

Coronavirus (COVID-19): Risk Assessment – Additional Controls for opening to all staff and students from 3rd September 2020

Steiner Academy Hereford

Assessment conducted by: Kate Andrews – Principal Brendan O’Keefe - Business Manager Stuart Askew – Premises Manager Denise Stevens - Health and Safety Officer		Covered by this assessment: Additional controls to re-open SAH to all staff and students from the 3 rd September 2020. This is a supplement to Coronavirus Risk Assessment for Steiner Academy Hereford opening in June 2020 to years N R 1 and 6 V5, June 2020.
Date of assessment: 27/08/2020	Date of next review: 02/12/2020	Signed-off by Principal:  Date: 09/09/2020
Change history:		
<p style="text-align: right;">27/08/2020 v1</p> <p style="text-align: right;">09/09/2020 v2</p> <p style="text-align: right;">09/11/2020 v3</p>	Initial draft Amended to include comments from staff Amended to reflect guidance issued re period of restrictions from 5 th November 2020: face coverings in school and on dedicated school transport, changes to organisation of pods, clinically extremely vulnerable students and ventilation in colder weather.	

The sole purpose of this risk assessment is to identify the additional controls required to open the school to all staff and students from the 3rd September 2020 whilst reducing the risk of coronavirus transmission. This risk assessment should be read in conjunction with ‘Coronavirus Risk Assessment for Steiner Academy Hereford opening in June 2020 to years N R 1 and 6 V5’ which details the control measures already in place at SAH.

This risk assessment will be reviewed regularly in line with Government Guidance and as a result further controls may be added to this risk assessment.

- For the purpose of this risk assessment, the term ‘coronavirus’ to refer to coronavirus disease 2019 (COVID-19).
- SAH must ensure that this risk assessment reflects the local setting and context of the school. Staff must be consulted with regard to this risk assessment.
- This risk assessment is not exhaustive and is issued to all staff for comment.
- This risk assessment should be viewed alongside relevant advice and guidance from the Department of Education and reflect any additional subsequent guidance issued to schools.
- For further reference, <https://www.gov.uk/government/latest?departments%5B%5D=department-for-education>, including the documents below:
 - Education and childcare settings: New National Restrictions from 5 November 2020
 - Face coverings: when to wear one, exemptions and how to make your own.
 - [Guidance for full opening: schools](#)
 - [Coronavirus \(COVID-19\): guidance for schools and other educational settings](#)
 - [Details on phased wider opening of schools, colleges and nurseries](#)
 - [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#)
 - [Actions for educational and childcare settings to prepare for wider opening from 1 June 2020](#)
 - [What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

Key:	
Level of risk prior to control	Identifies the risk before any steps to reduce the risk have been taken
Risk Description:	Outlines the area of concern. This list is not exhaustive and schools should add/amend/delete where appropriate e.g. risks for pupils with complex needs.
Risk Controls:	The measures that will be taken to minimise the risk. These are generic and should be adapted for the school context.
Impact:	Could be L/M/H or numeric, depending on what is used in the school setting.
Likelihood:	Could be L/M/H or numeric, depending on what is used in the school setting. NB IF IMPACT AND LIKELIHOOD ARE BOTH HIGH, THEN THE ACTIVITY SHOULD BE STOPPED UNTIL ADDITIONAL CONTROL MEASURES ARE PUT IN PLACE.
Responsible person:	The identified staff member(s) responsible for implementing the risk controls.
Completion Date:	The date by which required plans for controls will be in place. To support planning, identify which controls need to be in place before pupils return to the setting. Individual schools can then personalise to their own setting.
Line Manager Check:	Sign off to ensure that the risk has been minimised as far as possible.

Risk Description/Area of Concern	Who is at risk <>	Current Controls	Additional controls	Responsible person	Planned completion Date	Line Manager Check
The school lapses in following national guidelines and advice, putting everyone at risk	Staff Students Parents	To ensure that all relevant guidance is followed and communicated: <ul style="list-style-type: none"> SAH will keep up-to-date with advice issued by, but not limited to, DfE, NHS, Department of Health and Social Care and PHE, and review its risk assessment accordingly Pop-up box on school website to direct parents to the most up to date information. Parents updated via email/text as necessary and information will also be published in school newsletter. Any change in information to be shared with Chair of Governors and passed on to parents and staff by email. As a result, SAH has the most recent information from the government, and this is distributed throughout the school community.	No change	KA/DS	05/06/2020 03/09/2020	KA
Standard Health & Safety practices being forgotten or not prioritised – Safety standards in the school may drop if they are not effectively maintained alongside Covid-19 control measures.	Staff Students Contractors Visitors	All regular routine checks e.g. legionella, fire extinguishers etc. carried out as usual during the summer term 2020.	<ul style="list-style-type: none"> Health and safety walk around conducted before school re-opens and remedial action put in place. Site perimeter checked to ensure gates locked. All routine checks conducted to usual timetable. PAT testing completed in October 2020. Accidents will be reported and followed-up by the Health and Safety Officer following usual accident reporting arrangements. 	DS/SA DS/SA SA DS	03/09/2020	KA

