all times on corridors.</p>		
Breakfast and after School clubs	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>Where possible these clubs should be reconsidered, however, some settings may need to operate such clubs. Therefore, you need to consider: -</p> <ul style="list-style-type: none"> • The number of pupils attending the clubs so that social distancing is maintained. • Entering and existing the club is done in a phased way “one in one out” . 	<p>No provision for breakfast club.</p> <p>It however states that vulnerable student may have a provision, I would suggest that this is not possible in the canteen, In order for TS to meet lunch staggering they may not have staff on in the morning.</p>	n/a

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<ul style="list-style-type: none"> All food items are taken to the pupils seating area by a member of staff. <p>Schools should be working to resume any breakfast and after-school provision, where possible, from the start of the autumn term to ensure parents and carers can continue to or return to work.</p> <p><u>March 2021 Return</u></p> <p>After school clubs for PE, Music and Drama are due to restart from Mon 15 March.</p>		
Music Lessons	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>Due the high risk of transmission of Covid- 19 in relation to musical instruments (e.g. recorders, trombones etc. that are operated by mouth and touch. It is recommended that these lessons are postponed for the foreseeable future.</p> <p><u>September 2020 Return (Additional Protocols)</u></p> <p>No equipment to be shared between year group bubbles. Anti-bacterial wipes & sanitising spray has been provided for cleaning desks, stands & equipment before/after use. Hand sanitiser to be used before & after each lesson.</p> <p>Windows & doors remain open for ventilation. Teacher has a 2-metre zone for their own safety. Students to use their own equipment only, no sharing of instruments, stands or sheet music. Students sign-in at each session to track & monitor attendance and remain 2 metres apart for the lesson. Teachers to educate students how to clean instruments effectively.</p>	<p>To be taught theory only.</p> <p>Some limited practical lessons have been planned for KS3, from Oct onwards. JBB/CFQ to send full details.</p>	L

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
Drama – Shakespeare Project			<p>Pupils to be escorted on exit, to avoid cross over with separate pupil bubbles.</p> <p><u>March 2021 Return</u></p> <p>After school clubs due to restart from Mon 15 March for Drama and Music.</p> <p>Y10 project to take place after school, on Tues 13/10, 20/10, 3/11 in the main hall. Hand sanitising & social distancing guidance to be adhered to. Teachers & theatre employees to remain a safe distance apart from pupils & each other, at all times. Each pupil has their own table which is 2-metres apart from others. All items/props/equipment etc must be sanitised before & after use. Pupils to leave site via front door & gates to avoid Y11 intervention leaving at the back.</p>	<p>JBB communicated to parents.</p> <p>Sanitiser, cleaning spray & wipes have been provided.</p> <p>Theatre employees are visitors to site & must sign in for track & trace purposes.</p>	
Geography - Field Trip to Park Hill Flats			<p>Y10 group to make their own way by public transport. Stress importance of masks. Remind of latest guidance Gov & expectations. Avoid peak travel times, staggered arrivals at meeting point. Teachers to have spare masks & also sanitiser. Small working groups of 5 pupils (names set in advance for track & trace purposes). Social distance from the other working groups & avoid mixing with public/pedestrians as much as possible. Staggered departure times.</p>	<p>Letter sent to parents containing reminder of latest guidance and expectations.</p> <p>Reminder about PPE & behaviour expectations while using public transport.</p>	
Y9 Technology Practical Lessons			<p>Y9 technology groups will be escorted from their zonal classroom base to a specialised technology room. Movement routes are planned to avoid cross over with other bubbles.</p>	<p>Cleaning routines are in place to ensure equipment is cleaned between year groups and environments are safe and secure.</p>	

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
Y8 ICT lessons			Y8 pupils will move to IT4 for some of their ICT lessons. Movement routes are planned to avoid cross over of bubbles.		
Physical Education	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>Physical education lessons may continue (if deemed appropriate) provided they are non-contact and do not involve more than any one temporary group.</p> <p>Where possible, staff are to maintain a safe distance between each other (2 metres).</p> <p>Pupils must be encouraged to do the same.</p> <p>Limit the number of persons in the Gym to follow social distancing guidance.</p> <p>Ensure hand sanitizers / gels are made available for staff and pupils.</p> <p>All PE equipment is wiped down after each session.</p> <p>Ensure that contact sports are not undertaken.</p> <p><u>September Return (Additional Protocols)</u></p> <ul style="list-style-type: none"> Changing rooms not to be used, students doing PE will be allowed to come to school in their PE kit to avoid the need for “changing”. <p><u>January 2021 Lockdown</u></p> <p>KWV pupils are being given the option to participate in a practical exercise session during PE time, walking, badminton etc. Social distancing is maintained, and equipment sanitised before and after each use.</p> <p><u>March 2021 Return</u></p> <p>After school clubs due to restart from Mon 15 March.</p>		L

