



**CRAMLINGTON LEARNING VILLAGE
COVID-19 RISK ASSESSMENT
JUNE 2020**

Prepared by:	Business & Finance Director/Director of Sport
Approved by:	Members Group
Date:	11/06/2020
Review:	July 2020

INTRODUCTION

CLV TIMELINE - MONDAY 1ST JUNE TO 17TH JULY 2020

Cramlington Learning Village is currently open to priority groups (comprising vulnerable students and children of key workers). Numbers attending have been low as Government advice to parents has been to keep children at home where possible .

From 15th June the Government is asking secondary schools to offer some face to face support to supplement the remote learning education of year 10 and 12 students who are due to take exams next year . This is in addition to the full time provision for priority groups.

The proposed re-opening strategy is currently as follows:

Date	Event
Monday 1st June - 17th July	<ul style="list-style-type: none">• Care for our key worker/vulnerable children continues.
Monday June 8th ongoing	<ul style="list-style-type: none">• All year groups review of online learning - School will move to Google Classroom as the most effective vehicle for setting work and delivering feedback to all our students.
Monday June 15 th and Monday 22 nd June	<ul style="list-style-type: none">• Year 12 and year 10 Pastoral interviews will begin as the first steps in our face-to-face support offer.
Monday June 29 th - 17th July 2020	<ul style="list-style-type: none">• Year 12 face to face support expands and includes support for UCAS and career progression. This will be delivered in small groups of 10 from 10 to 1pm with staggered starts and finish times.• Year 10 small group teaching will begin. Guided by feedback from the one-to-one meetings we will start teaching groups of year 10 students.

OVERVIEW OF RISK ASSESSMENT

<p>Activity: <i>Phased reopening of CLV during COVID-19 pandemic</i></p> <p><i>To be reviewed according to the CLV Covid-19 Scale, devised to reflect that of the government:</i></p> <p>CURRENT CLV COVID-19 SCALE IS 4 - Epidemic in general circulation and transmission is high or rising exponentially.</p> <p>CLV Academic response:</p> <ul style="list-style-type: none"> ● Hub established for students of key workers and those identified as being vulnerable ● Individual 1 to 1 interviews with disadvantaged, vulnerable and SEND students year 12 and 10 ● Aim to check well being to find barriers to learning and support work completion. ● Year 12 live lessons take place. ● Video support sessions available for a small number of students. ● Small group teaching commences year 12 and 10 <p>CLV Operational response:</p> <ul style="list-style-type: none"> ● One way systems with relevant signage in place ● Social distancing measures established ● Risk Assessments (RA) developed ● Deep cleaning of all areas ● Additional hygiene measures including hand wash basins and sanitiser dispensers across the site ● Personal Protection Equipment (PPE) packs available ● Clear guidance to staff and students ● Staggered start / end times to be introduced. 	<p><i>To be read in conjunction with Coronavirus (COVID-19): implementing protective measures in education and childcare settings and</i></p> <p>Actions for education and childcare settings to prepare for wider opening from 1 June 2020</p> <p>Date of assessment: 22 May 2020</p> <p>Date of ratification: 11 June 2020</p> <p>Date of review: August 2020 (or when Covid is scale 3)</p>
<p>People at Risk:</p> <ul style="list-style-type: none"> ● Staff ● Students ● Visitors ● Volunteers 	<p>Additional Information: <i>Existing service/task specific risk assessments and guidance provided by the government/Public Health England (PHE) and Northumberland County Council (NCC).</i></p> <p><i>Government/Public Health England Advice: https://www.gov.uk/coronavirus</i></p> <p><i>HSE Advice: https://www.hse.gov.uk/news/coronavirus.htm</i></p>

<ul style="list-style-type: none"> • Parents • Contractors 	<p>NCC Guidance: http://staff/Communications/Coronavirus-information.aspx Northumberland Education: http://northumberlandeducation.co.uk/coronavirus/ DFE Advice: DfE.coronavirushelpline@education.gov.uk NCC PPE Risk Assessment; NCC Staff Risk assessment NCC Health and Safety Team webpage Local Authority Scenario Guidance for Covid-19 Infection, Protection and Control NCC Control of Infection Policy</p>
<p>Name of Person/s Completing Form: Business and Finance Director Director of Sport</p>	<p>Review Date: 22 May 20</p>

