



Site / Premises: Ellesmere College	Assessment Carried Out By Name: Steph Beale Signature: <i>S. K. Beale</i>	Assessment Serial Number: 001 – 07/09/20		
Department:		Date Carried Out or Reviewed	Date for Next Review	Reviewed By (Name)
Activity / Process: School activities during COVID 19 outbreak - For the return to School in September 2020 <ul style="list-style-type: none"> • During this evolving situation please monitor and follow government guidance given in the web links provided • All normal working practices should be assumed to continue unless they need to be changed for the duration. 	Responsible Manager / Team Leader etc Name: Signature:			
		12.06.20	15.07.20	Steph Beale
		24.08.20	20.09.20	Steph Beale
		21.09.20	20.10.20	Steph Beale
		15.12.20	05.01.21	Steph Beale

Risk Rating.

The Risk Rating process is provided for guidance only. It is the risk assessors' evaluation of the risks that is important, and this may differ from the result indicated by the risk rating matrix. Even after taking the risk rating into consideration employers still have a duty to ensure that sufficient and adequate control measures are in place to ensure that any remaining risks are kept as low as is reasonably practicable.

General Principles of Control	<p>There is no 'one size fits all' off-the-shelf suite of control measures to suit every school or circumstance. The control measures are based upon the principles of,</p> <ul style="list-style-type: none"> • Avoiding contact with those who have symptoms. • Frequent hand cleaning & good Respiratory hygiene practices. • Regular Cleaning of settings. • Minimising contact & mixing (with a strong focus on group/class separation). • <p>Even where these principles cannot be adopted in full, even a partial adoption of them would be beneficial in reducing the risk. It should also be remembered that more than one of the principles can be adopted simultaneously.</p> <p>IT IS COMPULSORY AT ELLESMERE WHILE LEICESTER LOCKDOWN MEASURES CONTINUE FOR STAFF AND STUDENTS OVER 11 UNLESS INDIVIDUAL EXEMPTIONS APPLY. (Staff must complete an individual risk assessment with Steph or Linda for exemptions to apply)</p>	<p>The wearing of face masks/coverings in areas of the school where this is not required by Government guidance or legislation is not expected to be a routine control measure, unless specific risks have been identified. However, the School will support any individual who chooses to wear one in those areas. Appropriate respiratory protective equipment/face masks are to be considered where effective separation cannot be maintained if dealing with a suspect case; This would normally be to the standard of a Fluid Resistant Surgical Mask. – these are available from reception if a child is unable to wait in the isolation room alone. These masks cannot be shared. Once you have one of these masks you should clean it and keep it for future use.</p> <p>However, if dealing with a child with complex medical needs where aerosol generating procedures are performed an FFP3 standard face mask should be worn, for which face fit testing</p>
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		(FFT) must be completed beforehand. Other appropriate PPE may also be required – refer to latest government guidance							
What are the Hazards? (What can go wrong)	Who might be Harmed & How?	Existing Control Measures (What are you already doing to manage the hazards/risks?)	Risk Rating with controls in place			Additional Controls Required (Where the existing controls are insufficient to reduce the risk to an acceptable level) Use the scoring table below to assist in planning actions.	Action By Who?	Action By When?	Additional Action Completed (Initials)
			Likelihood	Impact / Severity	Risk Rating Score				
Catching or Spreading COVID 19	Staff, Pupils, Visitors	<p>Attendance - Commencing 05 January 2021 On-site education will resume for Vulnerable Children & Children of Critical Workers only– With remote education provided for all other Pupils until the February Half Term.</p> <p>Initial - Rapid Result Tests (Lateral Flow Tests) Rapid Result Tests (Lateral Flow Tests) are to be offered to School Staff & Pupils of Secondary School age who are attending onsite</p> <p>The testing is available for the following with priority being given to staff, vulnerable children, the children of critical workers and any other pupils who need to attend onsite provision.</p> <ul style="list-style-type: none"> Secondary students on their return to school in January (2 tests 3-5 days apart) All staff (weekly) Daily tests for 7 days for anyone who has had close contact with a confirmed positive case. <p>A negative result will allow the tested person to remain in school. A positive result will require the tested person to self-isolate for 10 days and they are encouraged to undertake a Covid 19 viral (PCR) Test.</p>	3	4	12				