Risk Description/Area of Concern	Who is at risk <>	Current Controls	Additional controls	Responsible person	Planned completion Date	Line Manager Check
<p>Return to school of groups below who are more at risk from Covid 19 effects:</p> <ul style="list-style-type: none"> • Clinically vulnerable • Clinically extremely vulnerable • Pregnant • Black, Asian and Minority Ethnic (BAME) 	<p>Staff Students</p>	<ul style="list-style-type: none"> • Clinically Extremely Vulnerable not attending school site/working from home/remote learning. • Clinically Vulnerable working from home/remote learning/on site. Clinically Vulnerable Staff allocated other roles e.g. backroom roles that don't involve contact with other adults and students. 	<ul style="list-style-type: none"> • Shielding advice for all adults and students who were designated as being CEV will resume on 5 November 2020. They will be offered the opportunity to work from home or stay away from School; • School Management will liaise closely with parents of more clinically vulnerable students / staff members or any member of a household isolating from school. • Where a student is unable to attend School because they are complying with clinical and/or public health advice, they will be provided with resources/access to remote education. • A person who lives with those who are/ were defined clinically extremely vulnerable or clinically vulnerable can attend School; • Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people which will be kept updated. If the person also has significant 	<p><u>ALT</u></p>	<p><u>03/09/2020</u></p>	<p><u>KA</u></p>

Risk Description/Area of Concern	Who is at risk <>	Current Controls	Additional controls	Responsible person	Planned completion Date	Line Manager Check
			<p>heart disease, this would move them into the CEV category, and they should be offered to work from home or stay away from School if they so wish;</p> <ul style="list-style-type: none"> Additional screens and visors purchased to provide reassurance and safer working environment for staff who are particularly vulnerable/ concerned/working in close proximity with students. 			

<p>Poor communication with parents and other stakeholders</p>	<p>Staff Students Parents</p>	<ul style="list-style-type: none"> All staff aware of current actions and requirements and reminded frequently using email. Communication issued to all parents and all staff from Principal regarding actions and arrangements for the re-opening period from Monday 8th June. KG teachers - MM, JE & TW provided with detailed instructions for supervising their groups on-site. Extended to include TB, BH, RC, JB, SW. Principal shared risk assessment with all staff via email. Parents notified of risk assessment plan and relevant information shared with parents via SchoolComms. <p>As a result, all pupils and all staff working with pupils are adhering to current advice.</p>	<ul style="list-style-type: none"> Risk assessment and new guidelines for staff, students and parents will be communicated via email week commencing 24/08/2020 to all relevant parties. Risk assessment updated and will be published on the school's website. Refresh posters and signage around the school site so up to date and prominent. Health and safety session will take place on INSET day, Tuesday 1st September to brief all staff prior to the start of term. Briefing will take place in the school hall where the floor has been marked out into a 2 metre grid to ensure physical distancing. 	<p><u>KA</u></p> <p><u>KA/DS</u></p> <p><u>SA/DS</u></p> <p><u>KA/DS</u></p>	<p><u>03/09/2020</u></p> <p><u>13/11/2020</u></p> <p><u>01/09/2020</u></p>	<p><u>KA</u></p>
<p>Lack of awareness of policies and procedures</p>	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> School leaders amended all policies impacted on by coronavirus controls include appendices relating to Coronavirus. All staff, pupils and volunteers will make themselves aware of all relevant policies and procedures including, but not limited to, the following: <ul style="list-style-type: none"> Health and Safety Policy Infection Control Policy –being reviewed by BO’K First Aid Policy Intimate care policy – being reviewed by BO’K Behaviour policy Key staff have regard to all relevant guidance and legislation including, but not limited to, the following: 	<ul style="list-style-type: none"> Policies reviewed and in place: Health and Safety, Infection Control, First Aid, Intimate Care and Behaviour. All school policies including Health & Safety available for staff to read on the Share Point system. Students to be made aware of requirements for behaviour, hygiene and infection control on the morning of the 3rd September 2020. Staff briefed on Health and Safety and Covid-19 key system of controls during INSET on 01/09/2020. Staff and parents informed of the requirements of the 	<p><u>KA/ALT</u></p> <p><u>Teachers</u></p> <p><u>KA/DS</u></p> <p><u>KA</u></p>	<p><u>03/09/2020</u></p> <p><u>03/09/2020</u></p> <p><u>01/09/2020</u></p> <p><u>06/11/2020</u></p>	<p><u>KA</u></p>