Hazard	Risk(s)	Initial Rating L M H	Existing Control Measures	Final Rating L M H	Additional Action Required (action by whom and completion date – use separate Action Plan if necessary)
1. School re-opening following partial or full closure and lack of statutory testing and/or maintenance in buildings	Equipment / system failure leading to enhanced physical or biological risks to people.	Medium	<ul style="list-style-type: none"> Statutory testing and maintenance, such as water hygiene testing/flushing, lifts, gas safety, fire safety, play/sporting equipment tests, has taken place during the school closure. Site Manager has ensured all necessary checks/maintenance is up to date prior to school opening. 'NASUWT checklist on re-opening' has been reviewed. 	Low	<p>See guidance on Managing school premises, which are partially open, during the coronavirus outbreak</p> <ul style="list-style-type: none"> Where checks / paperwork /maintenance is lacking; steps taken to address this prior to reopening - items taken out of use (where possible), or guidance obtained from a competent person (manufacturer, service engineer).
2.1 Contact with others who may have COVID-19 Inadvertent transmission to others	Exposure to live virus resulting in contracting Covid-19. Exacerbation of existing medical conditions.	High	<p>Staff</p> <ul style="list-style-type: none"> A list of vulnerable / shielding / self isolating staff is retained by SLT, who ensure contact is made regularly. Staff on the clinically 'extremely vulnerable' list requiring shielding are self isolating at home for a 12 week period. A copy of the 'shielding' letter received by relevant staff to be shared with school. Those staff on the 'clinically vulnerable' list are working from home/assigned alternative duties (such as supporting remote education, carrying out lesson planning etc). Advice is sought from Occupational Health where necessary. Dates are reviewed to ensure self isolation periods are known. Office Manager retains staff absence records. 	Medium	<p>See NHS Who's at higher risk from coronavirus</p> <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p> <ul style="list-style-type: none"> Generic risk assessments for vulnerable staff are available via NCC. These will be completed and tailored to the individuals role where members of staff are required to be in school. Anyone displaying any symptoms of COVID-19 are not permitted on the premises.

			<ul style="list-style-type: none"> Employees who live with someone who has received an NHS letter confirming their shielding status - can attend work if stringent social distancing can be adhered to. An assessment will be undertaken on an individual basis. If stringent social distancing cannot be adhered to then dependent on the role the individual may be able to work from home. 		<ul style="list-style-type: none"> Staffing levels will be reviewed on a regular basis by DHT & Office Manager. <p>NHS test and trace: workplace guidance will be promoted and encouraged with all staff. When individuals are asked to self isolate because of close contact with a confirmed case, they will be supported in doing so.</p> <p>Current employer workplace actions will be followed including:</p> <ul style="list-style-type: none"> making every reasonable effort to enable working from home as a first option where working from home is not possible, identifying sensible measures to control the risks in the workplace keeping the workplace clean, maintaining safe working separation, and preventing transmission through unnecessary touching of potentially contaminated surfaces
2.2		High	<p>Students</p> <ul style="list-style-type: none"> A central record of existing medical conditions, provided by parents is held by school. This is maintained by the admin team as updated information is received. Pastoral staff (Junior Learning Village - JLV), (Senior Learning Village - SLV) and (Sixth Form) record daily absence in school. For Covid-19 related absences, the 7-day time frame will need to be included when declared by the parent/carer, if a student is 	Medium	<p>See NHS Who's at higher risk from coronavirus</p> <p>See: COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</p>