	<p>Although encouraged and prior consent is required, this testing is voluntary.</p> <p>Ongoing - Rapid Result Tests (Lateral Flow Tests) Using a phased approach from January 2021 (Secondary & Special Schools first, followed by Primary Schools in the second half of January).</p> <p>Rapid Result Tests (Lateral Flow Tests) are available for Schools to conduct weekly testing of Staff in order to help detect those who are carrying the Covid 19 virus without displaying symptoms.</p> <p>A negative result will allow the tested person to remain in school. A positive result will require the tested person to self-isolate for 10 days and they are encouraged to undertake a Covid 19 viral (PCR) Test. (which overrides the result of the lateral flow test)</p> <p>Although encouraged and prior consent is required, this testing is voluntary.</p> <p>LATERAL FLOW TEST FACILITY A dedicated Covid 19 Rapid Results Test Facility has been set up, the facilities & procedures of which include,</p> <ul style="list-style-type: none"> • Appropriately trained Staff. • A non-porous floor. • Good air flow/ventilation & well lit. • space for social distancing. • Test subjects seating in the Swabbing Area 2m apart from each other. • A Registration desk at the entrance to the facility. • Separate desks for Recording and Processing tests, and a Swabbing Area. • The Swabbing desk and Processing desk are in close proximity to each other [within 1m], with the Recording desk close by. • There is a clear demarcation between the Swabbing area and Processing area, and test subjects are not permitted to enter the Processing area. • Hand sanitising facilities are provided, which are to be used by all persons entering or leaving the test facility. 							
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	<ul style="list-style-type: none"> • Facilities & PPE for containing & cleaning up bodily fluids are readily available (<i>Sneezing or vomiting may be expected</i>). • Established NHS Testing protocols are followed in line with the training provided. • Appropriate PPE is worn (Gloves, Apron, Fluid Resistant Surgical Mask & Eye Protection for those administering the tests & cleaners + Fluid Resistant Surgical Masks for those within 2m of others where no physical contact is made). • Waste disposal facilities are provided, both for general waste and clinical waste. Used test consumables (i.e. swabs), disposable PPE & bodily fluid spillage cleaning materials are disposed of as clinical waste. • The Swabbing area and Processing area are cleaned between each test. • General School Covid 19 social distancing & face covering requirements apply to those awaiting test and upon completion of testing. • Where someone has a positive test result, they are to be kept isolated until they can return home to self-isolate. <p>Welfare facilities are provided which contain suitable levels of soap and hand sanitiser.</p> <p>Maintain social distancing (2m separation where practicable) See below for Class/Group arrangements.</p> <p>All persons to wash hands with soap regularly and thoroughly, for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>Tissues are provided for employees, and children, along with bins provided for their disposal. All persons should use a tissue when coughing or sneezing and then place the used tissue in the bin before washing their hands. If a tissue is not available coughing or sneezing into the crook of the elbow, with washing hands afterwards is an acceptable alternative.</p>							
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	<p>Contact with personnel suspected of having caught COVID-19 will be avoided. (Advice provided to parents re symptoms and advice to stay at home. Also temperature checking. See below for procedures for those with symptoms)</p> <p>All persons are reminded to not touch their eyes, nose or mouth if their hands are not clean.</p> <p>Any existing individual risk assessments to be reviewed termly by LO/SB. These include but are not limited those who are clinically vulnerable, clinically extremely vulnerable and BAME.</p> <p>Follow good respiratory hygiene and skin cleaning hygiene measures at all times.</p> <p>Ensure frequent hand washing/sanitising is carried out by all persons throughout the day, including before & after eating, after sneezing & coughing or using tissues. For example: Admin: arrival/departure/handling shared equipment/breaks/etc Teachers and TAs: arrival/departure/handling shared equipment/breaks/room changes/handling resources/personal care/ physical support. Premises team: arrival/departure/handling shared equipment/breaks/ hourly/task completion/cleaning</p> <p>Hand washing/sanitizing facilities are available in the following locations: Reception, staff-rooms, classrooms, offices, dinner hall, toilets.</p> <p>After washing, hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. For pupils regular hand washing / sanitising includes washing / sanitising their hands, on arrival, after breaks, before & after lunch, after using the toilet and when changing rooms (Younger children & SEN pupils may need additional support & encouragement or supervision for this).</p> <p>Clear signage and information is displayed reminding all persons of social distancing, hygiene and hand washing requirements.</p>							
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	<p>This information should also be easily understandable to small children where necessary.</p> <p>Persons who are living with a person in the Shielding Category (but who are not ill themselves) should only be permitted to enter the School if stringent COVID 19 control measures can be implemented and if they fully understand them.</p> <p>Parents, contractors, etc are to be informed of the COVID 19 safety precautions of the School (Based upon Government Guidance and this risk assessment).</p> <p>Contingency plans are in place to provide home-learning for pupils should this become necessary. Contingency planning for school attendances during local restrictions will be based upon a Government directed tiered approach.</p> <ul style="list-style-type: none"> • Tier 1 – All schools will be open as normal. • Tier 2 – Secondary schools & FE establishments will use a rota basis to limit on site attendance (possibly 2 weeks attending, followed by 2 weeks home learning). <i>All other sites attendance is unaffected.</i> • Tier 3 – Secondary schools & FE establishments attendance will be limited to vulnerable children & young persons, children of critical workers and selected year groups as prioritised by the DfE. <i>All other sites attendance is unaffected.</i> • Tier 4 – All Schools & FE establishments attendance will be limited to vulnerable children & young persons and children of critical workers (<i>excepting special school and Alternative Provision which will continue</i>). <p>This risk assessment and any safe systems of work is communicated to staff before they start work, and is available in school. Staff to sign to say they have read and will comply. All staff have received training before updated risk assessment becomes valid plus monthly Covid updates in briefings.</p> <p>The SLT are to ensure that a system is in place to monitor and enforce the Covid 19 safety arrangements identified in this risk assessment.</p>							
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		<ul style="list-style-type: none"> • Regular spot checks at least 3 times per week including but not limited to social distancing, hygiene and use of face covering. Monitoring is completed by SB/AS/RT/LO and bubble covid champions (one per bubble) and monitoring sheets completed. Monitoring sheets are reviewed monthly in SLT safeguarding/H&S meetings. Reviews will help to establish further control measures needed and a range of locations and bubbles. • Any breaches of the Covid risk assessment will be addressed through the school disciplinary policy and procedures. • Staff are reminded of the whistle-blowing policy and its relevance if they see anyone in breach of the Covid risk assessment. (through initial training and updates) <p>Records are kept of classes, groups, staff, visitors and their close contacts, such that these can be provided to the Local Public Health Team if required.</p> <p>Employee support services (Occupational Health Service / Smart-Clinic etc) are available to discuss any concerns employees may have directly related to their health, and to provide appropriate support. The full range of support available is identified in the Schools Wellbeing policy.</p> <p>Managers/SLT keep in regular contact with and monitor the wellbeing of Staff not currently working on the site.</p> <p>From the 1st September, in areas of National Government Intervention (Local Intervention Areas) e.g. Local Lockdown Areas, face coverings are to be worn by all pupils of Year 7 & above and adults in corridors and communal areas where social distancing is difficult to maintain (with the standard exceptions for disabilities / breathing difficulties / lip reading etc applying). A small stock of spare face coverings is held to support this measure.</p> <p>Clinically Extremely Vulnerable & Clinically Vulnerable Staff (including Pregnancy) Only those CEV Staff who have received a letter from their medical support team advising them to remain shielding are required to do so.</p>							
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		<p>Other CEV Staff, who have not received the shielding advice letter are able to return to work, provided that they are able to return to a workplace where the Government safety guidance has been implemented in full, and an individual risk assessment has been carried out.</p> <p>The school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept. Previous risk assessments may need to be defaulted to.</p> <p>Shielding Children Generally, children who were shielding can return to school, however, those under the care of a specialist medical professional should follow medical advice regarding any potential return.</p> <p>Again, the school will, however, need to ensure plans are re-assessed based on emerging government guidance and advice from the local Public Health Dept</p> <p><i>Although persons from the Black, Asian & Minority Ethnic (BAME) community, or those who possess other recognised high risk factors, are not officially categorised within the Clinically Vulnerable Group, due to their greater statistical likelihood of contracting the virus, it is recommended that they be considered for control purposes to be within this group.</i></p> <p>An individual risk assessment has been carried out for any person who considers that the control measures in place are insufficient for their personal circumstances.</p>							
<p>Suspected case whilst on site or Positive Viral test result</p>	<p>Staff, Pupils, Visitors</p>	<p>When a person develops symptoms compatible with COVID 19 they should be sent home and isolate for 10 days. Their fellow household members should also self-isolate for 10 days.</p> <p>Under the NHS Test & Trace system, all staff and students attending the school will have access to a viral test <u>if they display COVID 19 symptoms</u>, and are encouraged to undertake the test in this scenario.</p> <p><i>The school holds a stock of self-testing kits that are available for use where it is considered that this would increase the likelihood of the test being taken.</i></p>							



	<p>Parents and Staff are requested to immediately inform the school of Covid 19 viral test results.</p> <p>Where a person tests negative for COVID 19 they can return to school, and their fellow household members can end their self-isolation.</p> <p>Where a person tests positive for COVID 19 they should go home and self-isolate for 10 days (or longer if the high temperature symptom continues).</p> <p>When notified of a positive COVID 19 test result, the school will contact the local authority Public Health team, who will work with the PHE Health Protection Team and the school to identify close contacts of the positive person. As established by these discussions, close contacts should be sent home and advised to self-isolate for 10 days or take part in serial testing in school. (See rapid flow test section) (The other household members of those close contacts do not need to self-isolate unless that person within that group or class subsequently develops COVID 19 symptoms).</p> <p>As part of the NHS Test & Trace programme, if other cases are detected within the school, Public Health England's Local Health Protection Teams will conduct a rapid investigation and will advise the school on the most appropriate action to take.</p> <p>If a person receives a positive viral test result for Covid 19 or displays symptoms - A high temperature, a persistent cough, or a loss or change to the sense of taste or smell they should:</p> <ul style="list-style-type: none"> • Notify the Principal immediately. • Avoid touching anything. • Go home immediately (Children accompanied by their parent, etc). • All other persons are to maintain a safe distance from affected individual. 							
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	<ul style="list-style-type: none"> • If they need to cough or sneeze this should be into a tissue which is then put into a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. • Areas occupied and equipment used by the affected person are to be thoroughly cleaned and disinfected, with the waste materials stored securely, double bagged, for 72hrs before disposal. (see cleaning section for more detail) • They must then follow the guidance on self-isolation and not return to school until their period of self-isolation has been completed. • A note of all persons who the affected person has been in contact with is to be made, and these are to be monitored for symptoms throughout the following two weeks. <p>Where persons have been in contact with someone who has been taken unwell with Covid 19 symptoms they do not need to go home to self-isolate unless they develop symptoms themselves, or unless the affected person later tests positive and they are informed to do so by the Local Public Health Team.</p> <p>They should wash their hands thoroughly after the contact. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided.</p> <p>If a pupil with COVID 19 symptoms needs to remain at School until collected they should be located in a room separated from all other persons (isolation room – girls’ changing rooms) but with the door closed (A decision should be made regarding whether or not adult supervision is required in the room – but should be avoided if possible). All soft furnishings have been removed and furniture placed in a socially distanced position. Following use the staff member with the child must notify the premises team in order to request a deep clean. Until the deep clean the door sign must be turned over to read – NO ENTRY. When the deep clean has taken place the sign can be turned over to read Safe to enter in green.</p>							
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		<p>A separate toilet facility should be used if necessary. Staff should keep 2m away from the pupil where possible. If a member of Staff needs to attend to the pupil by physical contact, PPE appropriate to the level of contact should be worn (Gloves, apron, face mask & eye protection as necessary). The toilet, room used, and any PPE used should be cleaned and disinfected after use. Arrangements should be made for the parent etc to collect the child, and only under exceptional circumstances is school transport to be used to return the child home.</p> <p>If two or more cases are confirmed within 14 days, or if there is an overall rise in sickness absence where COVID-19 is suspected, the school will work with the Local Health Protection Team who will advise if additional action is required. ALL CONFIRMED CASES WILL BE REPORTED TO PHE.</p> <p>As Required - Rapid Result Tests (Lateral Flow Tests) Testing of close contacts as an alternative to self-isolation. Using a phased approach from January 2021 (Secondary & Special Schools first, followed by Primary Schools).</p> <p>As an alternative to close contacts of positive cases being required to self-isolate for 10 days Rapid Result Tests (Lateral Flow Tests) are available for Schools to conduct daily testing of close contacts (Staff or Pupils), where a negative result would allow them to remain in School. These tests will need to be taken in the morning for 7 school days. A negative result will allow the tested person to remain in school. A positive result will require the tested person to self-isolate for 10 days and they are encouraged to undertake a Covid 19 viral (PCR) Test. The person testing positive should be kept isolated until they can return home to self-isolate. Although encouraged and prior consent is required, this testing is voluntary, and those close contacts who choose not to be tested will be required to self-isolate for 10 days.</p>							
<p>Travel off site</p>	<p>Staff, Pupils</p>	<p>Travel is only required for essential purposes.</p> <p>Implement social distancing where possible.</p>							