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
Meetings	Transmission of the virus – leading to potential ill health & fatality	Staff, Pupils, Visitors	Briefings are held virtually. Number of people attending meetings in person will be kept to a minimum – no greater than 30. Meetings with parents should be discouraged and only through pre-arranged agreement.	Where pre-arranged meetings are essential, entry to the site is via a dedicated 'visitor only' entrance. Visitors will not be allowed beyond the main reception area. Meeting would be in Minerva room & cleaned after use.	L
Conflict management between pupils and parents	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	Staff are discouraged from physical intervention if pupils are fighting. De-escalation techniques should be used to try and calm situations, if the situation escalates then staff must wear the PPE if restraint is required. Restraint should only be undertaken as a last resort by a qualified Team Teach trained member of staff. Parents are regularly reminded of their responsibilities and behaviour on the School site.	SLT/ HOY all team teach trained and PPE also available SLT/HOY will be the exception and carry PPE with them at all times. Full box of PPE gloves has been placed in SLT base in building 1 (Minerva Office).	L
Staff marking homework from pupils			Where appropriate, homework should be submitted online to avoid the use of handling books etc. If homework cannot be submitted online all books should be left in the School setting – staff must not take books home to mark advise says limit number of shared resources. When marking a book, gloves should be worn by staff to avoid cross contamination.	All homework marking is online at HGCSG.	L
Attendance Reporting and expectations		Staff and Pupils	School attendance will be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including: <ul style="list-style-type: none"> parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age; 	Key staff will be in each day to ensure completion of government requirements.	L

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Pupils who are extremely clinically vulnerable			<ul style="list-style-type: none"> schools' responsibilities to record attendance and follow up absence. the availability to issue sanctions, including fixed penalty notices in line with the local authorities' code of conduct. communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year. Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This should include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic. More evidence has emerged that shows there is a very low risk of children becoming very unwell from COVID-19, even for children with existing health conditions. Most children originally identified as clinically extremely vulnerable no longer need to follow this advice. Parents should speak with their GP or specialist clinician, if they have not already done so, to understand whether their child should still be classed as clinically extremely vulnerable. Those children whose doctors have confirmed are still clinically extremely vulnerable are advised not to attend school while this advice is in place. Schools must make appropriate 		

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			<p>arrangements for children to be able to continue your education at home.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend school.</p> <p>Continue attendance reporting and completing of daily data returns to the DfE.</p>		
Mental Health		Staff and Pupils	<p>Schools should follow the Trust employee guidance document to access any necessary support.</p> <p>Financial provision in place to source professional counselling for both staff and students.</p>	School staff provision with other external agencies signposted.	L
Administering First Aid and medication	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>If social distancing cannot be maintained when administering first aid/medication, PPE appropriate to the circumstances e.g. gloves, face masks and eye protection (if necessary) should be provided.</p> <p>Wash hands and ensure the affected area is cleaned upon completion.</p> <p>All first aid/clinical waste and PPE should be disposed of by double bagging and put in the clinical / external waste.</p>	<p>For further information on first aid visit the government guidance.</p> <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>For staff providing first aid – this is category 2 PPE</p>	Guidance advises that cat2 PPE not required in an educational setting
Vulnerable Groups			<p>From 5th November 2020 the new government guidance states:-</p> <p><u>Extremely Clinically Vulnerable staff</u></p> <ul style="list-style-type: none"> Staff classed as clinically extremely vulnerable to coronavirus – that is, people with specific 	<p>Guidance for Headteachers and Employees has been issued to all staff.</p> <p>Definition of extremely clinically vulnerable people can be found on the government website.</p>	L