		<p>self-isolating (14 days if a member of the household has symptoms).</p> <ul style="list-style-type: none"> • Learning Managers / a • Attendance Manager monitor absences of students ; remote learning will continue for those not attending due to COVID-19. • It is possible that students who fall into clinically vulnerable categories as defined by PHE guidance will not send their child to school. However, students who are clinically 'extremely vulnerable' will need to be identified and supported so that they continue with remote education if necessary. • Since students classed as clinically 'vulnerable' can attend school, an individual risk assessment will need to be carried out in consultation with the child's parents. Advice from health professionals/GP involved in the child's care should also be sought. • Students living in a household with someone who is clinically 'extremely vulnerable' should only attend school if stringent social distancing can be adhered to. However, this information will not ordinarily be held by school and may only become evident through absence calls to parents. 	<p>See: Coronavirus (COVID-19): implementing protective measures in education and childcare settings</p> <ul style="list-style-type: none"> • Students returning to school during a previously declared self-isolation time frame will need to be identified and will return home after parent notification. • Learning Managers and staff involved in supporting attendance, will need to identify 'extremely vulnerable' students. • DSL will review students who have an Individual Healthcare Plan, to consider possible impact of COVID-19 on any underlying health conditions. This must be on an individual basis with advice from an appropriate health professional where required in line with PHE guidance <p>Further actions may be necessary:</p> <ul style="list-style-type: none"> • Where a child's health condition changes, Individual Healthcare Plans will need to be updated. • Where an Individual Healthcare Plan exists, arrangements will need to be made to ensure that any adults supervising the student understand the plan, and have received any necessary training.
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2.3		High	<p>Contractors and visitors</p> <ul style="list-style-type: none"> Wherever possible, contractors & visitors will attend site outside of school hours. Where this is not possible, they will not attend when students are entering / exiting school. Site manager/caretakers minimise contractor access, meeting them on arrival and sharing the actions required of them as a result of on site COVID-19 control measures (hand washing stations, hand sanitisers, access and movement control). All staff minimise the need for on-site visitors and only those with prior appointment to be expected. Reception/admin staff share the actions required of them as a result of on site COVID-19 control measures (including, one way systems, hand washing stations, hand sanitisers, access and movement control). 	Medium	<ul style="list-style-type: none"> When making appointments, contractors are briefed on the requirements for social distancing and PPE and not to attend school if displaying symptoms of COVID-19. Contractors and visitors must enter via main reception areas, 'sign in' and follow hand hygiene procedures. Cleaning will take place if a visitor needs to use welfare facilities. Normal safeguarding procedures apply. The on-site delivery location is to be reviewed. To minimise contact, delivery drivers will be 'met' outside by the site team. Reception / Site staff to coordinate this as deliveries enter the site via the barrier. Staff taking delivery have access to PPE (Gloves).
2.4		High	<p>General</p> <p>Government guidance on Coronavirus (COVID-19): implementing protective measures in education and childcare settings is followed.</p> <p>Key issues included and implemented by CLV:</p>	Medium	

			<ul style="list-style-type: none"> • Social distancing of 2m is applied throughout the school. • Highly visible 2m social distancing signs at building entry points and an increased directional and restrictive movement signage in place, including 'one-way systems, where required and possible. • To increase access to water and hand wash, mobile hand washing & sanitiser stations are located at key points on site. This will reduce the need to use toilets for access to taps. Facilities will help cleaning of hands more often than usual - on arrival by all and before and after eating, sneezing, coughing - following the guidance on hygiene washing hands thoroughly for 20 seconds with soap and water and/or use of alcohol hand sanitiser will be required. • To ensuring good respiratory hygiene, the 'catch it, bin it, kill it' approach will be promoted. School staff and signage promoting this message and additional lidded bins provided in all areas used. • Cleaning frequently touched surfaces often using standard products, such as detergents and bleach. Cleaning products including anti-bacterial wipes are available to staff and the frequency and extent of contracted cleaners using specialist products to clean touch points, such as doors, handrails and desks is at an increased level (see later). 		<ul style="list-style-type: none"> • Anyone displaying any symptoms of COVID-19 are not permitted on the premises. • As the number of staff and students on site increases, so will the amount of signage. Its consistency, such as reminders about hand washing/sanitising will be highly visible. • Communication to staff, students and parents in advance of first return to school, detailing the measures that have been implemented and the actions required by all staff and students (to include cleaning hands on arrival to school, using hand wash basins or hand sanitiser, use of PPE and adherence to access and movement control).
3. Unable to achieve social distancing in teaching environments and during classroom activities	Contracting COVID-19 - staff and students, passing onto vulnerable persons.	High	<p>The school has implemented the following to reduce risk in line with Government Guidance Coronavirus (COVID-19): implementing protective measures in education and childcare settings:</p> <ul style="list-style-type: none"> • Children of key workers/vulnerable children split into small groups of no more than 12 in classrooms with 	Medium	<p>Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England</p> <p>The school will further implemented the following to reduce risk, as the numbers of students increases:</p>