	<p>When on foot - 2m clearance from other persons, or if this is not possible, then 1m apart with additional precautions i.e. wearing face masks, staying side by side, minimising time spent together.</p> <p>All persons to limit their use of public transport (Where it is safe and practicable encourage the parents of children to get them to cycle or walk to school).</p> <p>Where travel is essential, use private single occupancy where possible.</p> <p>Children must not board home to school transport if they or any member of their household has Covid 19 symptoms.</p> <p>Travel by coach etc is to be minimised, with social distancing and/or groupings practiced throughout. Contact with the driver is to be avoided, and any SEN requirements taken into account when reducing risks and minimise contact.</p> <p>Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger in a vehicle you should wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. Children under the age of 11 years are also not required to wear face masks.</p> <p>Where possible, open vehicle windows for increased ventilation.</p> <p>If the vehicle is being used to transport a child with Covid 19 symptoms, wherever possible,</p> <ul style="list-style-type: none"> • Use a vehicle with a bulkhead for segregation. • The driver and the passenger should maintain a distance of 2 metres from each other. • The driver should wear PPE, and the passenger should wear a face mask if they are old enough to do so. • The vehicle should be cleaned & disinfected afterwards. • Tissues should be used if coughing/sneezing and recommend using plastic bags for collection and disposal of tissues/waste PPE 							
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		<ul style="list-style-type: none"> • Handwashing/sanitising before and after transport activities and when disposing of waste. <p>On dedicated transport, which is the responsibility of the LA:</p> <ul style="list-style-type: none"> • Pupil groupings should reflect those operating in the school to maintain segregation. We have shared our bubble lists with the LA and this has been accommodated. • Hands are to be sanitised on entrance to the school and on leaving. • Social distancing is to be maintained as far as possible whilst queueing and when in the vehicle. • Frequently touched vehicle surfaces are to be cleaned after each journey, and enhanced cleaning carried out at the end of each day. • Drivers are to have access to and use hand sanitiser throughout the journey and after assisting passengers. • Children are to be encouraged to carry & use tissues on home to school transport. If used, these will need to be disposed of into a covered bin, either on board the vehicle or upon arrival at school. • Ventilation is to be maximised (i.e. opening windows). • The vehicle is to be regularly cleaned. • Unless there are compelling reasons not to (i.e. disabilities, breathing difficulties, etc.) when travelling as a passenger you should wear a face covering. Children under the age of 11 years are also not required to wear a face covering. <p>External Visits,</p> <ul style="list-style-type: none"> • The Covid 19 safety measures outlined in this risk assessment, and those of the venue being attended are to be complied with during external visits. If not deemed covid-safe the trip will not go ahead. • No overnight or overseas visits are to be undertaken. 							
<p>Contaminati on during Access to & egress from site</p>	<p>Staff, Pupils, Visitors</p>	<p>The following practises have been implemented:</p> <ul style="list-style-type: none"> • Staggered start and finish times to reduce congestion and contact at all times. ALL staff are to do an outside duty to safely facilitate. 9.10 – Post 16 and KS4 9.20 – Primary and C&R 							



		<p>9.30 – KS3</p> <p>3.00 – Post 16 and KS4 3.10 – Primary and C&R 3.20 – KS3</p> <ul style="list-style-type: none"> Monitor site access points to enable social distancing – Access points are at the student entrance and the pedestrian gate. The path has been marked with lines at 2m intervals and signage reminds parents/transport staff to socially distance. <p>Primary/C&R bubble to use student entrance and are taken to their classrooms using the external routes where possible. This avoids congestion in corridors.</p> <p>KS3/KS4/KS5 to use side stairs/MUGA and visitor entrance.</p> <p>KS4 & KS5 enter first and line up in class groups on the MUGA. Signs for classes are spaced more than 2m apart. When a group has arrived they are led up the side steps to the rear of the building to enter their classrooms.</p> <p>Once the MUGA is clear of KS4/5, KS3 line up (again spaced out as guided by the class signs more than 2m apart). Once classes have arrived they will access the building up the side steps and behind the rear of the building to the purple hub.</p> <p>At the end of the day, for KS3 upwards bus rooms will only be used on rainy days. On dry days students will line up on the MUGA by their bus label. Staff should supervise the children from their original bus room allocation and take them to their buses when they have all arrived and the bus is present.</p> <p>Bus rooms will remain in place for Primary/C&R. A one way system is in place for the end of the day to minimise cross-over in corridors.</p>							
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	<ul style="list-style-type: none"> • Require all persons to wash & dry or clean their hands before entering or leaving the site. <i>Hand washing with soap to be at least 20 seconds each time. Hand sanitizer in reception.</i> • Allow plenty of space (two metres) between waiting to enter site. Markings on pedestrian path and outside main entrance. • Only one person is allowed in between the two sliding doors in the foyer at any time, so social distancing can take place. • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times – see cleaning schedules • The process for removing & where appropriate disposing of face masks used during travel is communicated to staff & pupils, and covered bins provided. • Hands are to be washed / sanitised upon removing face masks. • Parents/taxis are reminded to stick to staggered times and avoid congregating outside. • Parents/taxis/bus drivers/escorts and all staff on duty asked to wear face coverings. • Students collected from taxis. • Students collected from buses. • All students' temperatures are taken with non-contact thermometers with an outstretched arm. Each thermometer is allocated to a staff member – no sharing. A child with a temperature above 38 is not permitted access. Staff are to take temperatures as students exit the transport. • Bus/taxi drivers/escorts & parents not allowed access to use the toilets. <p>Visitors No non-essential visitors are allowed onto the school site (including cancellation of all evening and weekend lettings until further notice) All essential visitors to be made aware of site rules.</p> <p>Only visitors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read signs in</p>							
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	<p>reception regarding good hygiene. A log is kept of areas visited and people they have been in contact with.</p> <p>Track and trace log kept on reception of all essential visitors.</p> <p>Staff Staff who are showing any of the signs of COVID -19 may NOT come to school.</p> <p>Staff MUST declare if they have a member of their family displaying signs of COVID-19 and may NOT come into school.</p> <p>Staff have been informed about the need for self-isolation, etc. as advised by the Government.</p> <p>Staff are to pay due regard to social distancing requirements when parking & accessing their vehicles.</p> <p>Staff in different bubbles must not car-share.</p> <p>Hand cleaning facilities or hand sanitiser is available at the entrances/exits and throughout the school and should be used by all persons when entering and leaving.</p> <p>A hands-free thermometer is mounted in reception for staff to check their temperature on the way into the building. Anyone with a temperature above 38 is not permitted access.</p> <p>Parents etc Contact with parents is minimised, with only a single parent attending drop off & pick up of children, and 2m distancing to be observed (markings on path & signage)</p> <p>Parents, etc. are to be reminded not to gather by the School gates etc whilst awaiting their children and are only allowed on site by appointment.</p>							
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		A protocol should be in place to deal with those arriving at school who are not supposed to be there – SLT are on duty every day to deal with this.						
Contaminati on within Internal Areas	Staff, Pupils, Visitors	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Desks are as far apart as possible, with the aim of placing the sitting positions 2m apart where possible. Pupil sitting positions should be side to side, forward facing and not facing each other. Surfaces within the classrooms are to be kept clear.</p> <p>Soft furnishings (chairs) have been removed to allow more effective cleaning and to allow the desks to be spread out.</p> <p>Adults within the class should remain socially distanced where possible. (2m)</p> <p>Communal areas to be organised as far as possible to allow 2m separation between Staff and pupil groups – eg MUGA organised with at least a 2m gap between class lines – this is supported by signage.</p> <p>Staff rooms have been created in each bubble. These all have:</p> <ul style="list-style-type: none"> • Minimal furniture with chairs placed 2m+ apart. • Soft furnishings removed. • 2m exclusion zones marked around hot water tank/kettle. • Queueing dots marked on floor 2m apart. • Maximum occupancy signs on the door which must be adhered to. • Anti-bac wipes placed on each table (staff to use to wipe table and chair after use) • No shared crockery. • The dishwashers in the staffrooms, cookery rooms and prep rooms are not to be used as they are domestic dishwashers and do not reach a high enough temperature to sterilise crockery/cutlery. Please 						