		<ul style="list-style-type: none"> - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 - The Health Protection (Notification) Regulations 2010 - Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities' - DfE and PHE (2020) 'COVID-19: guidance for educational settings' <ul style="list-style-type: none"> • The relevant staff receive any necessary training that helps minimise the spread of infection e.g. infection control training. • Staff are made aware of the school's infection control procedures in relation to coronavirus via email. • Parents made aware of the school's infection control procedures in relation to coronavirus via email/poster at entrance to school – informed that they must contact the school as soon as possible if they believe their child has been exposed to coronavirus. • Pupils were made aware of the school's infection control procedures in relation to coronavirus via a coordinated programme of delivery from staff on the morning of the 8th June 2020. Informed that they must tell a member of staff if they begin to feel unwell. Additional groups briefed on 15/06/2020. • Regular electronic briefing issued to staff. <p>As a result, all staff and pupils are aware of the policies and procedures in place to keep themselves safe in school.</p>	<p>government guidance issued on the 4th November: 'New National Restrictions from 5 November 2020' via email from Principal including guidance 'Face coverings: when to wear one, exemptions, and how to make your own'.</p>			
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<p>Poor hygiene practice in school - general</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Posters displayed at the entrance to the school, around school and in every classroom reminding staff, pupils, parents and visitors of the hygiene practice required in school (e.g. washing hands before entering and leaving school) • Pupils wash their hands with soap before and after break times and lunchtimes for no less than 20 seconds. Teachers ensure this takes place, Kindergarten staff to supervise hand washing. • Teachers to reiterate key messages in class-time (when directed) to pupils to: <ul style="list-style-type: none"> - Cover coughs and sneezes with a tissue, - To throw all tissues in a bin - To avoid touching eyes, nose and mouth with unwashed hands. • Additional alcohol-based sanitiser (that contains no less than 60 percent alcohol) and tissues to be provided for the school reception area and other key locations for staff, pupils and visitors. • Classrooms in use with a sink will have liquid soap, paper towels, spray cleaner and a lidded bin available. • Hand washing facilities supervised by staff to avoid overcrowding in hand washing areas. • Infection control procedures are adhered to as far as possible in accordance with the DfE and PHE's guidance. • Sufficient amounts of soap (or hand sanitiser where applicable), clean water, paper towels and waste disposal bins are supplied in all bathrooms and staff kitchen. • Staff do not share cutlery, cups or food. Staff to bring in their own cups and utensils or select school cup etc. and stick to that one all the time. Staff will be responsible for washing their own crockery & utensils. 	<ul style="list-style-type: none"> • Posters and signage will be refreshed in preparation for the start of the term. • Signage added regarding face coverings for visitors, parents, staff and students in year 7 and above. • Additional stocks of sanitising gel purchased in preparation for the start of term. Additional sanitising stations in place on site. • School lunches will be provided by Naturally Nutritious. Specific controls for the preparation of food are detailed in Naturally Nutritious risk assessment. • Kindergarten meals will continue to be provided by the Kindergarten staff. • Students not eating a school lunch will bring their own packed lunch. All students in class 4 and above to bring in own drinks bottle. Classes 1, 2 & 3 to use own, labelled mug. • Additional cleaning in place during the school day to clean high frequency areas. • Signage reminding visitors, contractors, students and staff not to enter the school site if they suspect they have symptoms of Covid-19. This will also be communicated to parents and staff via email from Principal. 	<p><u>DS/SA</u></p> <p><u>SA</u></p> <p><u>SA</u></p> <p><u>SA/DS</u></p> <p><u>SA</u></p> <p><u>DS/SA</u></p> <p><u>SA/KA</u></p>	<p><u>03/09/2020</u></p> <p><u>10/11/2020</u></p> <p><u>24/08/2020</u></p>	<p><u>KA</u></p>
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	<ul style="list-style-type: none"> • Paper towels to be used to dry crockery etc. - tea towels should not be used. Hand towel dispenser now in place in staff kitchen. • Kindergarten meals to be prepared on site. Children only permitted to assist with preparation of cooked foods. All utensils/crockery and cutlery are thoroughly washed and dried after use. • Food served to Kindergarten children by staff i.e. children not to help themselves from plate of fruit etc. • Cleaners employed by the school instructed to carry out additional cleaning. All classrooms, bathrooms and other shared areas in use, cleaned daily. Door handles and surfaces are cleaned during the day (at lunchtime) by Reception and cleaning staff and paper/hand towels are refilled regularly as required. Gloves to be worn when cleaning. <p>As a result, all pupils and staff are adhering to high standards of hygiene to minimise risk of transmission.</p>				
Poor hygiene practice – specific – school entrance	<ul style="list-style-type: none"> • Clear signage in place regarding social distancing. • Barriers/screens to be used by reception staff when dealing with visitors/contractors – screen in place in Reception. • No entry sign on door to limit access to Reception area. Door to be kept off-passage to limit entry. 		DS SA KA	<u>08/06/2020</u> <u>03/09/2020</u>	KA