			<p>space that allows 2m distancing with desks spaced as far apart as possible.</p> <ul style="list-style-type: none"> ● Staff rota for supervision of children of key workers exists to allow staff to follow 'work from home' message. ● Students regularly encouraged to adopt good hand and respiratory hygiene, to maintain suitable distancing and to report if they are unwell. ● Large, well-ventilated classrooms, near to building entrances used, with opening windows available to aid circulation of air (Enquire for key worker children). ● Consistent use of desks and equipment by the same student in place to prevent shared workspace and equipment. ● Closer contact with other students is brief and transitory only, such as on entry and exit to building ● Staff informally monitor for presence of symptoms and report concerns to rota team leader (for key worker children) or the relevant Learning Manager/Pastoral Co-ordinator during phased return of other year groups and at stage of wider school opening. ● Face to face support for students planned to supplement remote education and reduce group mixing. ● Equipment use has been revised and measures to reduce simultaneous (as well as cleaning, below) use have been introduced, including: <ul style="list-style-type: none"> ● The use of shared PC's / laptops is restricted. Staff continue to use their designated office PC / laptop. Students all have use of a chromebook / laptop. ● Equipment 'packs' to be made available to students to remove the shared use of items (Pens, pencils, rulers etc). 		<ul style="list-style-type: none"> ● Upscale the number of classrooms in use (x30 have been identified that allow 2m distancing) to extend existing control measures across the site, including hand sanitisers on classroom walls and signage for key messages and movement control. ● Where possible the same desk / PC / equipment will be used by the same student throughout their time in the same room. ● Teachers will record a seating plan to maintain knowledge of who has sat where. ● Where possible the same teaching staff work with the same groups in the three 'schools'. ● Timetabling under review to minimise or stagger school activities (break times, lunch, pick up/drop off) to reduce movements and incidence of group mixing, including parents.
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4. Outdoor education: on-site and off-site	Contracting COVID-19 - staff, students, public.	High	<ul style="list-style-type: none"> • Current DfE guidelines advise against off-site visits. No plans for CLV to re-establish trips until the spring term at the earliest, pending guidance updates. Relevant staff to monitor staff requests for trips beyond this point in normal role as Educational Visits Co-ordinator (EVC). • For on site activities, such as outside learning but on campus, the general control measures listed by this risk assessment are implemented, as far as they are able to ensure that the risk of virus spread for both staff and children is as low as possible. • Challenge Wednesday activities have been postponed. This will be reviewed prior to Term 2 (Jan 2021). • The NCC Guidance for Outdoor Education - Schools & Establishments during COVID-19 for Planning Safe Activities is available for reference on Evolve, which relevant staff can access. 	Low	<ul style="list-style-type: none"> • On site activities: Submission of an trip request form via Frog is not required, however where risks are significant or are not already covered with another risk assessment the activity must be subject to a written risk assessment to include control measure in respect of COVID-19, in accordance with PHE and DfE advice and guidance at that time. • Off-site visits: Submission of a trip request form for approval via Frog is required for all Off site visits. Note DfE and FCO advice and OEAP National Guidance.
5. Breaks and social times	Contracting COVID-19 - staff and students.	High	<ul style="list-style-type: none"> • Revised duty staff rota in place to ensure supervision of students during transitions and social times. This will include toilet monitoring - one in one out policy applied - with less facilities open at any one time to allow direct cleaning. • Cohorted groups taken for hand washing prior to the eating of food. • Queueing for food to be restricted to lesson line length and 2m staggers in place between students. Catering arrangements to be reviewed in light of Co-vid 19. 	Low	<ul style="list-style-type: none"> • As the number of staff and students on site increases, a further assessment of the risks posed at breaks and social times will need to be undertaken. • This may require staggered break and lunch so that students are not moving around the school at the same time. • Picnic tables and outdoor seating areas to be marked as 'do not use'.

			<ul style="list-style-type: none"> Access to 'play areas' for games that require close physical contact has changed. The 3G pitch - used for football - will not be open. The JLV yard will be available for students based in the JLV (Children of key workers) to be outdoors, but play equipment will only be allowed if multiple cohorted groups do not use play equipment simultaneously. 		<ul style="list-style-type: none"> Separate risk assessment review carried out for food preparation and service (PPE, contact etc). Screens to be purchased to provide a physical barrier between catering staff and students. Biometrics will not be used to verify the identity of staff/students. Catering staff will instead take names and search manually on the catering system when recording sales.
6. Use of communal areas - toilets, corridors, sports halls, dining hall, outdoor spaces, staff room, offices	Contracting COVID-19 - staff students, visitors, parents/ carers	High	<p>A phased return to school will allow these measures to be tested and reviewed for effectiveness, based on the number of students in school the risk assessment will then be reviewed .</p> <ul style="list-style-type: none"> One way system, in/out, no entry/exit only points. Timings of breaks and lunches to reduce numbers in circulation if moving out of classrooms for food. <p>Communal areas</p> <ul style="list-style-type: none"> No soft furnishings accessible for seating. Students will be prevented from gathering in groups by making sure that lunch seating is distanced and at a maximum of half capacity. 2 m distance applied . Water fountains are turned off and filled water bottles from home requested. Staff breaks are staggered. Measures are applied to review shared offices and work spaces to implement social distancing. Communal work spaces will be not accessible in the first phase of reopening . 	Medium	<ul style="list-style-type: none"> To account for the public footpath through the campus, and to protect the public, signage at either end of the footpath will highlight school hours. It will request social distancing and suggest an alternative route. Staff room arrangements to be reviewed.