	<p>can staff bring in their own supplies and either wash up in school or take home to wash.</p> <p>ALL staff meetings are to be conducted remotely on Teams for staff to access from their classrooms/hub areas in a socially distanced manner (2m+) Some meetings (time permitting) may also be accessed from home.</p> <p>Pupils are as far as practicable to be kept in separate groups. At Ellesmere we have divided the school into 3 bubbles: 1. Primary/C&R 2. KS3 3. KS4-5 Within bubbles, class groups are kept separate as much as possible but this is not always possible due to curriculum demands.</p> <p>Bubble groups must take break times at staggered times to avoid cross-contamination. Classes also to be split where possible – organised by APs.</p> <p>There are no staff timetabled across bubbles. All staff are to remain within their bubbles (including lunchtime supervisors and cleaners). The only exceptions to this are: The principal Vice Principals Strategic Resources Manager Premises officers ICT team In order to avoid cross-bubble contamination the following rules apply to the above staff:</p> <ul style="list-style-type: none"> • No team-teach • 2m social distancing where possible • No touching • If within 2m wear a face covering • Wash/sanitize hands between each bubble. • These staff reserve the right to direct other staff to follow the above rules if they are not readily being adhered to. 							
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		<ul style="list-style-type: none"> ICT support will be given remotely in the first instance. If the issue can't be resolved remotely ICT staff will attend. This may need to be arranged due to numbers in the room. <p>These groups are as far as possible to keep to the same areas within the School.</p> <p>Primary/C&R – Must stay downstairs at all times. One exception is the use of the central staircase to reach the canteen to collect morning toast and lunches. Face coverings must be worn for this purpose.</p> <p>KS3 – Purple Hub KS4 – Orange hub and Sci corridor KS5 – Orange hub, TMB and DT room (external access only) Staff and students must remain in these allocated areas whilst on site (only exceptions are to access the gym and cooking room)</p> <p>Outside spaces to be divided as follows: Front playground – C&R/Primary Primary playground – primary MUGA -Post 16 Back playground – KS3-4-5 (staggered times)</p> <p>Upstairs bubbles may access the sports hall for timetabled lessons only using the central staircase. There is no access to changing facilities.</p> <p>See maps for allocated student and staff toilets – appendix B. The toilet in reception is for reception and ICT staff only. Staff and students are only able to use the toilets within their bubble space. However, KS3 staff will need to have access to the disabled toilet by the orange hub toilets but this must be accessed via the back playground.</p> <p>Where possible Staff are to maintain a safe distance between each other (2 metres). The use of the Staffrooms are to be kept to a minimum. However, when it is used the rules above apply. Staffrooms have maximum occupancy</p>							
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	<p>signs on the door which must not be exceeded. Furniture and floor markings inform social distancing. Post will be delivered to bubble staffrooms by POs.</p> <p>Staff on duty at break/lunch times including lunchtime supervisors should remain 2m apart. This will be monitored by SLT and breaches may lead to disciplinary processes/procedures.</p> <p>Dots are placed showing students where to stand by sinks when hand washing to keep 2m apart. There are no urinals. All toilets are in individual cubicles.</p> <p>TAs are responsible under the direction of the teacher to clean high-touch points in classrooms at the end of each day before students move around for bus rooms.</p> <p>Limit the number of Staff in each room/area as far as possible to follow social distancing guidance. Where possible, Staff are to keep 2m apart from other Staff & Pupils, avoid close face to face contact, and minimise necessary contact within 1m of others. All offices, staffrooms and intervention rooms identify the maximum occupancy on the door. This must not be exceeded.</p> <p>Assemblies will be delivered through ICT and will take place in individual classrooms.</p> <p>All persons are to wash & dry/sanitize their hands upon entering classrooms.</p> <p>Strict hygiene rules to be implemented, all staff to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry and regularly thereafter. • Use alcohol-based hand sanitiser. • Wash hands if face is touched. • All hand contact surfaces to be regularly cleaned using wipes provided in each classroom. <p>Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying or quarantined, etc. Teachers must continue to</p>							
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		<p>mark work as per the marking and feedback policy. Gloves are available should staff wish to use them. Or work can be quarantined for 72 hours before marking.</p> <p>Staff to Staff interaction;</p> <ul style="list-style-type: none"> • Staff should only complete authorised activities, • No close contact activities (within 2 metre distance). <p>Equipment, Activities and resources</p> <ul style="list-style-type: none"> • Limit the use of shared resources. • The food room is only to be used by timetabled classes – cleaning schedules support this. KS3 access is down the Science corridor and stairs. Staff must ensure this route is clear before leading a class from KS3 to the food room to ensure no cross-bubble meeting. • Staff & pupils have their own allocated individual frequently used resources such as pens & pencils. Each student provided with a named pencil case with their own set of resources. • All equipment & resources are to be regularly cleaned (including IT equipment including whiteboard and associated equipment), and equipment & resources that are shared between groups are cleaned between each use. TAs are responsible for wiping down IT equipment after use. This includes the keyboards in the ICT suite. This also applies to PE equipment e.g soft play as directed by the PE staff. Older students may support with this under the guidance of TAs. • PE equipment is allocated to each bubble to avoid cross-contamination. • Bikes and helmets must be cleaned after each use and are allocated to one bubble each term. • Drama costumes are not to be used. . • Shared IT such as ipads MUST be wiped down after use. • Where students move between classrooms for lessons (e.g streamed maths/English and options the teacher is responsible for ensuring the tables and chairs are wiped down between use. They may direct TAs and students where appropriate. This should be completed at the end 						
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		<p>of each session so is the responsibility of the teacher ending the lesson, rather than the teacher starting the next one where there is movement.</p> <ul style="list-style-type: none"> • Shared keys (e.g for bikes) can be collected from reception (via external routes). They will be wiped by reception between use and any fabric key-fobs have been removed. • The library is still accessible just to staff (max occupancy – 3) but now only before and after school using the external routes to access. Books are to be returned to boxes provided in bubble staffrooms which are then quarantined for 72 hours. • When using the hygiene room PPE must be worn – masks/visor, apron and gloves. All surfaces and equipment must be cleaned after use by the staff using the room. • Pupils should be reminded only to bring essential items into the school. • Students’ coats should be kept on the back of student chairs, not on the classroom pegs. • Play Dough must be single use. Therefore in order not to waste proper play-doh please make your own in school which must be thrown away after use. • Laptops need to be wiped down after use – this is the responsibility of the class team. • Use of the sensory room and soft play rooms are temporarily suspended until the arrival of specialist cleaning equipment. Once the equipment arrives this will be added to the cleaning schedules. • If students use the calm spaces the member of staff supervising must notify the PO after use so that they may clean the area. The sign on the door must be turned to indicate ‘no entry’ until it has been cleaned. <p>Singing activities or playing brass or wind instruments is permitted only:</p> <ul style="list-style-type: none"> • Where social distancing of 2m between each individual can be maintained. • Voices are not be raised unduly. • Where possible musical instruments should be cleaned by the pupils using them. • Participants are not facing others and not sharing instruments. 							
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	<ul style="list-style-type: none"> • Good levels of ventilation are provided, with preferably the activity being carried out outdoors. <p>For advice on practical school science, D&T, etc. see https://www.cleapss.org.uk/ - Please see appendix A for a summary and how this is being administered at Ellesmere.</p> <p>Where possible, meetings are to be held by remote means, rather than face to face (i.e. video calling).</p> <p>Doors may be propped open to reduce contact points, provided fire safety, security & safeguarding requirements <u>are not compromised.</u></p> <p>Ensure occupied rooms are well ventilated, opening windows where possible. Air con units use fresh air. 2 stand-alone air-con units have been added to ensure all internal classrooms without external opening windows all have a circulation of fresh air. Internal offices all have desk fans to avoid pockets of stagnant air. Internal doors are to be kept open where possible and the windows in the hub spaces should be open to increase circulation of fresh air throughout the building. During colder weather conditions windows will be kept open and supplementary heating will be provided where necessary to counteract. Parents are also advised that children are able to wear additional layers under/over their uniform (e.g base-layers or fleece jumpers) Children will not be encouraged to wear outdoor coats in the classroom.</p> <p>Corridors are not widely used as these lead between bubbles. As an alternative staff and students are encouraged to exit the building and use external routes to reach their destination. All corridors are marked with 2m stripes and keep left signs are displayed. Access & exit to classrooms etc should be made by external doors where this option is available.</p> <p>When walking along corridors or using the stairs all persons are to keep to the left side in order to enhance</p>							
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	<p>segregation.</p> <p>Maintain a consistent side to walk on throughout the premises.</p> <p>Before starting a lesson indoors, consider if it could be conducted outside instead.</p> <p>Where lifts are available, these are only to be used by one person at a time (unless unavoidable – i.e. accompanying a child for specific SEN reasons, where the level of contact/risk will dictate the control measures to be taken). Lift touch points are to be cleaned regularly – see cleaning schedule Hands are to be washed & dried or sanitised after using the lift.</p> <p>A screen has been fitted to separate the main Reception Staff from persons entering the building.</p> <p>Bins are provided in each main room to collect used tissues, and are emptied regularly – see cleaning schedules.</p> <p>Drinking water fountains are not in use. Students bring water bottles from home. Where this is not appropriate students are provided with individual named cups which are not shared.</p> <p>Offices:</p> <ul style="list-style-type: none"> • No students to be allowed in admin offices. • Staff need to telephone admin staff rather than go to see them in person. • PPE (hand gel/tissues/masks) available for all staff. • Staff are not to share cups/glasses, but must use their own. • Hot desking rooms will only be available to KS4 (Room 79) and KS3 (Room 107) Computers, worktop and chairs must be wiped down by the staff using them after use using the anti-bac wipes provided in the hot-desking room. • PPA to be taken in own classroom if available or bubble staffroom. 							
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		<ul style="list-style-type: none"> • Staff to use photocopiers in their hub spaces. • No students to use photocopiers. • Maximum occupancy signs on doors. • Offices have been rearranged to ensure no seating is within 2m and desks face away from each other. Meeting rooms have been reassigned as offices to accommodate this. • No staff or students to enter the ICT office. (Maximum occupancy 2 x Credible systems staff). Use the phone or helpdesk system to contact ICT staff. 							
<p>Contaminati on in Outdoor Areas</p>	<p>Staff, Pupils</p>	<p>It is understood that Early Years & Primary age and some SEN children may find it difficult to understand and maintain social distancing separation, therefore where this proves to be impracticable, the principles identified at the top of this risk assessment should be used to implement as high a standard of control as practicable.</p> <p>Areas to be organised to allow 2m separation between all Staff or pupil groups. MUGA – signage informs 2m gap between groups.</p> <p>Staggered break and lunch times are in place.</p> <p>Pupil groups are to remain consistent, separated from other groups with social distancing (2m separation) as far as possible between them.</p> <p>These groups are as far as possible to keep to the same areas.</p> <p>External play equipment is not shared across bubbles. The back play equipment is for KS3 use only. Under guidance of class teams students must wash hands before and after use.</p> <p>Students are to wash their hands before going out to play and on returning to the classroom.</p> <p>Specific guidance on sports can be obtained from https://www.afpe.org.uk/ Currently, this includes prohibiting contact sports, cleaning equipment between each group use, and prioritising outside</p>							



		<p>activities. At Ellesmere equipment has been allocated to each bubble. Staff should also wipe down equipment using anti-bac wipes at the end of each lesson. Where possible PE lessons are taken outside making use of MUGA, fields and 4G pitches. There is a timetable in place to support this.</p> <p>The pupil activities permitted are to be restricted to those where the potential for inadvertent close contact between pupils is minimised. Contact sports are to be avoided.</p> <p>Where lessons are taken outside, the same COVID 19 control measures (social distancing and hand washing protocols etc) are adopted as for indoors lessons.</p> <p>Facilities should be sufficient to provide adequate shelter from inclement or hot weather where necessary. Swimming is cancelled until further notice.</p>						
<p>Allocation of Staff</p>	<p>Staff</p>	<p>Staffing allocation is done on a daily basis and the following are considered:</p> <ul style="list-style-type: none"> • Authorisation onto the school site will be by the Headteacher. • All staff medical needs to be discussed with the Head teacher prior to them entering the school. • Staff to avoid the use of the staff room unless for individual use when using essential equipment. • Suitable and sufficient provision must be made for the provision of first aid, physical intervention, emergency procedures response, etc. • Staff to follow social distancing guidance in offices/staff rooms/close working in rooms etc. • There is an emphasis on ensuring social distancing, therefore the smallest number of staff are allocated to a classroom. • As far as possible, try to plan for the same teacher etc to be with the same group of pupils throughout, and for children to stay in the same groups. • Cleaning staff rotas are reviewed to ensure appropriate coverage – see cleaning schedules 						



		<ul style="list-style-type: none"> Staff are allocated duties to enforce, as far as is reasonably practical, social distancing of pupils leaving school at the end of the school day. 						
Work planning	Staff, Pupils,	<p>Areas are to be organised to allow effective separation between all Staff or groups (the desks should be as far apart as possible). Consider marking out areas so to provide a clear means of maintaining 2m distance.</p> <p>Timetables to be reviewed to determine acceptable activities, the potential for teaching outdoors, and minimising contacts and movement within the school. See updated timetable and staff list (01.10.2020)</p> <p>Movement around the school site is to be kept to a minimum. These groups are as far as possible to keep to the same areas of use of the premises, and if possible each individual to the same desk.</p> <p>Priority is to be given to outdoor PE activities over indoor ones – see PE resource timetable</p>						
Cleaning	Staff, Pupils, Visitors	<p>A cleaning schedule is implemented throughout the site, ensuring that contact points, e.g. worksurfaces, door handles, taps etc. are all thoroughly cleaned regularly.</p> <p>Our cleaning schedule covers the following:</p> <ol style="list-style-type: none"> 1. Thorough daily after school cleaning of the whole site. Cleaning staff are allocated to bubbles to avoid cross-contamination. 2. Cleaning schedules for each area of the site. 3. Additional morning cleaning of frequently touched surfaces – see schedule. 4. Each bubble has a cleaner allocated throughout the day. They follow a schedule of frequently touched surfaces within that bubble. This ensures that all frequently touched surfaces are cleaned 3 times as a minimum throughout the day. This includes staff and student toilets. They also have a schedule for cleaning rooms used by more than one bubble in between uses. 						



		<p>5. The reception team clean the frequently touched surfaces in reception every two hours (door handles, worktop, stair rail) and the inventory touch screen is cleaned after each use by the reception team.</p> <p>All cleaning schedules are monitored in the following ways.</p> <ul style="list-style-type: none"> • Cleaning staff sign when they have completed each area. • Daily checks of the logs are carried out by the premises officers. • Fortnightly checks are carried out by the strategic resources manager. • Monitoring sheets are reviewed monthly at SLT safeguarding/H&S meetings. <p>Cleaning protocol is as follows:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution or chlorine-based cleaner is to be used. • Extra attention is to be given to frequently touched areas and surfaces, e.g. doors, toilets, door handles, phones, light switches and door fobs, etc. • Rooms or areas shared by different groups are to be cleaned between each group use. • Hand towels and hand wash are to be checked and replaced as needed by the Premises Officer and cleaning staff. • Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush, etc – see schedule • Cleaners are to wear disposable or washing-up gloves and aprons for cleaning - (if cleaning a heavily contaminated area eye and respiratory protection should also be used). • Where Covid 19 contamination is suspected or identified the waste cleaning materials and used disposable PPE should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished • When disinfecting, use disposable cloths, to first clean hard surfaces with warm soapy water, then disinfect the surfaces. 							
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		<ul style="list-style-type: none"> • Cleaners are to wash & dry their hands after removing the PPE. <p>Only cleaning products supplied by the school are to be used (Suppliers may need to be notified if additional stocks are necessary).</p> <p>Bin liners should be used in all bins and bins emptied daily.</p> <p>Where cleaning has been identified in the risk assessment this is normally with standard products such as detergents & bleach. If Covid 19 contamination is known or suspected, then the cleaning should be followed by disinfecting (using chlorine based products). <i>Although disinfecting may also be carried out routinely as an assurance measure.</i></p> <p>Cleaning after an individual with symptoms of, or confirmed Covid-19 case has left the setting or area:</p> <p>The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the setting possible is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed.</p> <p>Additional PPE to protect the cleaner’s eyes, mouth and nose to be used in particularly soiled areas.</p> <p>All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones, grab rails in corridors and stairwells</p> <p>Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction.</p>							
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	<p>The following detergent will be used:</p> <ul style="list-style-type: none"> a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.) <p>Any cloths and mop heads used must be disposed of and should be put into waste bags</p> <p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 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 This should be put in a suitable and secure place and marked for storage until the individual's test results are known <p>This waste should be stored safely and kept away from children. It should not be placed 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 indisposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed this waste should be stored for at least 72 hours before disposal with normal waste.</p> <p>If during an emergency you need to remove the waste before 72 hours, it must be treated as Category B infectious waste. You must:</p> <ul style="list-style-type: none"> keep it separate from your other waste arrange for collection by a specialist contractor as hazardous waste 							
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<p>Deliveries & Waste collection.</p>	<p>Staff, Pupils, Delivery drivers, Waste collection operators</p>	<p>If practicable drivers should wash or clean their hands before unloading goods and materials.</p> <p>Do not approach delivery staff, allow packages to be left in a safe place.</p> <p>Hands are to be thoroughly washed & dried after handling all deliveries or waste materials.</p> <p>Waste bags and containers - to be kept closed.</p> <p>Waste collections to be made when the minimum number of persons are on site (i.e. after normal opening hours).</p>							
<p>Contractors</p>	<p>Staff, Pupils, Contractors</p>	<p>Only contractors carrying out essential maintenance deemed necessary to the safe running of the school are to be allowed on site and will read and comply with signs in reception regarding good hygiene. All contractors are provided with our Covid-safe guidance.</p> <p>Staff and contractors are to maintain a safe distance between themselves and others (2 metres).</p> <p>Contractors details are to be logged by reception for track and trace purposes.</p> <p>All contractors are to wash their hands upon entering the site.</p> <p>Strict hygiene rules to be implemented, all contractors are to be asked to do the following:</p> <ul style="list-style-type: none"> • Wash hands on entry into individual work areas – or use alcohol-based hand sanitiser. • Repeat the hand washing/sanitising regularly. <p>Site inductions are to be carried out following social distancing principles (2m separation). If possible, these should be carried out outside.</p>							



		<p>The contractor is to notify the premises staff of all areas visited, in order that these can then be thoroughly cleaned. Also who they have been in contact with for tracing purposes.</p> <p>Where possible, contractor works are to be programmed for times when the minimum number of persons are on site (i.e. after normal opening hours).</p> <p>Contractors & Third Party Organisations working on site are to have their own COVID 19 risk assessments and safe systems of work which are compatible with the school COVID 19 arrangements, or are to comply with the schools arrangements.</p> <p>Contractors are to use the toilet in reception which is cleaned regularly – see cleaning schedules.</p>							
<p>Poor hygiene</p>	<p>Staff, Pupils, Visitors</p>	<p>Wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Hands should then be dried using disposable towels etc, which should be disposed of into the bins provided. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS guidance.</p> <p>Regular education around social distancing, face masks, hand washing and catch it, bin it, kill it with students across all age groups through assembly and PSHE programmes.</p> <p>Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</p> <p>Provide additional hand washing & drying facilities where necessary.</p> <p>Regularly clean the hand washing facilities and check soap and sanitiser levels. – see cleaning schedules</p> <p>Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</p> <p>Extra supplies of soap, hand sanitiser and paper towels are securely stored.</p>							



<p>Canteen use - exposure from large numbers of persons</p>	<p>Staff, Pupils</p>	<p>Hand cleaning facilities or hand sanitiser is available in any room where people eat and should be used by all persons before and after eating.</p> <p>In staff locations persons should sit 2 metres apart from each other whilst eating and avoid personal contact. Seats are separated and number of seats limited to facilitate this – see staffroom photos in training powerpoint</p> <p>In dining halls each group is to be kept separate from others. (2m gap) At Ellesmere our bubbles are kept completely separate. 2 bubbles use the dining hall at different times and the dining room is cleaned between bubbles by cleaners – see schedule. Groups within bubbles are also kept separate as much as possible – Floor markings and additional eating spaces support this.</p> <p>Where catering is provided on site, where possible food served or displayed should be individually wrapped to avoid contamination. Touching multiple items before making final selection should be discouraged. Food displays are protected against contamination by coughing, sneezing, etc).</p> <p>Any cutlery provided should be handed out by staff wearing gloves organised by APs</p> <p>Payments should be taken by contactless methods wherever possible. Parents pay in advance using Parent-Pay.</p> <p>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.</p> <p>Where possible, Kitchen windows should remain open to increase ventilation (Fly-screens should be fitted).</p> <p>Tables and chairs should be cleaned between each use. Cleaning between bubbles 2 and 3 is included on the cleaning schedule. Bubble one have packed lunches in their classrooms.</p>							
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		<p>Breakfast/snack time/lunch in classes for primary, C&R and KS3. This should be closely controlled by class teachers. Surfaces are cleaned before and after eating. Hands should be washed before and after eating. Food containers should be kept out of reach of children at other times of the day.</p> <p>All rubbish and waste should be put straight in the bin by the user and not left for someone else to clear up.</p> <p>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, tables and door handles – see cleaning schedule.</p> <p>Staff collecting hot meals from the canteen should do so at the following set times to avoid cross contamination:</p> <p>11.30-11.40am Primary and C & R staff</p> <p>11.40-12.20pm KS3 staff</p> <p>12.40-1.10pm KS4 and Post 16 staff</p>							
<p>Use of Changing facilities, toilets, showers and drying rooms</p>	<p>Staff, Pupils</p>	<p>Changing rooms are currently not in use. Students wear their kit on the days they have PE or outdoor learning to avoid needing to change.</p> <p>Wash & dry hands on return to the classroom after PE.</p>							
<p>Lack of awareness</p>	<p>Staff, Pupils, Visitors</p>	<p>Clear posters, signage and information is to be displayed around the site (and particularly in welfare areas) reminding all persons of social distancing, hygiene and hand washing requirements. This information should also be easily understandable to small children where necessary.</p> <p>Signs are to be displayed outside meeting rooms and offices etc identifying the maximum occupancy levels to ensure appropriate segregation.</p>							