<p>Poor hygiene practice – specific – office spaces</p>	<p>Admin staff</p>	<ul style="list-style-type: none"> • Screens erected in office spaces to assist with Physical distancing. • In principal, hot-desking should not take place in the Admin office. • Red tape on floor to mark boundary for visitors to the office. • Small table sited for visitors to use to complete paperwork as required. • Paper towels/spray cleaner/hand sanitiser to be available in office locations. • Staff to clean hands on arrival at school. Included in communication to all staff. Hand gel in place in Admin office and staff room. • Each individual is responsible for wiping down their own work area before and after use. Already current practice in the Admin office. Cleaning solution, paper towels and gloves in staff room for shared workstations. • Limit of 1 adult in kitchen area. Poster in place advising on kitchen procedures to follow e.g. using paper towels to dry crockery. <p>As a result, office practice in office spaces limits the risk of the spread of any infection.</p>	<ul style="list-style-type: none"> • Admin office – number of desks reduced to 5 to enable admin staff to work in the room at the same time. Windows and door to be kept open to aid ventilation. • Meeting room will no longer be used as an Admin office overflow space. Meeting room recommended occupancy of 4 people. • Church farm staff room, recommended occupancy of 8 people. Verse to be held in overflow staff room. • Overflow staff room set up in Eurythmy room to provide rest area whilst keeping 2 metres apart. Area around flow form can also be used as an outdoor seating area for staff. 	<p><u>DS</u> <u>SA</u></p>	<p><u>03/09/2020</u></p>	<p><u>KA</u></p>
<p>Poor hygiene practice – specific - spread of potential infection at the start of the school day</p>	<p>Staff Students</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> • Information issued to students, parents, carers and visitors not to enter the school if they display any symptoms of coronavirus. Included in communication from Principal • Information issued to parents about arrival and departure procedures, including safe drop-off and pick-up –included in communication from Principal • Kindergarten parents to take their children to the kindergarten garden. Children will wash 	<ul style="list-style-type: none"> • Communicate arrangements to staff, and parents during week of 24th August 2020 including Government guidance for using public transport and school guidance for using school transport. • Stagecoach bus, school minibuses will be operating in line with guidance. • Students aged 11 years and over to wear face masks on public transport. 	<p><u>KA</u> <u>KG teachers</u> <u>SA/DS</u></p>	<p><u>31/08/2020</u></p>	<p><u>KA</u></p>

			<p>make their way directly to their classroom.</p> <ul style="list-style-type: none"> • Parents must not congregate in the car park and must keep 2 metres apart at all times. • Break time: Students will bring in own drinks bottles and snacks. School play areas will be allocated to each pod so that they are not mixing during outside breaks. • Lunch time: Classes 1, 2, and 3, will have their lunches delivered by Naturally Nutritious staff. Ideally, food to be plated up by teacher/learning support assistant. • Meals will be covered during delivery. • All other classes will collect their lunches from the foyer. • Times will be staggered so only 1 class at a time is in the foyer. • Stickers on floor to mark out 2 metre queuing for lunch. • Students will play outside in the area allocated for their class/pod. Details of areas posted on staff notice boards. 			
Poor hygiene practice – specific – toilet/changing facilities	Staff Students	<ul style="list-style-type: none"> • Staff to wear additional PPE (gloves, aprons, mask) as appropriate when supporting pupils with toileting routines first aid. • Stocks of PPE placed in first aid bay in Reception, each Kindergarten room and Class 1 (Covid-19 room). Emergency set of PPE (1 pair gloves, 1 apron and 1 face mask) placed in each class in use. 	No change	<u>DS/SA Kindergarten teachers</u>	<u>08/06/2020</u>	<u>KA</u>

		<ul style="list-style-type: none"> • All changing surfaces to be cleaned before and after each use. • Nappies/soiled items to be double bagged and disposed of. • Staff to follow specific intimate care procedures as detailed in the student's individual care plan. • Any soiled clothes put into a plastic bag (double bagged) and sent home. Stock of carrier bags provided to each Kindergarten for double bagging of soiled clothing. <p>As a result, safe practices are followed and the risk of infection is reduced for staff and pupils.</p>				
Poor hygiene practice – specific - end of the school day.	Staff Students	<ul style="list-style-type: none"> • Information issued to parents about departure procedures, including safe pick-up in communication from Principal • Pupils and parents informed of the allocated exit points and pick up points – • Parents and pupils informed that they cannot congregate at the front of school/in the car park prior to the end of the school day. If waiting to collect pupils, parents are to park safely and wait in the car park, 2 metres apart. Parents asked to collect their child from their allocated collection point as detailed above. Include in communication from Principal. • Make parents and pupils aware of government recommendations with regard to transport. Inform parents and pupils of restrictions and plans relating to school transport and potential road closures. Alternatively, parents will need to bring/collect children themselves. 	<ul style="list-style-type: none"> • End of day arrangements: Students taken to back gate to be collected at end of day. • Classes 1 & 2 at 3:15, Class 3 at 3:25 and classes 4 to 8 staggered from 3:30 to 3:45. Upper school (classes 9&10) to leave at 4:30 on long days, 3:45 on their shorter days. • Transport to and from school will include the Golden Valley and Belmont minibuses, following specific guidance received regarding dedicated school transport 	<u>KA/DS</u>	<u>03/09/2020</u>	<u>KA</u>