<p>7. Parents/carers picking up/collecting students from school</p>	<p>Contracting COVID-19 - staff, students, public.</p>	<p>High</p>	<ul style="list-style-type: none"> • Routes, layouts and congregation points have been reviewed and measures (including staggered start/end times) introduced to aid circulation so social distancing may be maintained. Staff bulletins on the arrangements to be delivered daily in the first instance. • Students/parents/carers receive digital communication via Group Call about access arrangements. • Any individuals wearing face masks to travel in, will need to remove it on arrival and store it in a plastic bag whilst they are on site. 	<p>Medium</p>	<p>Review Guidance & Checklist: Opening Schools for more children and young people: initial planning framework for schools in England</p> <p>Regular reminders shared to include:</p> <ul style="list-style-type: none"> • Not to attend if displaying any symptoms of COVID-19. • Not to be on campus unless expected. Uniform to be required from the 29th June for year 10. • Communication to include info on ties. • Travel to and from school on foot or by bike. • Public transport to be avoided • Adults to remain in cars when picking up/dropping off • No adult to meet/wait at school gates.
<p>8. Personal care activities</p>	<p>Contracting COVID-19 or passing onto vulnerable or shielded children.</p>	<p>High</p>	<p>Social distancing is implemented. Coronavirus (COVID-19): implementing social distancing in education and childcare settings</p> <ul style="list-style-type: none"> • In addition to standard infection prevention and control measures, staff undertaking personal care within 2m of a child also apply the general principles contained in table 4 of the COVID-19: infection prevention and control (IPC). • SENDCO or DSL in review of students who normally receive support, decides if a student requires an individual risk assessment to determine if they are 	<p>Medium</p>	<p>PPE requests/shortages in PPE are raised with the Site team.</p> <p>Individual PPE packs are available to all staff, and in line with Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)</p> <ul style="list-style-type: none"> • a facemask should be worn if a distance of 2 metres cannot be maintained from someone with symptoms of coronavirus

			<p>able to attend school. This assessment will include input from the parents/carers and healthcare professionals. Reference to any care tasks and specific PPE requirements for these tasks should be recorded and implemented.in line with PHE guidance</p> <ul style="list-style-type: none"> ● PPE should be worn by staff if a distance of 2 metres cannot be maintained. DfE guidance states: ● If a child, young person or other learner becomes unwell with symptoms of COVID-19 while in their setting and needs direct personal care until they can return home a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. <p>PHE guidance on Putting on PPE; and Taking off PPE is followed by all staff undertaking personal care.</p> <p>Staff specific PPE risk assessment available: PPE Risk Assessment</p> <p>See also Avec's Personal Protective Equipment - Matrix</p> <p>PHE guidance - A visual guide to safe PPE</p>		<ul style="list-style-type: none"> ● if contact is necessary, then gloves, an apron and a facemask should be worn <p>Individual PPE packs for staff to include:</p> <ul style="list-style-type: none"> ● Fluid-resistant face mask ● Disposable gloves ● Disposable plastic apron ● PPE putting on / taking off guidance <p>Packs will be kept in plastic bags which are used for the disposal of items following use. Bum bags are available for transport and storage of packs.</p> <p>The guidance above also states:</p> <ul style="list-style-type: none"> ● if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn <p>PPE kits with additional items will be kept in various key locations across the school. They will include items as above, and the following:</p> <ul style="list-style-type: none"> ● Face shields and goggles ● Tissues ● Anti bacterial wipes ● Bin bag
9. Flammable vapours from	Alcohol vapours	Medium	<ul style="list-style-type: none"> ● Wash hands with soap and water wherever possible. 	Medium	<ul style="list-style-type: none"> ● Hand sanitiser dispensers are positioned across the school for all