		<p>Training on the risks of contracting Covid-19 and the controls explained in this risk assessment will be recorded and used for any new/absent staff. It can also be used for refreshers for any staff not adhering to the control measures.</p> <p>Staff are to challenge any person not adhering to the control measures within this risk assessment.</p>						
Emergency procedures (Fire alarm activations etc)	Staff, Pupils, Visitors, Contractors	<p>Emergency evacuations are to take place following social distancing principles as far as is reasonably practicable. Particularly at assembly areas (2m separation between groups – signage supports this).</p> <p>Fire safety procedures have been reviewed to take account of social distancing and staffing levels. This includes a review of PEEP’s and Evac Chair requirements, and contingencies for unplanned staff absences due to Covid 19.</p>						
First Aid provision	Staff Pupils, Visitors	<p>Sufficient numbers of first aiders working in each bubble – see First Aid bubble list</p> <p>Adequate social distancing of 2m separation is to be maintained at all times when direct physical contact is not necessary.</p> <p>When physical contact is necessary PPE appropriate to the level of risk is to be worn (Gloves, face mask, apron, eye protection).</p> <p>Upon completion of first aid, thoroughly wash & dry the hands and any points of contact, and clean & disinfect the affected area.</p> <p>Medicines to be kept in locked cabinets in each staffroom. The medical room in reception is only to be used in cases of emergency,(The only exception to this is the administering of meds to AE in HC class. The staff are to wear PPE and wipe all surfaces after use.)</p> <p>The minimum number of staff should be involved with any first aid incident.</p>						
PPE	Staff	Gloves and masks available for all staff.						



	<p>Pupils Visitors</p>	<p>For personal care, gloves, masks, aprons and visors must be worn. Medical grade disposable masks are available in the hygiene rooms for this purpose.</p> <p>PPE that is issued from school should not be used outside school, due to cross-contamination. Masks may be taken home to wash, but not to be worn elsewhere.</p> <p><u>Face Coverings</u> With the exception of those who are exempt (according to government guidelines), the wearing of face coverings will take effect from 1st September 2020 as follows: Staff - Inside the building staff will need to wear a face covering in corridors and communal areas. This includes staffrooms, except when eating or drinking. Students - Secondary aged students are also to wear face coverings in corridors and communal areas when inside the building. They should also wear them on entrance and exit to the building at the beginning and end of day. Staff are provided with a list of students who are exempt. Also students in KS4-P16 who are exempt will be asked to wear a sunflower lanyard/face covering exempt card so that we can monitor the wearing of face coverings.</p> <p>Staff working with Hearing Impaired students will not be able to work with face masks.</p> <p>Staff must wear face coverings for outside duties at drop off/pick up times.</p>							
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Government & NHS Guidance

Coronavirus Guidance
<https://www.gov.uk/coronavirus>

Guidance on infection prevention and control for COVID-19



<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control>

Managing premises

<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak#other-points-to-consider>

Cleaning Guidance

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Check if you have coronavirus symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Extremely Vulnerable Persons <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>

Travel guidance

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#exemptions-face-coverings>

Guidance on actions for early years and childcare providers:

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures>

Guidance for the full opening of special schools and other specialist settings from the start of the autumn term:

<https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings>

Guidance on what further education colleges and providers will need to do from the start of the 2020 autumn term:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

Protective measures in education settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Guidance for the full opening of schools



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

Transport to school

<https://www.gov.uk/government/publications/transport-to-school-and-other-places-of-education-autumn-term-2020/transport-to-school-and-other-places-of-education-autumn-term-2020>

Contingency planning

<https://www.gov.uk/government/publications/how-schools-can-plan-for-tier-2-local-restrictions/how-schools-can-plan-for-tier-2-local-restrictions>

Scoring Table							Risk Scoring Guide			
LEVEL OF RISK		OVERALL RATING		HOW THE RISK SHOULD BE TACKLED/MANAGED			Consider the potential harm or injury that could result from the identified hazard if an accident or incident were to occur, based on the table below.			
HIGH RISK		15-25		Immediate Management Action						
MEDIUM RISK		9-12		Plan for Change						
LOW RISK		1-8		Continue to Manage						
Likelihood (A)	5 Almost Certain	5	10	15	20	25	Impact Criteria (B)	IMPACT	SCORE	HEALTH & SAFETY EFFECT
	4 Probable /Likely	4	8	12	16	20		Critical/ Catastrophic	5	Multiple deaths of employees, service users, members of the public, etc.
	3 Possible	3	6	9	12	15		Major	4	Death of an employee, service user, member of the public, etc.
	2 Unlikely	2	4	6	8	10		Moderate	3	Serious injury (acute, chronic or life-changing) to employee, service user or member of the public requiring medical intervention.
	1 Very Unlikely / Rare	1	2	3	4	5		Minor	2	Minor injury such as a bump or bruise that may require First Aid treatment and the person returns to work.
							Insignificant / Negligible	1	A day to day issue/problem but negligible harm would result.	



	1 Insignificant / Negligible	2 Minor	3 Moderate	4 Major	5 Critical / Catastrophic
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Impact (B)

Risk Score

To calculate the Risk Score in the Risk Assessment Register above, simply multiply the Impact by the Likelihood to identify the level of risk as per the table above.

Now consider the likelihood of that harm or injury being realised based on the expected frequencies in the table below.

Likelihood Criteria (A)	LIKELIHOOD	SCORE	EXPECTED FREQUENCY
	Almost Certain	5	Reasonable to expect that the event WILL undoubtedly happen/recur, possibly frequently and is probable in the current year
	Probable / Likely	4	Event is MORE THAN LIKELY to occur, will probably happen/recur, but is not a persisting issue. Will possibly happen in the current year and be likely in the longer term
	Possible	3	LITTLE LIKELIHOOD of event occurring. Not likely in the current year, but reasonably likely in the medium/long term.
	Unlikely	2	Event NOT EXPECTED . Do not expect it to happen/recur. Extremely unlikely to happen in the current year, but possible in the longer term.
	Very Unlikely / Rare	1	EXCEPTIONAL event. This will probably never happen/recur. A barely feasible event.

CLEAPSS – Summary for Ellesmere Appendix A

Science

Equipment

Equipment should not be shared across bubbles without being meticulously cleaned (defined as fully disinfected) or quarantined for a minimum of 72 hours

Equipment can be shared within a bubble providing it is and can be cleaned (wiped down with anti-bacterial wipes) between uses and all staff/students wash their hands before and after use. For demonstrations staff should have their own set of equipment which should not be shared with students.



Once an activity is over the equipment will be collected. Before it can be used in a different bubble the equipment will be cleaned and quarantined for 72 hours, labels will denote when the equipment was quarantined and when it will next be available for use. Where equipment will move from group to group within a bubble it will be disinfected overnight.

Quarantine Times

Day Used	Next Available
Monday	Friday
Tuesday	Monday
Wednesday	Monday
Thursday	Monday
Friday	Tuesday

Space for quarantined equipment will be in the prep room and no staff other than the technician and science teachers will have access.

Equipment such as glassware, electrical items, intricate equipment (e.g. oscilloscopes), small items (wires, leads), fabrics, reagent bottles and books will be quarantined when used across bubbles. Equipment will be cleaned between uses within a bubble but not meticulously cleaned. Where equipment is intricate and cannot be easily cleaned it will be quarantined for 72 hours.

Hazardous Chemicals

Normal procedures will be followed for hazardous chemicals, where they have been used they will be quarantined and labelled with when they can next be used.

Meticulous Cleaning



Where equipment will be crossing bubbles. The equipment will be meticulously cleaned, this will include the use of an appropriate disinfectant that kills 99.99% of viruses and bacteria. To achieve this the equipment will be submerged overnight. Where equipment has become dirty it will be cleaned before disinfecting to ensure effective disinfecting.

Eye Protection

Eye protection will need to be disinfected between groups regardless of their bubbles. Students will place their eye protection into disinfectant bowls, the bowl will be covered and they will remain in their for 20 mins. Once disinfected they will be rinsed thoroughly and dried. Disinfectant used will be suitable for babies bottles as this will disinfect the eye protection but not damage it or irritate students skin. The solution will be to a concentration of 1000ppm avCL. Follow a sterilising solution for babies bottles but increase the volume of the neat solution by 10. For example drop 10 tablets into 5 litres of clean water.

Food Technology

In general, there are three groups of equipment which need cleaning:

- Fixed equipment, such as machines, cookers, sinks These can be shared within a bubble, but must be cleaned between bubbles, this will involve wiping with suitable cleaning products and allowing to dry.
- Portable/hand held equipment, such as cordless drills, food mixers, sewing machines. These can be shared within a bubble but must be cleaned or quarantined between bubbles. Cleaning will be similar to fixed machines, alternatively, where there is enough equipment, it can be quarantined for up to 72 hours then brought back into use.
- Materials, such as timber, food ingredients, textiles. Materials used by the pupils can be shared within a bubble, but not between different bubbles. Materials and ongoing products made by pupils will be very difficult to clean, the most appropriate way to manage such items will be quarantine for up to 72 hours

Quarantine Times

Day Used	Next Available
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Monday	Friday
Tuesday	Monday
Wednesday	Monday
Thursday	Monday
Friday	Tuesday

Meticulous Cleaning

This can be achieved in a number of ways

- Immersion in a solution of disinfectant,
- Spraying with a disinfectant
- Wiping surfaces with wipes impregnated with disinfectant

In all cases in order for the disinfectant to work it needs to be in contact with the surface for the time specified on the product, typically between 10 and 20 minutes. Where equipment that has become dirty during an activity it will be cleaned before it is disinfected as surface dirt and grease will prevent the disinfectant from working. This can be done by hand washing with hot soapy water, then air drying or drying with a clean tea towel, which is then laundered.

Hand washing food equipment in hot soapy water using a bactericidal detergent, will be followed by wiping with disinfectant or quarantining before using with a different bubble. The use of disinfectants on food utensils and equipment presents a significant issue, it is therefore likely that after washing, utensils will need to be quarantined, rather than disinfected, unless a suitable, food safe, disinfectant can be used, following the manufacturer's instructions.

Oven gloves are considered as close contact PPE. At the end of a session the oven gloves will be collected and soaked in a disinfecting bath for 20 minutes, then dried and readied for the next user. If they are dirty, they will also need washing prior to disinfecting.



When washing textiles, such as tea towels, the washing cycle of at least 60C will be used and followed by tumble drying to remove bacteria which has originated, or been left, in the textiles during the wash. Where tumble drying is not possible, air drying in direct sunlight where possible will be used. Overloading the washing machine should be avoided as the increased density of the textiles will inhibit the cleaning effectiveness at any temperature. Aprons will be cleaned in the same way/

Where bare metal surfaces, such as cutlery, hand tools and machine parts need to be disinfected, the chemical used must be bleach and chlorine free. Products include Dettol, Sanytol, Dou-Max, however, users must read the label and follow the instructions provided by the manufacturer.

The following staff will receive training in the CLEAPSS processes by 1st Oct:

DT/Science Technician, Food instructor, Science teacher, AP for primary, C&R lead, KS4 and KS5 food teachers (VG/HC) and lead teacher for independence (DA)

Appendix B



Upper Floor Fire Exits

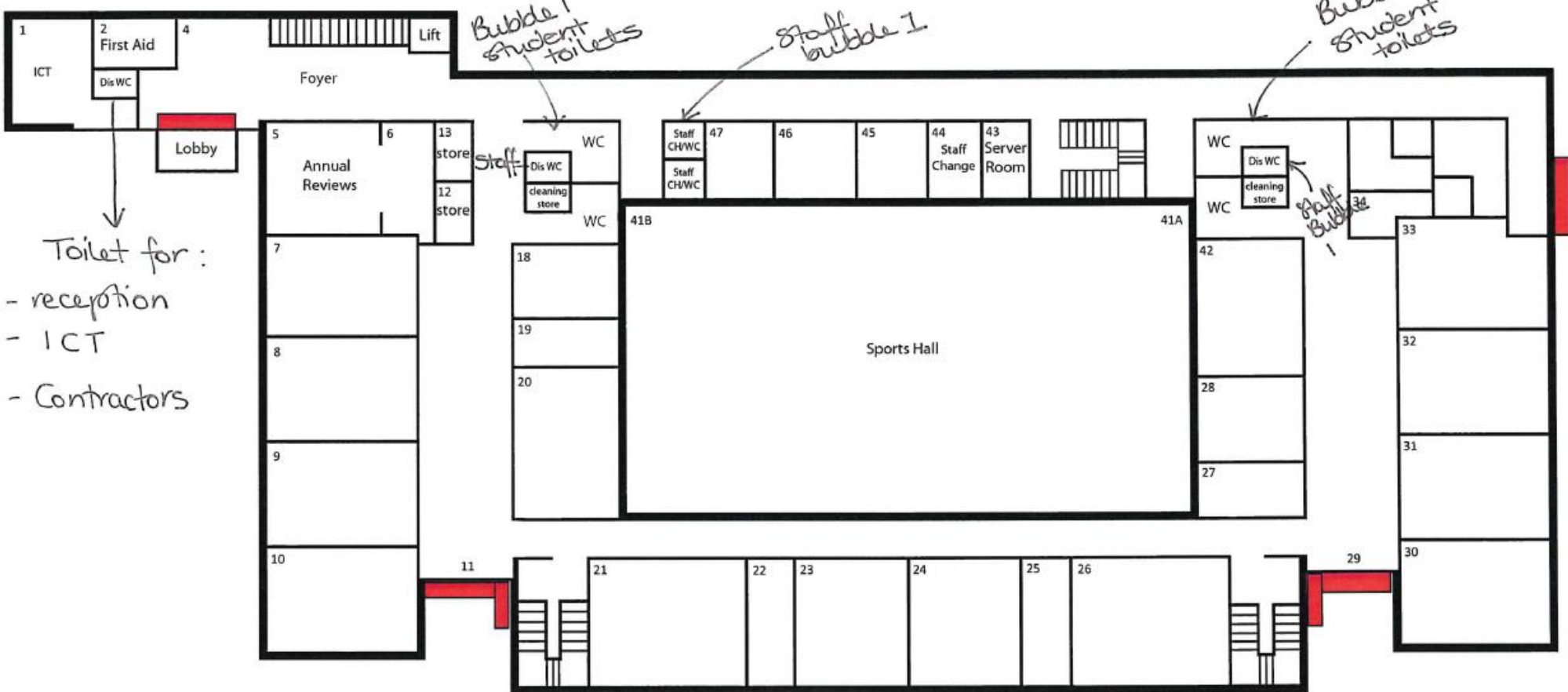




Lower Floor Fire Exits



Bubble 1



Toilet for :
- reception
- ICT
- Contractors