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<p>serious health conditions are now being requested to work from home, and must not come into work. They are encouraged to stay at home as much as possible, but are encouraged to go outside for exercise. The Government will write to everybody who is clinically extremely vulnerable to set out detailed advice while the new restrictions are in place.</p> <p><u>Staff who are clinically vulnerable</u></p> <ul style="list-style-type: none"> • Where staff are particularly vulnerable to Covid-19 guidance from the 5th November states they should: • be especially careful to follow the rules and minimise your contacts with others. • continue to wash your hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in your home and/or workspace. • Clinically vulnerable can remain at work. While in school they should follow the sector-specific measures in this document to minimise the risks of transmission. • This includes taking particular care to observe good hand and respiratory hygiene, minimising contact and maintaining social distancing in line with the provisions set out in section 6 of the 'prevention' section of this guidance. • This provides that ideally, adults should maintain 2 metre distance from others, and where this is not possible avoid close face to face contact and minimise time spent within 1 metre of others. 	<p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>Additional information on carrying out the assessment is below.</p>	

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<ul style="list-style-type: none"> While the risk of transmission between young children and adults is likely to be low, adults should continue to take care to socially distance from other adults including older children/adolescents. <p>School staff should be familiar with the key clinically vulnerable and extremely clinically vulnerable groups so as to ensure they are supporting staff and pupils who may fall within these groups.</p> <p>School staff should be familiar with the key clinically vulnerable and extremely clinically vulnerable groups so as to ensure they are supporting staff and pupils who may fall within these groups.</p> <p>Staff who are pregnant</p> <ul style="list-style-type: none"> Pregnant women who are in the 'extremely clinically vulnerable' category - women who are pregnant with significant heart disease, congenital or acquired should follow the advice above and should work from home where possible. If they cannot work from home, you should not attend work for this period of restrictions. Pregnant staff who are not extremely clinically vulnerable should continue to follow advice from The Royal College of Obstetrics and Gynaecology (RCOG) occupational health advice for employers and pregnant women. 	<p>COVID-19 & Pregnancy</p> <p>Government Guidance placed those who are pregnant in the list of people who are vulnerable, meaning that they are at high risk of severe illness from COVID-19. Some pregnant school based staff may be defined as 'clinically extremely vulnerable'. Those who are pregnant should still take care to minimise contact with others from outside their household and should only return to the workplace if it is demonstrated that it is safe to do so. Schools should produce an individual risk assessment for any staff members who are pregnant or a new mother, including clear plans which demonstrate that there will be compliance at all times</p>	

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<ul style="list-style-type: none"> This document includes advice for women from 28 weeks gestation or with underlying health conditions who may be at greater risk. We advise employers and pregnant women to follow this advice and to continue to monitor for future updates to it. You must ensure that you complete an Individual Risk Assessment with all pregnant staff. <p>Staff who may otherwise be at increased risk from coronavirus (COVID-19)</p> <ul style="list-style-type: none"> Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the COVID-19: review of disparities in risks and outcomes report, which looked at different factors including age and sex, where people live, deprivation, ethnicity, people's occupation and care home residence. These staff can return to school in the autumn term as long as the system of controls set out in this guidance are in place. The reasons for the disparities are complex and there is ongoing research to understand and translate these findings for individuals in the future. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace. <p>Staff who are not clinically extremely vulnerable themselves, who live with somebody who is CEV can still attend work if they cannot work from home, in line with the wider rules set out in the new national restrictions from 5 November.</p>	<p>with the measures identified to manage the risk.</p> <p>Action for Schools to take on:</p> <p>This means that an important key action for schools is for you to undertake an individual risk assessment with your staff member.</p> <p>There are some concerns re risks of COVID-19 in the 3rd trimester of pregnancy. Data from the UK-wide Obstetric Surveillance System has identified that women in the third trimester are more at risk of becoming seriously ill, if they contract COVID-19. Therefore, it's important to pay particular attention to social distancing from 28 weeks of pregnancy. Also some pregnant women are at a higher risk of developing serious illness, including:</p> <ul style="list-style-type: none"> pregnant women from black, Asian and minority ethnic (BAME) backgrounds women over the age of 35 women who are overweight or obese women who have pre-existing medical problems, such as high blood pressure and diabetes <p>Therefore it is helpful to factor these issues in to any individual risk assessment. If your member of staff</p>	

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
				<p>feels comfortable with continuing to work in your setting and you are able to implement social distancing if the children in class are older etc., and none of the above risks apply then they can continue to be classroom based. The key recommendation is social distancing.</p> <p>Further information available at: https://www.rcog.org.uk/en/guidelines-research-services/coronavirus-covid-19-pregnancy-and-womens-health/ https://www.hse.gov.uk/coronavirus/working-safely/protect-people.htm</p> <p>It is recommended that schools link with their individual school HR providers to discuss directly issues relating to members of staff who are pregnant.</p>	
Providing intimate care	Transmission of the virus – leading to potential ill health & fatality	Staff & pupils	<p>Some children, and young people with special educational needs, may be unable to follow social distancing guidelines, or require personal care support. In these circumstances, staff need to increase their level of self-protection, such as minimising close contact (where appropriate), cleaning frequently touched surfaces, and carrying out more frequent handwashing.</p> <p>School staff should continue to use the PPE that they have always used (such as an apron and gloves) when undertaking more intimate care with pupils.</p>	<p>For staff providing intimate care – this is category 3 PPE</p> <p>Ensure adequate stocks of PPE are available and all staff are trained in the use of PPE including donning and doffing and disposing of PPE.</p> <p>A symptomatic PPE pack (100 units) will be provided for each school with details of how to order additional stock if required. This is via the LRF forum and will mean that the required PPE</p>	n/a

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			If you are not providing intimate care to someone, PPE is not needed.	specification is met and available in school settings.	
Contractors / essential repair work		Staff, pupil, Contractors etc	<p>Only contractors carrying out essential maintenance work are to be allowed on the School site.</p> <p>All contractors are to sign in and provide a contact number for track & trace purposes.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>All contractors are to sanitize their hands upon entering the site and maintain strict hygiene at all times.</p> <p>All contractors are to wear their own PPE masks around school.</p>	<p>The contractor is to notify the Headteacher / Senior manager of all areas visited, in order that these can then be thoroughly cleaned.</p> <p>Caretakers to keep log of area of work, give guidance to contractors and specify areas of work they can use.</p> <p>Ensure site guidance on physical distancing and hygiene is explained to visitors/contractors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors.</p>	L
Lack of ventilation	Transmission of the virus – leading to potential ill health & fatality	Staff & students	<p>Keeping occupied spaces well ventilated</p> <p>Once the school is in operation, it is important to ensure it is well ventilated and a comfortable teaching environment is maintained.</p> <p>This can be achieved by a variety of measures including:</p> <ul style="list-style-type: none"> mechanical ventilation systems – these should be adjusted to increase the ventilation rate wherever possible, and checked to confirm that normal operation meets current guidance (if possible, systems should be adjusted to full fresh air or, if not, then systems should be 		

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			<p>operated as normal as long as they are within a single room and supplemented by an outdoor air supply).</p> <ul style="list-style-type: none"> • natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air. • natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so). <p>Further advice on this can be found in Health and Safety Executive guidance on air conditioning and ventilation during the coronavirus outbreak and CIBSE coronavirus (COVID-19) advice.</p> <p>To balance the need for increased ventilation while maintaining a comfortable temperature, the following measures should also be used as appropriate:</p> <ul style="list-style-type: none"> • opening high level windows in preference to low level to reduce draughts. • increasing the ventilation while spaces are unoccupied (e.g. between classes, during break and lunch, when a room is unused). • providing flexibility to allow additional, suitable indoor clothing. For more information see School uniform. • rearranging furniture where possible to avoid direct drafts. 		

Potential Hazard	Risk	Who might be harmed?	Control measures to reduce risks	Additional control measures and actions	Risk (after control measures) H/M/L
			Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces.		

PPE Guidance

The guidance table below has been produced by Public Health Sheffield. This should be used to ascertain situation must be worn by individuals.

	Category	PPE Requirements	Educational Setting
1	Staff client interaction where distance of 2m can be maintained throughout	Close adherence to hand (i) and respiratory hygiene protocols (ii). No additional PPE required beyond what would usually be worn for any given task	The majority of school and childcare settings will fall into this category. For example Class Teacher and Classroom assistants working within a classroom environment where social distancing can be adhered to.
2	Staff client interaction where momentary (iii) physical contact is required or cannot maintain 2m distance.	Close adherence to hand and respiratory hygiene protocols. Surgical facemask to be worn by member of staff. Sessional (iv) use is adequate in these circumstances.	In some childcare and school settings where intimate care is required it may be necessary to wear a surgical facemask when undertaking certain tasks (e.g. administration of medication where it cannot be self-medicated, or When administering first aid, self-administration is not possible e.g. child places their own plaster on a cut / laceration
3	Prolonged/intimate (v) physical contact is required between member of staff and client.	Close adherence to hand and respiratory hygiene protocols. PPE required - Disposable gloves, disposable apron, sessional surgical facemask (include eye protection if client is coughing or sneezing). Donning and doffing according to standard protocols (vi) and disposing of clinical waste appropriately(vii).	Anyone who is symptomatic should not be in a childcare or school setting. However, if required to undertake intimate care with a child or young person then category 3 PPE will apply e.g. If a child requires intimate care when administering first aid as a result of a serious injury. And if that child is coughing or spitting, this should include eye protection.
4	Any scenario in the household of a 'shielded' (viii) person. Close adherence to hand and respiratory hygiene protocols	PPE required - Disposable gloves and plastic apron in addition to single use (ix) surgical facemask.	Not applicable
5	Specialist scenarios e.g. Aerosol generating procedures, hospital inpatients, home births, phlebotomy in non-compliant patients etc.	Specialist PPE requirements	Not applicable

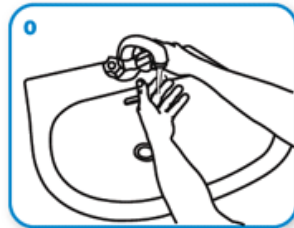
Appendix 1 – Handwashing Guidance

Clean hands protect against infection (WHO protocol)

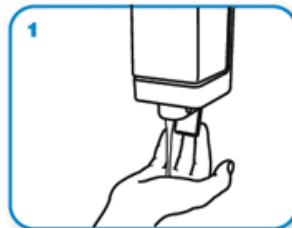
Protect yourself

- Clean your hands regularly.
- Wash your hands with soap and water, and dry them thoroughly.
- Use alcohol-based hand rub if you don't have immediate access to soap and water.

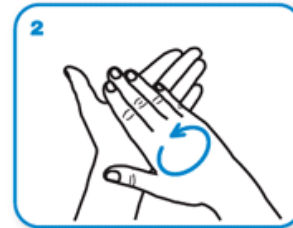
How do I wash my hands properly? Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below:



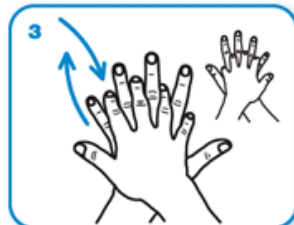
Wet hands with water



apply enough soap to cover all hand surfaces.



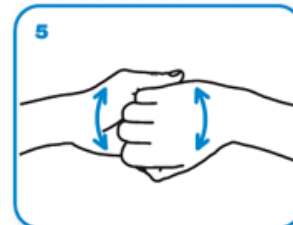
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



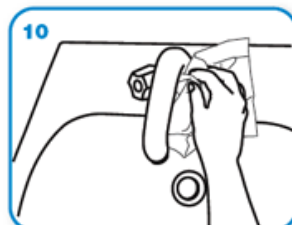
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

i.	Handwashing Protocol	Attached at appendix 1 above https://www.who.int/gpsc/clean_hands_protection/en/
ii	Respiratory hygiene protocol	This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately. https://www.who.int/emergencies/diseases/novel-coronavirus2019/advice-for-public
iii	Momentary contact	Relates to ad hoc interventions that may create proximity to bodily fluid – e.g. a driver putting a seatbelt onto a client.
iv	Sessional use	Surgical facemask can be used multiple times and need not be disposed of until wet, damaged or uncomfortable. https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control/covid-19-personal-protective-equipmentppe#section-6
v	Intimate care	Is defined as a role which is personally supporting the client to bathe, wash, feed etc. where there may be close proximity to bodily fluids.
vi	Donning and doffing	Refers to the correct method by which PPE should be put on and taken off.. https://www.gov.uk/government/publications/covid-19-personalprotective-equipment-use-for-non-aerosol-generating-procedures https://www.youtube.com/watch?v=-GncQ_ed-9w
vii	Disposal of PPE	PPE should be bagged and disposed of in a lidded bin followed by close adherence to hand washing protocol.
viii	Shielded person	Definition at appendix 3.
ix	Single use	Refers to disposal of PPE after each client interaction.
x	PHE Covid-19 IPC	https://www.gov.uk/government/publications/wuhan-novel-coronavirusinfection-prevention-and-control?utm_source=7c916e5e-b965-44d0-a304cf38d248abba&utm_medium=email&utm_campaign=govuknotifications&utm_content=immediate

Appendix 2 – Additional PHE Guidance for the Use & Disposal of PPE

Appendix 3 – Shielded/Extremely Clinically Vulnerable Group

People falling into this **extremely clinically vulnerable group** include:

1. Solid organ transplant recipients.
2. People with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD.
4. People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

NB: Patients should have received notification directly from the government and or their GP practice about whether they fall into this group and how to reduce their risk.