alcohol based hand sanitiser	ignited resulting in burns to hands		<ul style="list-style-type: none"> Primary source of hygiene to be hand washing, this is backed up by the use of hand sanitisers, located in positions away from ignition sources. When using alcohol based hand sanitisers make sure all liquid is evaporated before touching any electrical equipment or metal surfaces which may result in a static shock, or any other source of ignition. 		staff / students / visitors. Additional hand wash stations are available in communal areas.
10. Insufficient cleaning/exposure to virus on objects/surfaces	Contracting COVID-19	High	<ul style="list-style-type: none"> Increased deep cleaning to take place using standard cleaning products. In particular, objects and surfaces that are touched regularly are frequently cleaned and disinfected. This will include books, desks, chairs, doors, door handles, door push plates, sinks, toilets, light switches, bannisters, play equipment etc. Cleaning staff are briefed on amended cleaning regimes. A review has been undertaken to remove soft furnishings, equipment that are hard to clean (such as those with intricate parts). Classrooms are cleaned daily. Where classrooms are shared, the room and equipment is cleaned / desks etc wiped down between different group use. Lidded bins for tissues are emptied regularly. Rooms are well ventilated with windows being kept open where possible. Where doors are propped open to aid ventilation, these are in line with fire safety and safeguarding requirements. Where there is a suspected or confirmed case of COVID-19 within the school, PHE guidance on ‘cleaning and waste’ in these circumstances is followed (ensure cleaning products used comply with 	Medium	<ul style="list-style-type: none"> A supply of antibacterial wipes/alcohol gel is made available in school (including classrooms) to encourage staff/students to help maintain cleanliness in personal work areas. Cleaning products used in teaching areas etc are those normally used by cleaning staff. Site Manager to keep Bulloughs informed & updated of key areas of use and focus of cleaning Communication with staff required to remove unnecessary / hard to clean equipment within classrooms. PPE requests/shortages in PPE are raised with the site team. Bleach should be avoided and an suitable alternative product(s) used. If schools are advised to use a bleach based product, only bleach <u>sprays</u> should be used. It’s use must be strictly controlled and it must not be mixed with other cleaning products due to the risk of chlorine gas being liberated. The safety data sheet and COSHH risk assessment must be in

			<p>this guidance). Staff wear disposable gloves and aprons as a minimum. Hands are washed with soap and water for 20 seconds when all PPE is removed. A Risk Assessment for Cleaning staff covering PPE etc has been produced by Bulloughs. See Bulloughs - COVID-19 Deep Clean is a four stage process which includes 'fogging / misting', a highly efficient method of disinfecting areas & classrooms in the event of a suspected or confirmed case.</p> <p>PHE guidance on Putting on PPE; and Taking off PPE followed.</p> <p>[See also sections on students and staff displaying symptoms of COVID-19 whilst at school.]</p>		<p>place prior to use and shared between cleaning staff.</p>
<p>11. Staff displaying symptoms of COVID-19 whilst at school</p>	<p>Others contracting virus.</p>	<p>High</p>	<ul style="list-style-type: none"> ● Head Teacher / member of SLT are notified immediately and the staff member is sent home. PHE guidance on self isolation is followed - Stay at Home ● (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the date the staff member became symptomatic). ● If they are seriously ill contact 999. ● Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. ● When the staff member tests negative, they can return to school and the fellow household members can end their self-isolation. ● Where the staff member tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the staff member became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with 	<p>Medium</p>	<ul style="list-style-type: none"> ● Ensure home and emergency contacts are up to date. ● Rooms in key areas will be designated and used for 'isolation' where symptoms are displayed. <ul style="list-style-type: none"> ○ Sixth Form: Mentor room ○ SLV: Parent room ○ JLV: Parent room <p>Staff should apply for testing via the National Scheme https://www.gov.uk/apply-coronavirus-test</p> <p>The Government is developing a national test and trace programme. Once this is functional it may involve direct discussion with parents and staff on recent contacts. See NHS test and trace: workplace guidance</p>

			<p>in that group subsequently develops symptoms. Confirmed cases of Covid-19 should be recorded as they may be RIDDOR reportable. Further advice available via the schools H&S partners from Avec Partnership.</p> <ul style="list-style-type: none"> • If there is a very strong suspicion an individual has COVID-19 a decision to advise the group to self isolate before a test as a precaution, may be taken by the Headteacher/SLT. <p>PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on 'cleaning and waste'.</p>		
12. Students displaying symptoms of COVID-19 whilst at school	Others contracting virus.	High	<ul style="list-style-type: none"> • Head Teacher / member of SLT and parent / carer is notified immediately and the pupil is sent home and PHE guidance on self isolation is followed - Stay at Home • (advised to self-isolate for 7 days - household members should self-isolate for 14 days from when the child became symptomatic). If they are seriously ill contact 999. • If a student is awaiting collection, they should be moved, if possible, 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. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. <p>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained.</p>	Medium	<ul style="list-style-type: none"> • Ensure home and emergency contacts are up to date. • Rooms in key areas will be designated and used for 'isolation' where symptoms are displayed. <ul style="list-style-type: none"> ○ Sixth Form: Mentor room ○ SLV: Parent room ○ JLV: Parent room <p>The Government is developing a national test and trace programme. Once this is functional it may involve direct discussion with parents and schools or colleges on recent contacts.</p>

			<ul style="list-style-type: none"> ● If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves or the student subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. ● Cleaning the affected area with disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. ● Where the student tests negative, they can return to their setting and the fellow household members can end their self-isolation. ● Where the pupil tests positive, the rest of their class should be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. ● If there is a very strong suspicion an individual has COVID-19 a decision to allow the group to self isolate before a test as a precaution, may be taken by the Headteacher/SLT. <p>PHE guidance on action to be taken in these circumstances is adhered, along with the PHE guidance on ‘cleaning and waste’.</p>		
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<p>13. Inadequate first aid provision</p>	<p>Serious injury</p> <p>First aider contracting COVID-19 or spreading virus to others.</p>	<p>High</p>	<ul style="list-style-type: none"> • Fewer staff, students and visitors attending means that school can operate with reduced first aid cover. An appointed person (team leader during childcare cover) sources first aid and is responsible for checking first aid kits and calling the emergency services. If administering first aid within 2m of a person, a fluid resistant face mask, disposable plastic apron and disposable eye protection (goggles) which are in PPE packs, should be worn. • At the point of wider school opening, first aiders provide routine first aid treatments within 2m of a person. They wear a fluid resistant face mask and, if appropriate, disposable plastic apron and disposable eye protection (goggles or face shield) which are in PPE packs. <p>CPR</p> <ul style="list-style-type: none"> • In respect of more serious cases where CPR may be required, the specific advice contained in the Resuscitation Council UK guidance should be followed particularly in relation to rescue breaths. • As chest compressions could produce aerosol spray, appropriate PPE should be worn. A first aider should conduct a dynamic risk assessment of the situation they are faced with and apply appropriate precautions for infection control. • Further information is also contained in the Government publication: Guidance for first responders and others in close contact with symptomatic people with potential COVID-19 	<p>Medium</p>	<p>See HSE guidance: https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm</p> <ul style="list-style-type: none"> • An ongoing evaluation of the first aid needs assessment provision taken place to decide if sufficient appropriate cover can be provided for the activities which are being undertaken. • First aiders to receive a briefing to highlight provision and measures.
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14. Increased staff home working & use of Display Screen Equipment (DSE)	Musculoskeletal problems arising from incorrect postures.	Medium	HSE guidance on homeworking , including the principles of good DSE use is shared with staff.	Low	
15. Uncertainty due to the unprecedented nature of the pandemic Maintaining staff / student wellbeing	Stress and anxiety arising through uncertainty, lack of control and reduced contact.	Medium	<ul style="list-style-type: none"> ● Regular information sharing and communication. ● Google Meet used for virtual meetings between staff. ● Shared distribution of work in place - a rota for all staff in school is in place . Shielding letters have been received by Office staff. ● Regular communications are in place between staff and Heads of Department and CAMs /line managers . Staff also have access to all shared information and documentation to support modified working conditions at this time. ● The school Governing Body are involved in decision making in relation to measures in place for operating a school during a pandemic. FGB 8th June. Members 11th June. ● A staff wellbeing group is in place, materials are shared with staff from agencies that aim to protect mental health. ● Weekly communication with our most vulnerable students led by DSL's, pastoral staff and counsellors. 	Medium	<ul style="list-style-type: none"> ● Stress risk assessment available to all staff to address concerns. Where needed an individual risk assessments will be completed by their line manager . ● The Risk Assessment will be available to all staff for their comments which includes links to government guidance. Key contacts also to be shared with staff.