		<ul style="list-style-type: none"> • Include Government guidance on use of transport in communication from Principal. As a result, the risk of infection is reduced as pupils and staff leave school. 				
Ill health in school.	Staff Students	<ul style="list-style-type: none"> • Staff are informed of the symptoms of possible coronavirus infection, e.g. a cough, difficulty in breathing and high temperature, and a loss of, or change in, your normal sense of taste or smell (anosmia) and are kept up-to-date with national guidance about the signs, symptoms and transmission of coronavirus. • Appropriate PPE is stored on-site and available in Kindergartens, Reception and Covid-19 room and guidance on its location, use and disposal issued to staff in line with government guidance on what to do if a pupil or staff member becomes unwell. • All staff informed of the procedure in school relating a pupil becoming unwell with Covid-19 symptoms in school in communication from Principal. • Parents asked to provide up to date contact details on which they can be contacted at all times. Children will not be admitted to the setting without this information. • Any staff member who displays signs of being unwell immediately refers themselves to the Principal or a member of the Academy Leadership Team (ALT) and is sent home. • Where the named person is unavailable, staff ensure that any unwell pupils are moved to Class 1 whilst they wait for their parent to collect them. School reception/admin team to contact parents. 	<ul style="list-style-type: none"> • Covid-19 room for 2020 autumn term will be Library. Allocated toilet will be the adult toilet to the left of the foyer. Toilet and Library will be closed and disinfected following use by a suspected case of Covid-19. • Any pupil who displays signs of being unwell is immediately referred to Kate Andrews, Wendy Lane, Carol Kirk or Denise Stevens who will collect the child and take them to the Library (Covid-19 room). Contact numbers for requesting assistance in this instance will be Reception (201) and the Admin Office (203). • Students will be cared for in the Library by a nominated member of staff until their parents can collect them. Parents go through the side gate, directly to the library door to collect their child and will be asked to leave via the side gate rather than through reception. • The child's siblings will also be collected at this point. • Parents of students will be asked to get their child tested where Covid-19 is suspected - their child will need to self-isolate for a period of 10 days from the onset of symptoms. 	<u>KA/DS</u>	<u>03/09/2020</u>	<u>KA</u>

		<ul style="list-style-type: none"> • Parents advised to follow the COVID-19: Guidance for households, including accessing testing. • If a pupil needs to use the bathroom, they should use a separate bathroom – use staff bathroom to the left of the foyer toilet areas. The bathroom will then be out of use until it is cleaned and disinfected. • Pupils displaying symptoms of coronavirus do not come in to contact with other pupils and as few staff as possible, whilst still ensuring the pupil is safe. A facemask (type IIR) should be worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with a child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. PPE will be available in the Covid-19 room for the supervising adult to use if needed. • The relevant member of staff calls for emergency assistance immediately if the pupil's symptoms worsen • Unwell pupils who are waiting to go home are supervised in in the Covid-19 room where they can be at least two metres away from others. • Areas used by unwell pupils who need to go home are identified as out of bounds, thoroughly cleaned and disinfected once vacated. <p>As a result, any member of the school community who becomes unwell, is isolated quickly and appropriate action is taken to minimise the risk of infection.</p>	<ul style="list-style-type: none"> • All other members of the household e.g. siblings, will be required to self-isolate for 14 days. The student will be able to return to school after 10 days (once they are well) or where a negative test result has been confirmed. • All staff will be made aware of the change of Covid-19 isolation room and associated arrangements during INSET and in communication from Principal. • Student contact information will be updated at the start of term as usual via COMIC and data collection. • Leaders to consider how to provide a student with remote education if self-isolating/unable to attend school due to local lockdown etc. • Students entitled to means-tested FSM will receive a food parcel(s) to cover the duration of their absence. 	<p>HG</p>	<p><u>07/09/2020</u></p>	
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<p>Poor management of pupil numbers reduces the ability of pupils and staff to practice social distancing.</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Leaders to identify and communicate clearly to parents and pupils who is to attend and the times they are to attend – include in communication from Principal. • Timetable reviewed and refreshed and programme communicated to teachers and staff. • Where possible, pupil movement to be limited to make social distancing easier. <p>As a result, staff and pupils are clear about where they should be, the times that they should be there and what they are delivering.</p>	<ul style="list-style-type: none"> • Details of new arrangements for autumn 2020 will be issued to all staff and parents week commencing 24th August 2020. 	<p><u>KA/ALT</u></p>	<p><u>24/08/2020</u></p>	<p><u>KA</u></p>
<p>A pupil is tested and has a confirmed case of coronavirus.</p>	<p>Staff Students</p>	<p>In line with government advice:</p> <ul style="list-style-type: none"> • The Principal will contact the school’s Health and Safety adviser (Nick O’Sullivan, F & RMS) for advice in the 1st instance and contact PHE as necessary. Then, PHE’s local protection teams to conduct a rapid investigation and will advise school on appropriate action including communicating with parents. <p>As a result, school leaders will have taken appropriate action in the event of a confirmed case of coronavirus.</p>	<p>1. School Management must take swift action when they become aware that someone who has attended School has tested positive for coronavirus (COVID-19). School Management will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority. This can be reached by calling the DfE Helpline on 0800 046 8687 and selecting option 1 for advice on the action to take in response to a positive case. The local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as</p>	<p><u>KA/ALT</u></p>	<p><u>08/06/2020</u></p>	<p><u>KA</u></p>

			identified by NHS Test and Trace;			
Insufficient staff to run face-to-sessions for pupils.	Staff Students	<ul style="list-style-type: none"> Leaders to ensure that they have a complete list of shielded and vulnerable adults for their school. Protocols for staff to inform leaders if they need to self-isolate are clearly in place – include in communication from Principal. Leaders ensure there is a rota in place for cover, in the instance that staff have to self-isolate, as far as possible. Parents will be informed if the provision is unavailable due to staffing shortages. <p>As a result, sufficient staff cover in place to provide the face-to-face support sessions for pupils.</p>	<ul style="list-style-type: none"> Leaders ensure there is a rota in place for cover, in the instance that staff have to self-isolate, as far as possible. Parents will be informed if the provision is unavailable due to staffing shortages. 	<u>KA/ALT</u>	<u>03/09/2020</u>	<u>KA</u>
Pupil movement between lessons, at break time and lunchtime increases the risk of infection.	Staff Students	<ul style="list-style-type: none"> One-way routes, where possible to be put in place for pupils arriving and leaving lessons. Allocated outdoor areas for each year group identified for break time and lunchtime. Staff on duty to supervise each group. Tape on floor outside music room to ensure social distancing when returning to class after breaks. Lunchtime staggered for different year groups. Pupils eat in classrooms to reduce movement and maintain social distancing. Pupils advised not to play contact games at break time or lunchtime. Shared outdoor equipment allocated to specific groups, kept separate and cleaned regularly. Pupils supervised in washing hands before and after lunch. Kindergarten staff to maintain strict levels of hygiene in food preparation areas and follow 	<ul style="list-style-type: none"> Students to eat snack and lunch in own classrooms and to keep to the designated area for their pod whilst outside. A list of areas assigned to each pod displayed on staff notice boards. School meals will be available. Students to bring in own snacks and drinks bottle. Class 1, 2 & 3 students may use own named mugs – to be washed at end of each day by a member of staff. 	<u>RT/KA</u>	<u>03/09/2020</u>	<u>KA</u>

		<p>whole staff guidance in reporting illness e.g. Covid-19 and tummy upsets.</p> <p>As a result, the risk of infection during unstructured time is reduced.</p>				
<p>Educational visits resulting in increased exposure to persons outside the school community, reliance on host to keep to hygiene requirements, visit areas subsequently designated as a Covid-19 hotspot.</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • Government advises against domestic (UK) <u>overnight</u> and overseas educational visits; • Non-overnight domestic educational visits can resume in Autumn Term 2020 providing a Risk Assessment which identifies the COVID19 secure measures being taken at the trip destination. 	<ul style="list-style-type: none"> • Trips limited to local area only during the period of additional restrictions. Herefordshire Council has advised trips to tier 1 only recommended from December 2020. 			

<p>Spread of infection in classrooms/shared areas.</p>	<p>Staff Students</p>	<ul style="list-style-type: none"> • All unnecessary items removed from classrooms and learning environments and stored elsewhere. • All soft furnishings and items that are hard to clean removed as far as practicable. • Tissues and hand sanitiser/hand washing facilities located/available in each classroom/learning space. • Lidded bins located in classrooms and emptied when full and at the end of each day in classrooms. • Contact with communal surfaces, such as door handles etc. minimised. Doors to be kept open. Ensure doors are closed at the end of each day and fire doors closed by sweepers in the event of an emergency evacuation to comply with fire safety requirements. • Where possible, windows to be opened to provide ventilation. Staff to close windows at the end of the school day, once rooms vacated. • Pupils/staff clean IT equipment (especially keyboards) with anti-bacterial wipes before and after each use. • Wipes available in the staff room, Reception and IT suite. • Shared telephone handsets cleaned with anti-bacterial wipes before and after each use. • Any shared resources will be cleaned after use. • If any bodily fluids come into contact with classroom equipment, ensure gloves are worn to remove the piece of equipment before it is thoroughly cleaned. 	<ul style="list-style-type: none"> • Spots on floor in Birch Hall used to mark out 2 metre distancing. • Students to use own writing implements and allocated stationery, shared resources can be used but will need to be cleaned regularly by staff. • ‘Difficult to clean’ resources to be removed/rotated i.e. taken out of circulation until clear e.g. fabric items to be quarantined before being used again. • Students in Class 6/Year 7 and above and adults are required to wear face coverings when moving around in corridors and communal areas e.g. Reception and Church Farm where social distancing is difficult to maintain. • It will not usually be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and they may inhibit teaching and learning. • Maximise natural & mechanical ventilation throughout the school setting. Any doors wedged open must be managed e.g. not left open when School is unoccupied. When the room is unoccupied e.g. break & Lunchtime, all windows & doors should be opened to maximise the throughput of fresh air. 	<p>All Staff</p>	<p>03/09/2020</p>	<p>KA</p>
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		<ul style="list-style-type: none"> Guidance issued to staff on the use of the staff room and staff toilet area. Staff reminded via a posters on bathroom doors to adhere to social distancing when waiting for the toilet to become available. Hand wipes and sanitiser placed in IT suite, Reception and Staff room. Signs to this effect in place to direct staff. Staff to use own crockery, cutlery and utensils. Staff must wash and dry their own cups, plates and utensils, using disposable towels. Fabric tea towels should NOT be used. Posters to remind staff placed in staff kitchen. <p>As a result, the risk of infection to staff and pupils in classrooms is reduced.</p>	<ul style="list-style-type: none"> With ventilation being maximised, students & staff are encouraged to wear extra layers of clothing to ensure comfort on colder days. 			
Poor pupil behaviour increases the risk of the spread of the infection	Staff Students	<ul style="list-style-type: none"> Pupils are reminded of the behaviour policy on their return to school in line with the current behaviour policy. Sanctions (and how they will be applied in the context of social distancing) clearly communicated to pupils and parents. Pupils' individual behaviour plans are reviewed and specific control measures identified and shared with pupils and staff where necessary. <p>As a result, pupils and staff understand the behaviour policy/individual plans in context.</p>	<ul style="list-style-type: none"> Students to be briefed on first day back at school and reminded thereafter of expectations whilst they are on site. 	<u>WL, Teachers</u>	<u>03/09/2020</u>	<u>KA</u>
Pupils with complex needs are not adequately prepared for a return to school or safely supported	Staff Students	<ul style="list-style-type: none"> Specific arrangements for pupil transport have been risk assessed and agreed with local providers. Leaders and staff review individual pupils' handling plans, including the use of PPE. Additional advice sought from external agencies where appropriate in relation to moving and handling (physiotherapy, occupational therapy). Reviewed individual communication plans where close proximity is expected e.g. on-body signing. 	<ul style="list-style-type: none"> School transport services extended to include school minibuses, stagecoach service to Hereford and local authority school transport. Parents advised of guidance for students using public transport when travelling to school including the use of face masks /coverings for older students. Additional resources including screens provided for use when 	<u>KA/ALT</u>	<u>03/09/2020</u>	<u>KA</u>

		<ul style="list-style-type: none"> Plans understood, shared and followed consistently by all staff working with those pupils. Prepare additional social stories to support pupils with autism / learning difficulties (highlighting changes to classrooms/arrangements/use of PPE, for example) and share with parents and pupils prior to pupils returning to school. Surfaces, door handles etc. in SEN room cleaned regularly throughout the day by the SENDCo to maintain good hygiene. Eurythmy therapy will be provided maintaining a distance of 2 metres where possible. Resources will be cleaned after use and will not be shared by more than 1 child per day. Children will clean hands before and after each session and the therapist will open and close doors to allow the children in and out of the room. <p>As a result, pupils with complex needs are well supported.</p>	providing support to individual students and small groups.	<u>SENDCos</u>		
				<u>Eurythmy Therapist</u>		
Vulnerable pupils and pupils with SEND do not receive appropriate support	Staff Students	<ul style="list-style-type: none"> Appropriate planning is in place to support the mental health of pupils returning to school. DSL or DDSL contactable every day and SENDCos at least 3 days per week. Eurythmy Therapy also available once a week. Agree what returning support is available to pupils with SEND in conjunction with families and other agencies. <p>As a result, pupils with SEND and those concerned about returning to school are well supported.</p>	<ul style="list-style-type: none"> Risk assessments in place for students with SEND 	<u>WL/CK</u> <u>SENDCos</u>	<u>08/06/2020</u> <u>03/09/2020</u>	<u>KA</u>
Increased number of safeguarding concerns reported after lockdown	Staff Students	<ul style="list-style-type: none"> Agree safeguarding provision to be put in place to support returning pupils. Covid-19 appendix included in current Safeguarding policy. Ensure that key staff (DSL and deputies) have capacity to deal with any arising concerns. 	<u>No change</u>	<u>WL/KA/CK</u>	<u>08/06/2020</u>	<u>KA</u>

		<ul style="list-style-type: none"> Follow up any referrals made by staff swiftly, while maintaining social distancing. DSL to communicate increased safeguarding requirements to all staff. <p>As a result, safeguarding remains of the highest priority and practice.</p>				
Emergency evacuation due to fire etc.	Staff Students	<ul style="list-style-type: none"> Lockdown, fire and emergency evacuation procedures to be reviewed so that social distancing can be maintained. In the event of an evacuation fire marshals will sweep the buildings and ensure all fire doors are closed. Leaders to communicate procedures to all staff – include in communication from Principal. Staff to communicate emergency evacuation procedures to pupils. <p>As a result, social distancing is maintained in the event of an emergency evacuation.</p>	Social distancing is not required when evacuating the building but will be necessary once staff and students clear of the buildings and congregating on the MUGA. Fire Safety refresher training delivered on 02/09/2020. Updated PEEP for students	<u>DS/SA</u>	<u>08/06/2020</u> <u>02/09/2020</u>	<u>KA</u>
Cleaning is not sufficiently comprehensive.	Staff Students	<ul style="list-style-type: none"> Ensure that all cleaning and associated health and safety compliance checks completed according to usual schedule. The Premises Manager monitors the standards of cleaning in school and identifies any additional cleaning measures. Cleaning products changed to combined detergent and disinfectant for general cleaning. Cleaning staff employed (or given additional hours) to increase the regularity of cleaning. High frequency areas with a disinfectant spray. Gloves to be worn during this and hands washed with soap and hot water for a minimum of 20 seconds afterwards. Posters used to direct staff to sanitising stations where wipes and hand gel are available. Cleaning staff to follow guidance usually linked to ‘deep cleans’ as part of their daily procedures (i.e. a focus on door handles, toilets, changing room). 	<ul style="list-style-type: none"> Cleaning arrangements reviewed and rota drawn up to ensure end of day and additional cleaning during the school day across the site. Refer to the specific risk assessments for ‘general cleaning’ and ‘cleaning school areas after potential Covid-19 infection’. 	<u>SA/DS</u>	<u>03/09/2020</u>	<u>KA</u>

		As a result, high standards of cleanliness are maintained in school.				
Contractors, deliveries and visitors increase the risk of infection	Contractors Visitors Staff Students	<ul style="list-style-type: none"> • All contractors to be checked to ensure that they are essential visitors prior to entry to the school. • Agree arrival and departure times with contractors to ensure that there is no contact with staff or pupils • All contractors/visitors to wash hands either prior to or on entry to the school site – hand sanitising station in Reception. • Contractors and visitors are directed to specific/designated handwashing facilities – hand sanitising station in Reception. • All areas in which contractors work are cleaned in line with government guidance. SA to include in cleaning staff tasks for that day. • Contractors to bring own food, drink and utensils onto site – premises manager to inform contractors prior to their visit of the requirements around meals, drink, hand washing and physical distancing from students and staff. • Staff who receive deliveries to the school to wash hands in line with government guidance after handling – include in communication to staff from Principal and in procedures for Reception staff. • Where possible, staff to identify safe/designated place for delivery without need for contact with staff. Drivers should not enter the school premises when making deliveries – all deliveries and post are deposited in the lobby just within the front door. • If drivers have to enter school site, ensure that they are asked to maintain social distancing and use hand sanitiser before entering the building – posters displayed in 	<ul style="list-style-type: none"> • All contractors, visitors and parents to wear face coverings when on the school site. 	<u>SA</u>	<u>08/06/2020</u>	<u>KA</u>

		<p>Reception area to remind visitors to physically distance and clean hands on arrival.</p> <ul style="list-style-type: none"> Surfaces to be cleaned after any deliveries have been made – include in procedures for cleaning front door handles etc. during the day. <p>As a result, any external visitors/contactors are kept safe and the risk to other members of the school is minimised.</p>				
Re-introduction of specific lessons/activities could increase spread of infection	Staff Students		<ul style="list-style-type: none"> Re-introduction of Woodwork, Games, Music Craft and Handwork lessons – refer to specific risk assessment for each area for details of controls Increased number of small group and 1:1 SEND support sessions. Screens and visors purchased to be used during support sessions as necessary (depends on number of students, ability to keep 2 metres apart etc.) 	<u>Subject Teachers</u> <u>SENDCos</u> <u>DS</u>	<u>03/09/2020</u>	<u>KA</u>

School-specific arrangements relating to risk assessment which may need additional detail

Capacity and organisation of teaching spaces

- Each kindergarten and classes 3, 8, 9 and 10 will form their own POD and be kept separate from the other PODS within the school.
- The following pairs of classes will form their own PODs: Classes 1&2, 4&5 and 6&7.

Movement around the school and timetable arrangements

- Kindergarten children to stay in their respective Kindergartens for the full session.
- Teaching will mainly take place within classrooms with limited movement around the school.
- Whole school assemblies will not take place.
- Separate outside areas for break and lunch play times, allocated to specific pods. Contact games not permitted during play times.
- Classes 4&5 to use outdoor staircase.
- Classes 6&7 to use indoor staircase by Reception.
- Classes 8, 9 and 10 to use outdoor staircase from upper school deck.
- Break times extended to start at 10:50am.

Classroom allocations

- Students will be in their class room, subject room e.g. Music or in their allocated outdoor space.

Kindergarten organisation and infection control

- Children to wash hands on arrival, before departing and before and after eating.
- Fabric toys and resources to be removed as far as practicable. Avoid using the fitted carpet areas as far as possible. Bodily fluids 'spilt' on carpet to be cleaned immediately and cordoned off. Premises Manager/Nursery Manager informed so deep clean can take place. Affected area of carpet re-opened 72 hours after cleaning & if completely dry.
- Resources cleaned at the end of each session.
- Spend as much time as possible outside.
- Children can help with food that is to be cooked thoroughly. Adults prepare all other foods.
- Children to wear their own aprons, which should be kept on their peg when not being worn in order to stop children sharing aprons. Children should also use own allocated utensils etc. during the preparation process.
- Adults to serve food, children not to share crockery, cutlery etc.
- Plastic aprons and gloves to be used to change children and soiled clothes double bagged to be sent home. Baby wipes, tissue etc. double bagged and disposed of.
- Surfaces, door handles, light switches (frequently touched surfaces) to be cleaned by staff during the session as necessary.
- If a child shows symptoms of Covid-19 then summon help by contacting Reception/Admin office. KA, CK or WL will take the child to the Library and supervise them until collected.
- