

# RISK ASSESSMENT

<b>Company:</b>	<b>Inspire Partnership Multi Academy Trust</b>	<b>Date of Assessment:</b>	<b>17.12.2020</b> <b>Version 4</b>
<b>Schools:</b>	Gawthorpe Community Academy Site Specific		
<b>Description of work activity / process being assessed:</b>	Prepare for the Return of all pupils in September 2020 following the previous year's Lockdown and Partial School Closure as a result of Covid-19 Applies to all pupils and staff		

Persons exposed:		Type of assessment:	
<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Initial</b>	<input type="checkbox"/>
<b>Pupils</b>	<input checked="" type="checkbox"/>	<b>Change in Government Guidance following Covid 19 Outbreak</b>	<input checked="" type="checkbox"/>
<b>Contractors</b>	<input checked="" type="checkbox"/>	<b>Operational review</b>	<input checked="" type="checkbox"/>
<b>Visitors / Members of the public</b>	<input checked="" type="checkbox"/>		

## COVID – 19 (Corona Virus)

COVID-19 affects the lungs and airways of those infected and is primarily spread through respiratory droplets, which means to become infected, people generally must be within six feet of someone who is contagious and come into contact with these droplets. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes.

Symptoms of COVID-19 appears usually within two to 14 days after exposure and include fever, cough, runny nose and difficulty breathing. Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:

## RE-OPENING SCHOOLS TO ALL PUPILS

Increasing the risk of direct and indirect transmission and spread of Covid 19	Govt will reopen schools to all pupils from 1 Sept 2020 and schools must comply with the System of Controls identified in the Guidance for full opening		ALL School stakeholders	1 Sept 20	
	All H&S compliance checks have been undertaken	Deep Clean during Oct holiday Fogging 1/11/20 3/4 Sept 20 14/11/20 Fogging 1/11/20 Due Christmas holiday after deep clean Nursery last deep clean 25/11/20	External Company	1 Sept 20	4/9/20 14/11/20
	School has had a deep clean prior to opening including the use of the fogging cleaning regime (every month)		Premises Teams and AS	Fogging monthly  Deep clean in each holiday	
	Review cleaning hours/requirements to perform intermittent cleans	Cleaning Regimes reviewed Nov 20 Additional cleaning measures are taking place in every classroom. Before lunch, after lunch and at home time. A Cleaning regime tick sheet is located in each classroom. (30.11.20).  Covid 19 cleaning check lists are in place for each room in the building. Staff have been assigned to clean specific areas. This is written on the cleaning regimes in each room. This includes: halls, cloakrooms, classrooms and offices.	Premises Teams and AS All staff		In place 24/11/20
Ensure catering contractors adhere to stringent cleaning protocols in their areas	Dolce risk assessment is in place – this is being reviewed by the company to make it site specific. Dolce staff have read School RA.	Catering staff		In place 30/11/20	
	Engaged with the NHS Test and Trace Process and Local Public Health England health protection team.	Regular contact with Local Health Protection Team is in place - Engaged with test and trace from 09/11 to 24/11 (Log). All suspected or confirmed cases of CIVID have been reported. This is updated daily. Meeting with Claire... PHE Wakefield (16.11.20)	KH MC MAT SV, TF and AS	On going as cases arise. 16/11/20	On going

		Records of external visitors kept for test and trace contacts.	SS		
		Spreadsheet with track on cases kept and updated daily.	KH SS		

## EFFECTIVE INFECTION PROTECTION AND CONTROL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus	Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, <b>do not attend school</b>	Expectations Communicated with staff by email and staff meeting minutes (see Log) and parents via newsletter (updated weekly) and individual test and trace letters (see log)	Headteacher	On going (dates in logs)	On going
	Any pupils or staff that have tested positive in the last 10 days must not attend school	Communicate expectations clearly with parents and staff: test and trace letters sent, email guidance for staff and self-isolating dates given. Information from cases stored on spreadsheet which is updated daily. Attendance Officer collates daily figures for children and staff this is reported to DfE daily. Nursery returns weekly every Tuesday.	Headteacher  MC	On going: first case 09/11/20	On going
	Anyone developing coronavirus symptoms during the school day will be sent home.  They will be asked to self isolate and arrange a test.	Anyone who becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or a change in, their normal sense of taste or smell must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID 19) infection, which sets out that they must self isolate for at least 10 days and should arrange to have a test. If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms. <b>Other members of their household (including any siblings) should self isolate for 10 days from</b>	ALL	Ongoing	

		<p>when the symptomatic person first had symptoms</p> <p>Isolation Room: Library. Staff to wear PPE to supervise outside the room. Deep clean of area must take place before room is used again. Tape on door until deep clean complete</p>			
	Cleaning hands thoroughly more often than usual	<p>Upon entrance to the school, hands are washed and hand sanitiser applied. Wash hands thoroughly for 20 seconds with running water &amp; soap and dry them thoroughly or use hand sanitiser ensuring all parts of the hand are covered. Hand Sanitiser dispensed by an adult. Hand washing takes place after break, before lunch, after lunch, before leaving the building.</p> <p>Hand sanitizer applied when leaving classroom for any other reason or after handling books, or other equipment. Staggered start and end times are in place to allow children to socially distance in cloakrooms and sink areas.</p> <p>Additional signage reminds staff and children to regularly wash and sanitize hands.</p>	ALL	Ongoing	
	Ensuring good respiratory hygiene – promote the 'catch it, bin it, kill it' approach	<p>Bins emptied after lunch and at the end of each day. Educate pupils to use tissues or sneeze into elbow area of arm: Catch it, bin it, kill it posters displayed in classrooms next to the bin. Foot pedal bins have been installed in each classroom.</p>	LD/ Lunchtime staff/ Office staff	Ongoing	
	Clean frequently touched surfaces often using appropriate detergents	<p>Updated cleaning regimes for each room displayed. This includes staff responsible, areas to clean and time of day. Bubbles to allocate cleaning staff to all tasks and times of day. Staff sign when task completed.</p>	Premises & Classroom based staff  Staff tasks by 30/11/20	Ongoing  Twice daily recorded on log	30/11/20

		Zoono products to be used by premises teams which are shown to provide additional protection or as a minimum standard detergent/bleach based products			
	Minimising contact and mixing by altering the environment/daily routines from 1 Sept 20	<p>Classroom layouts have been reviewed. Desks are facing the front with pupils seated side by side. (Years 2,3,4,5,6) Furniture marks social distancing space for teaching staff. Seating plans updated half termly Line up order dictated by the seating plan. All pupils to have own equipment.</p> <p>A summary of the capacity of the room, ability to socially distance and rooms allocated to bubbles has been produced. This has been distributed to staff and signage has been put in place to remind everyone of social distancing and to wear a face covering.</p>	Classroom based staff	Ongoing	
	Children displaying <b>any</b> signs of illness will not be allowed into school	Parents will be asked to keep children home if unwell for any reason	ALL School Staff	From 1 <sup>st</sup> Sept 20 onwards	
	Ensure children are in bubbles at all times each day, and different bubbles are not mixed during the day, or on subsequent days	<p>Separate entrances, toilet facilities and outdoor areas.</p> <p>Staggered start and end times put in place 04.09.20 Nursery (dependent on provision allocated – separate building allows nursery to operate this). Reception 8.50am Year 1 8.40 am Year 2 8.45 am Year 3 8.35 am Year 4 8.35 am Year 5 8.45 am Year 6 8.35 am</p>	SLT		

	<p>Parents have been asked to drop off their child at the allocated time. Children who arrive early have been contacted to remind them of their arrival time. Parents with more than one child have been asked to arrive at the latest time for their family to ease congestion and allow social distancing in cloakroom areas.</p> <p>Gates and doors are supervised by HT, Caretaker and Learning mentor. Doors are open and supervised handwashing and application of zoono on entry.</p> <p>Regular reminders and notices are displayed on the newsletter and website. Additional signage has been put on external fences and gates.</p>	SLT	07/09/20	
		SLT DH and KS	On going	
If a child has an accident and requires first aid, staff members must wear appropriate PPE to administer first aid and parents may be asked to collect their child from school		All first aiders		
Ensure that the same teacher(s) and other staff are assigned to each bubble and, as far as possible, these stay the same during the day and on subsequent days	Staff allocated to bubbles. Any cover arrangements are met within the bubble. Face covering are worn by staff where social distancing cannot be maintained ( see school building list).	SLT All staff	21/09/20	
The same classroom/area per bubble is used throughout the day with a thorough clean at the end of the day	Rooms have been allocated to bubbles. (see updated school plan) Cleaning regimes in each room have staff allocated to cleaning jobs during the day. They also includes a time table of when to clean.	SLT Premises staff All staff  Staff allocated to jobs during the day	24/10/20 On going	

	Decide which lessons/activities can be delivered and adhere to physical distancing wherever possible	<p>Music will not be taught in full initially as there may be an additional risk of infection where individuals are singing, playing wind or brass instruments. School is following the charanga guidance for providing music in the curriculum during the pandemic</p> <p>Social distancing measures will be observed, where possible- face coverings recommended.</p> <p>PE contact sports will be avoided. Outdoor sports will be prioritised. Pupils should wear their PE kit to school on their allocated day to avoid the need to change. There is a separate risk assessment for PE</p> <p>Any equipment used is quarantined before another bubble can use it. PE lead manages equipment storage and quarantine.</p> <p>Science equipment is taken to bubbles for use during the half term. It is quarantined over the holiday before another bubble can use it.</p> <p>Please refer to additional guidance (CLEAPSS) for delivery of science during covid restrictions.</p>	Classroom based staff	<p>From 1<sup>st</sup> Sept 20 onwards</p> <p>Oct 2020</p> <p>Oct 2020</p> <p>7/9/20 start on going updates.</p>
	Consider which lessons or classroom activities could take place outdoors	Outdoor leaning opportunities are provided when the curriculum allows. Science and geography activities have been identified as outdoor leaning opportunities. PE takes place outdoors as much as possible.	Class teacher	
	Areas of playground designated to different year groups	Lunchtime equipment has been designated to each bubble. Please see zone allocation on timetable.	Lunchtime staff	7/9/20 reviewed 14/09/20







<p>Home visits undertaken by staff should only be conducted if absolutely necessary, these are to be conducted on the doorstep or via an open window</p>	<p>Lone working procedures must be adhered to at all times when undertaking home visits.</p> <p>Staff should not share cars.</p> <p>Nursery home visits suspended until further notice.</p>	<p>LD KH</p>	<p>Sept 2020 On going</p>	
<p>Whole school assemblies stopped. Class assemblies only in own classroom</p>	<p>virtual assemblies or an assembly per bubble taking place in classrooms</p>			
<p>Additional furniture and resources put away in storage</p>	<p>Soft furnishings have been put into storage as much as possible. Staff have been reminded not to use the staff room sofas in staff meetings. Plastic chairs have been introduced so that they can be wiped easily.(please see cleaning regime)</p>	<p>LD KH All staff</p>	<p>Oct 2020 24/11/20</p>	
<p>Soft furnishing and soft toys removed.</p>	<p>Premises staff removed any items difficult to clean</p>			
<p>Bubbles have their own entrances. Staff to use outside routes, where ever possible, to enter and exit building to access facilities.</p>	<p>Staff have been allocated entrances and toilet facilities, please see plan of building. Nursery – separate building Reception/ Year 1 Art Room and disabled toilet Y2/3 Main entrance Staff single toilet. Y4/5 Bottom front entrance Staff double toilet LHS Y6 Year 6 door – disabled toilet under school Office staff main entrance – Staff double toilet RHS All lunchtime staff allocated to bubbles.</p> <p>Each toilet has a cleaning tick list. Individuals are responsible for cleaning the facilities before and after use.</p>	<p>All staff KH communication</p>	<p>Updated 30/11/20</p>	
<p>Use of staff rooms should be minimised</p>	<p>Staff rooms allocated to bubbles.</p> <p>Follow social distancing guidance and ensure surfaces cleaned after use (see cleaning regime displayed)</p>	<p>DH and KS signage All staff</p>		

		Maximum capacity of staffrooms, offices displayed on doors.			
	All bubbles are entered by separate entrances. Use of internal corridors reduced to a minimum.	<p>Staff wear face coverings when entering the building and when moving to their designated bubble. The use of face coverings is recommended at all times as classrooms do not allow 2m social distancing to take place.</p> <p>Signing in sheets in each bubble. Person allocated as responsible for ensuring this is complete and to take out if there is a fire.</p> <p>Sally-Anne Spark : Main Entrance (office staff, HT and any external visitors) Aimee Job: Reception/ Year1 Bubble Paula Asquith: Year 2/3 Bubble Debbie Hardaker: Year 4/5 Bubble</p> <p>Kath Stead: Year 6 Bubble Nursery: Becky Appleyard</p>	See list	Updated 30/11/20	
	<p>Doors to be propped open (exc fire doors) rooms need to be well ventilated with windows open :- 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>	<p>Windows should be open providing it is warm enough in the classroom to allow this. On cold days classrooms should be fully ventilated during break and lunch time, windows may need to closed in extremely low temperatures.</p> <p>Class teachers ( in their absence support staff)are responsible for opening all the windows in classrooms at the beginning of the day (Before 8.35am). If windows are closed by the teaching staff, due to inclement weather or dropping</p>	All Staff	Updated 30/11/20	

		<p>temperatures, the teaching staff are responsible for opening the windows fully at break and lunchtime to maximise ventilation. At the end of the day, after 3.30pm, teaching staff should close the windows before exiting the building. The extent to which each window is opened should be controlled by the teacher, (in their absence support staff). Ideally windows and doors should be fully open (unless they are fire doors) during the day. Please make reasonable adjustments (the extent to which the windows/ doors are open and consider leaving open fewer windows) to minimise thermal discomfort.</p>	All staff (see cleaning regime for specific staff)	Updated 30/11/20	
<p>Toilet facilities to be monitored during use to minimise congestion</p> <p>Staff toilets allocated to individuals</p>	<p>Children's toilets are cleaned after lunch. Staff allocated to this job. This is written on the cleaning regime in each bubble</p> <p>Children taught to wash hands thoroughly after use.</p> <p>Coloured labels representing each bubble have been put on toilet doors. Cleaning checklist for individuals to follow after use is displayed in staff toilet and sink areas.</p>	<p>DS (PE)</p> <p>PG Rec</p> <p>CR Nur</p> <p>PA lunchtime</p> <p>All class based staff</p>			
<p>Use outdoor space for outdoor education, exercise and breaks</p>	<p>Outdoor equipment is quarantined before other bubbles use it. It is labelled to show the date it was last used.</p>				
<p>Children in y1,2,3,4,5,6 have their own pack of equipment to minimise contamination by touch. Classroom based resources, such as books and games, are allocated to each bubble. Any shared</p>	<p>Packs are named and are located in each child's place for use during the day.</p>	DS		Updated 23/10/20	

equipment is quarantined before it is used by other bubble.	Dates are put on quarantined equipment to ensure they are not used by others. This includes books from home			
Resources that are shared between bubbles such as sports, art equipment should be cleaned frequently and meticulously and always between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hrs for plastics) between use by different bubbles.	PE equipment is managed by the PE lead. She allocates and distributes equipment at the beginning of each unit of work. Bubbles do not share equipment. At the end of the unit the PE lead ensures equipment is quarantined before it is used again. The quarantine takes place over a holiday.  Science equipment is taken to a bubble at the beginning of a unit and returned at the end. The equipment is labelled to show when it was last used. It is quarantined before another bubble can use it. This is usually over a holiday.	KH/ DH All class based staff	Updated 23/10/20	
		Children Class based staff	07/09/20	
		LH and class teacher	07/09/20	
Children are limited in the equipment they bring to school to: a coat, water bottle and lunch	All equipment is kept individually in the classroom.	Support staff	On going reviews	
Reading books are taken home on Monday, brought back on Thursday and quarantined for 3 days.	Each bubble has a box for books to be quarantined. This is labelled with the date.			
Review of current pupil and staff risk assessments where necessary	EHCP pupils should have a risk assessment.	All stakeholders	14/09/20	
Pupils who have a 1:1 support should have a designated area for that support to take place. It is recommended that the 1:1 adult sits at a separate table from the child, ensuring the child has all the equipment they need to undertake the task	Each bubble has an allocated zone for group teaching/ 1:1 teaching Staff wear face coverings. Surfaces area wiped after use by the TA All pupils have their own equipment.	MC and KH	Weekly	
Behaviour Policy has been reviewed. -COVID 19 related incidents (appendix to follow)	Staff signed to acknowledge. Parents and Governors made aware of changes in September.	All staff And children	Last update 30/11/20	
Review of the school's attendance and exclusion policies (appendix to follow)	Guidance from Wakefield is updated weekly. Attendance Policy on the Website.			
During an emergency, if it is unsafe to maintain social distance guidance measures, then they do not apply (ie evacuation of building following a fire alarm)	Fire Drill re written -.Classes allocated different assembly positions to allow for social distancing between bubbles. Fire Practise in October revealed congestion by y3/6 fire door.	All stakeholders	Last update 26/11/20	

	Staff parked on roadside. Parent informed of possible congestion. Reminders about parking on newsletter. Local police and traffic wardens contacted. Regular patrol outside school. 20 mile and hour speed limit sign installed in front of school.	Procedure amended and read by all staff. Reminders on newsletter about parking, social distancing and face coverings: September, October and November  Staggered drop off and pick up times minimises congestion.  Parents collecting their children at the end of the day have been allocated zones on the playground to minimise congestion at gates. Parent required to wear a face covering.	SS	Ongoing	
	Local authorities will not be required to uniformly apply the social distancing guidelines for public transport, on dedicated school transport.	Follow the LA risk assessment for dedicated school transport			
	Breakfast Clubs and After School Club external provider	Trinity child care are regularly contacted about their provision. No plans to reopen			
	Residential visits will not be planned for 2020/21				
	No educational visits will be planned for the autumn term (this includes swimming)				
	No unauthorised personnel in the building to minimise contacts. Appointments are made in advance and recorded in the school diary.	A record is kept of all visitors including contact details.			
	Schools should have discussions with key contractors about the school's control measures and ways of working. Site guidance on physical distancing and hygiene should be explained to visitors on or before arrival. Where visits can happen outside of school hours, they should.	The receptionist oversees the signing in process, this is done by e mail/ text and recorded on the signing in register by the receptionist. Documentation outlining hygiene, safeguarding should be emailed to visitors prior to arrival			

### PERSONAL PROTECTIVE EQUIPMENT (PPE) Including Face Coverings & Face Masks

DfE guidance states, 'based on current evidence and the measures that schools are already putting in place, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided'.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
	All staff will be provided with a face shield Staff have been strongly recommended to wear a face covering particularly in communal areas.	A document has been produced to show the areas in which social distancing is difficult to maintain.	Headteacher DHT	1.10.20	

Direct & indirect transmission of the virus		Staff have been strongly recommended at staff meetings to wear a face covering. Review of face coverings provided. Alternative face covering have been sourced.	All staff	24.11.20	
	Staff have been asked to wear a face covering in communal areas such as corridors, and staff rooms	Staff room maximum capacity is 4 at any one time. This is displayed on the door. Staff from another bubble should wait until the staffroom is vacated before they enter.  Use of the photocopier is restricted to one person at one time. A timetable has been produced and issued to all staff. A list of instructions to follow when using the copier is displayed on the door to the ICT room. Clean and sanitize before and after use.	Headteacher  All staff	From 1 <sup>st</sup> Sept 20 onwards	
	Only children whose care routinely involves the use of PPE due to intimate care needs should continue to receive their care in the same way.  Children who have accidents/soil themselves will not be changed and parents will be contacted to collect them.	Face masks, gloves, aprons available for staff to use.  Intimate care plans in place for these individuals. Teaching staff to review and update	All Staff  Teaching Staff and SEND	Ongoing	
Child becoming unwell with symptoms of coronavirus and needs direct personal care until they can be collected from school	A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact is necessary, then gloves, an apron and a face mask should be worn by the supervising adult.	If there is a risk of splashing to the eyes from coughing, spitting or vomiting then eye protection should also be worn.  The area used should be taped off until it has been deep cleaned. Premises staff should be informed.	All Staff  All staff LD	Ongoing	

## PUPILS WHO ARE SHIELDING OR SELF ISOLATING

Shielding advice for all adults and children was paused on 1 August 2020, which means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who were shielding.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	<p>Those children whose doctors have confirmed they are clinically extremely vulnerable are advised not to attend education whilst the national restrictions are in place. Remote education is provided for children who are self isolating.</p> <p>Children who live with someone who is clinically extremely vulnerable, but who are not clinically vulnerable themselves, should still attend education.</p>	<p>Most children originally identified as clinically extremely vulnerable no longer need to follow original shielding advice. Parents should be advised to speak to 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.</p> <p>Posts will be monitored. A separate guide to remote learning outlines this provision.</p>	SLT	Ongoing	
	<p>Where children are not able to attend school as parents and carers are following clinical or public health advice, for example, self isolation or family isolation, the absence will not be penalised.</p>	<p>Attendance guidance from the MAT EWO and the authority is regularly updated.</p> <p>Remote Learning provision is in place with a parent/child agreement. Learning Mentor and teaching assistants are monitoring the uptake of remote learning uptake.</p> <p>Remote learning agreement shared with parents 13.11.20</p> <p>All children have registered using Microsoft teams. All children have been given log in details for their seesaw account, mathletics and bug club.</p>	SLT MC	Ongoing	

## SCHOOL WORKFORCE

Shielding advice for all adults and children was paused on 1 August 2020. Most school based roles are not ideally suited to home working and schools expect most staff to return to work in settings.

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:



Direct & indirect transmission of the virus amongst individuals deemed to be at a higher risk of severe illness	<p>Clinically extremely vulnerable (CEV) staff can return to school and should follow the system of controls implemented in this risk assessment.</p> <p>From 5.11.20 the government advises that CEV staff work from home until further notice – staff are asked to complete the COVID 19 Staff Restriction form.</p>	<p>Staff should wash hands and sanitize when entering and leaving the building.</p>	ALL Staff	From 1 <sup>st</sup> Sept 20 onwards	2.12.20
	<p>No CEV staff have been identified at Gawthorpe.</p>	<p>Respiratory hygiene is maximised by opening door and windows.</p> <p>Minimising contact and maintaining social distancing. Ideally adults should maintain 2m distance from other.</p>			
	<p>Clinically vulnerable staff can return to school and should follow the system of controls implemented in this risk assessment.</p>	<p>Staff in bubbles should avoid close face to face contact and minimise time spent within 1m of others.</p> <p>Staff should not meet with staff in other bubbles in school.</p>			
	<p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>				
	<p>Pregnant women are in the ‘clinically vulnerable’ category and are generally advised to follow the above advice, which applies to all staff in school.</p>	<p>A risk assessment should be conducted for pregnant women. There are no pregnant women at Gawthorpe.</p>			
	<p>Some people with particular characteristics (inc BAME) may be at comparatively increased risk from coronavirus – these staff can return to school.</p>	<p>People who live with those who have comparatively increased risk from coronavirus can attend the workplace.</p>			
	<p>Any member of staff required to stay home under the government guidance, for example due to having Covid19 symptoms or contact with a Covid19 case, must inform their headteacher following the sickness reporting procedures</p>	<p>Employees who are self-isolating and who are fit to work may work from home in agreement with their headteacher.</p> <p>They should fill in a self-isolation note</p>			
	<p>The government has set a requirement for people returning from some countries to quarantine for 14 days upon their return</p>	<p>Staff will need to be available for work in school from the start of the autumn term.</p> <p>Staff should not knowingly book/attend holidays to destinations that require quarantine upon return.</p> <p>If this happens, staff may be asked to take unpaid leave upon their return for the quarantine period if it is in term time.</p>			

		If holidays were pre-booked before lockdown/restrictions were put in place, this situation should be discussed with your Headteacher and HR advice will be sought.			
	Staff returning from travel outside the UK can be asked to take a test before returning to school/site			Sept 2020	
	All staff have access to the Trust's Wellbeing Service through Champion Health. This includes access to a confidential counselling service (More info available from SBOs)	Poster with details is displayed on the safeguarding board. Emailed to staff Sept 2020  Katie Harris Wellbeing contact			

## CLASS/GROUP SIZES

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Transmission risk is higher in larger group sizes and where groups are not kept apart (Brief, transitory contact, such as passing in a corridor, is low risk)	Reduce contact between people as much as possible by ensuring children only mix in a consistent bubble (typically their class or year group) and that bubbles do not mix	Staff to child ratios in EYFS continue to apply  Bubbles at Gawthorpe have been allocated due to restrictions with toilet and handwashing facilities and due to open plan nature of classrooms and corridors.  Nursery Reception/Year1 Year 2/3 Year 4/5 Year 6	SLT	From 1 <sup>st</sup> Sept 20 onwards Ongoing	
	Desks spaced as far apart as possible to support distancing, where possible. Seat pupils side by side and facing forwards	Classrooms are small. Desks are arranged in rows in years 2,3,4,5,and 6  The front row of desks marks the teaching space at the front of the class.  Year 1 are in transition from EY they are limited by the size of desks we have.	SLT  Classroom based staff		
Not enough staff to supervise the groups	If there are shortages of teachers, TAs may be deployed to lead groups or cover lessons, working under the direction of a qualified teacher	Any redeployments should not be at the expense of supporting pupils with SEND  Unless there is an emergency staff are allocated to bubbles and should not work with children from other bubbles.	SLT  All staff		
	All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school curriculum	Due to the number of cases of Coronavirus since 09/11/20 staff will not be teaching in other bubbles.	SV/HTs		
	Schools can continue to engage supply teachers and other supply staff.		SV/HTs		
	Supply staff and other temporary workers can move between schools		SV/HTs		

## IF SOMEONE BECOMES UNWELL IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
If someone shows symptoms of the virus, there is a higher risk of transmission to others	If someone becomes unwell with a new and persistent cough or a high temperature they must be sent home and advised to follow the COVID 19 guidance for households with possible coronavirus infection guidance	A variety of symptoms have been identified and have lead to positive cases of coronavirus in our community.  If anyone is unwell they will be sent home.	SLT	Ongoing	
	If a child is awaiting collection, they should be moved, if possible, to the library where they can be isolated, depending on the age of the child and with appropriate adult supervision if required. If it is not possible to isolate them, move them to an area which is at least 2metres away from other people	A window should be opened for ventilation Adult should wear PPE The room should be closed after use, marked with tape and reported to the premises team (please fill out LDs book)	All staff  LD	Ongoing	
	If they need to use a toilet while waiting to be collected, they should use the staff toilet next to the kitchen	The room should be closed after use, marked with tape and reported to the premises team.  The toilet should be cleaned and disinfected before being used by anyone else	All staff  LD	Ongoing	
	PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (ie a very young child or one with complex needs)	PPE is available in every bubble at the cleaning stations	All Staff	Ongoing	
	The member of staff of staff who helped the individual does not need to go home unless they develop symptoms themselves (in which case a test is available) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace	Wash their hands thoroughly for 20 seconds after any contact with someone who is unwell  Remove PPE and dispose in a double bagged bin  Record contact in case of test and trace	All Staff	Ongoing	
	Cleaning the affected area(s) with an approved cleaning product after someone with symptoms has left to reduce the risk of passing the infection onto others	Report that the room has been used for self-isolation to the premises team.  PPE to be worn when cleaning	Premises Team	Ongoing	
	Individual being severely ill on your premises	In an emergency call 999 if seriously ill or injured or their life is at risk.	Do not visit the GP, pharmacy, urgent care centre or a hospital	SLT/All Staff	Ongoing

## IF THERE IS A CONFIRMED CASE OF CORONAVIRUS IN YOUR SCHOOL

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:	
Direct & indirect transmission of the virus	If a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self isolate for 10 days and arrange a test.	Their fellow household members should self isolate for 14 days Follow flow chart for recording purposes: notify DfE and report to authority	SLT	Ongoing		
	In the event of a parent insisting that a child with symptoms attends school, the school can take the decision to refuse the child entry if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus.					
	All staff and pupils have access to a test if they display symptoms of coronavirus and they are encouraged to get tested in this scenario			SLT/All Staff	Ongoing	
	If an individual tests negative, they can return to school and the fellow household members can end their self isolation	If a member of their household goes for a test the staff member should isolate until the test result comes back. Covid tracker is completed daily.				
	If an individual tests positive, the rest of their class/group inc staff members should be sent home and told to self isolate for 14 days	The other household members of that wider class/group do not need to self-isolate unless the individual they live with in that group subsequently develops symptoms		SLT/All Staff	Ongoing	
	As part of the national test and trace programme, if other cases are detected within the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools on the most appropriate action to take.	In some case a larger number of children may be asked to self-isolate at home as a precautionary measure. Closure of the whole setting will not generally be necessary		SLT	Ongoing	

## ENGAGE WITH THE NHS TEST AND TRACE PROCESS

Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team ([www.gov.uk/guidance/contacts-phe-health-protection-teams](http://www.gov.uk/guidance/contacts-phe-health-protection-teams))

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
Transmission risk is potentially higher if NHS Test and Trace process is not adhered to	<p>All staff and parents/carers must be advised that they will need to be ready and willing to :</p> <ul style="list-style-type: none"> <li>• book a test if they or their child are displaying symptoms</li> <li>• provide details of anyone they or their child(ren) have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test &amp; Trace</li> <li>• self-isolate if they have been in close contact with someone who tests positive for coronavirus, or if anyone in their household develops symptoms of coronavirus.</li> </ul>	<p>Communicate expectations clearly with parents and staff. Letter from DfE issued to all contacts. Staff will be asked to provide a list of contacts. Test and trace notification shared to show isolation dates.</p> <p>Letter to all parents sent to notify them of the number of cases. Communication of current situation on newsletter.</p> <p>Chair of Governors notified when there is a new case. Governor informal meeting called for 2.12.20</p> <p>Regular reminders for staff and parents through staff meetings (please see minutes) and newsletters ( please see file)</p>	Headteacher	4 Sept 20	
	Anyone who displays symptoms of coronavirus can and should get a test.		ALL	From 1 Sept 20 onwards	
	Parents and staff should inform school immediately of the results of a test and follow this guidance :	<p>If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating &amp; other members of their household can stop self-isolating.</p> <p>If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus infection &amp; must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have</p>	ALL	From 1 Sept 20 onwards	

		<p>symptoms other than a cough or loss of sense of smell/taste. The 10 day period starts from the day when they first showed symptoms. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of the household should continue self-isolating for the full 14 days.</p>			
	<p>If someone who has attended school has tested positive, schools should contact the local health protection team.</p>	<p>This team will also contact schools directly if they become aware that someone who has tested positive attended the school – as identified by NHS Test &amp; Trace. The team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period they were infectious, and ensure they are asked to self-isolate.</p> <p>Follow the flow chart for reporting a case Health protection to track suspected /confirmed cases via online portal completed by AO</p>	ALL	From 1 Sept 20 onwards	
	<p>If a person has tested positive, school must send home those people/children 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.</p> <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>They can also get a test.</p>	<p>Close contact means :</p> <ul style="list-style-type: none"> <li>• Direct close contacts – face to face contact with an infected individual for any length of time, within 1m, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li>• Proximity contacts – extended close contact (within 1-2m for more than 15 mins) with an infected individual</li> <li>• Travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>Household members of those contacts who are sent home do not need to self-isolate unless the child or staff member who is self-isolating subsequently develops symptoms</p>	Headteacher	From 1 Sept 20 onwards	

		<p>If someone in a class or group that has been asked to self-isolate, develops symptoms themselves within their 14 day isolation period they should follow guidance for households with possible or confirmed coronavirus infection. They should get a test, and :</p> <ul style="list-style-type: none"> <li>• If the test is negative, they must remain in isolation for the remainder of the 14 day isolation period.</li> <li>• If the test is positive, they should inform the school immediately, and should isolate for at least 10 days from the onset of their symptoms. Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms.</li> </ul>			
	<p>Schools must not share the names or details of people with coronavirus unless essential to protect others</p> <p>If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will advise if additional action is required.</p>	<p>Any suspected or confirmed cases are flagged to the Health Protection team via the link:</p> <p><a href="https://wakefield-dash.achieveservice.com/MyServices">https://wakefield-dash.achieveservice.com/MyServices</a></p>	<p>Headteacher</p>	<p>From 1 Sept 20 onwards</p>	



## CLEANING AND HYGIENE

### Follow the COVID 19: cleaning of non healthcare settings guidance

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
<p>Potential Exposure to Covid – 19 (Corona Virus):</p> <p>Normal cleaning routine.</p>	<p>Use guidance from World Health Organization and NHS to ensure the risk assessment is following the latest advice.</p> <p>Follow UK Government guidelines in reducing the likelihood of exposure.  <a href="https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response">https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response</a></p> <ul style="list-style-type: none"> <li>Personal protective equipment (PPE) <ul style="list-style-type: none"> <li>Disposable gloves</li> <li>Apron</li> </ul> </li> <li>Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> <li>Clean and disinfect frequently touched objects and surfaces.</li> <li>Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul>	<p>Additional cleaning products (Zoono) introduced to bolster the impact of routine cleaning. MSDs issued to PS</p> <p>Internal deep cleans</p> <p>Fogging machine to be used at each school at termly intervals and following any confirmed cases</p> <p>Increase availability of PPE</p> <p>Increase order quantities of skin friendly hand soap</p> <p>Cleaning routine to be extended to door handles and access keypads</p> <p>Wash hands after cleaning task</p> <p>Cleaning Regimes for each room cleaned filled in by staff completing tasks in classrooms, ICT, halls and cloakroom areas.</p> <p>Named staff clean specific areas and have specific tasks.</p>	<p>EHSO</p> <p>EHSO</p> <p>PS</p> <p>PS</p> <p>PS</p> <p>Cleaners</p> <p>Nov 2020</p>	<p>Ongoing</p>	
<p>Potential Exposure to Covid – 19 (Corona virus):</p> <p>Cleaning after symptomatic individual has passed through</p>	<p>All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:</p> <ul style="list-style-type: none"> <li>Objects which are visibly contaminated with body fluids.</li> </ul>	<p>Fog area if suspected symptomatic person has come in contact</p> <p>When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection. Training on the PPE to be given i.ee donning a mask.</p>	<p>PS</p>	<p>Ongoing</p> <p>Ongoing</p>	



<p>Waste Normal removal of waste (including disposable cloths and tissues):</p>	<p>Waste should be put in a plastic rubbish bag and tied when full.</p> <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE) <ul style="list-style-type: none"> <li>• Disposable gloves</li> <li>• Apron</li> </ul> </li> <li>• Hands should be washed with soap and water for 20 seconds after all PPE has been removed.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul>	<p>Bins are emptied twice during the day. Named staff remove bins from classrooms at lunch time and premises staff remove and empty bins at the end of each day. This is recorded on the cleaning regime for each room</p> <p>Increase availability of PPE</p> <p>Increase order quantities of skin friendly hand soap</p>	<p>LD</p> <p>LD</p> <p>LD</p>	<p>Ongoing</p> <p>Ongoing</p>	
<p>Waste Waste from possible cases and cleaning of areas where possible cases have been.</p>	<p>Waste should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a suitable and secure place and marked for storage until the individual's test results are known. Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.</p> <p>If the individual tests negative, this can be put in with the normal waste.</p> <p>If the individual tests positive, then store it for at least 72 hours and put in with the normal waste If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.</p>	<p>Specific log to be kept remote from waste storing area to keep accurate inventory of suspected contaminated waste. Log to be maintained by senior leadership team.</p> <p>When suspected that it is covid-19 additional PPE measures to be taken i.e. face mask and eye protection</p>	<p>AS/LD SLT</p>	<p>Ongoing</p> <p>Ongoing</p>	

**Review period:** After any UK Governmental Department announcement.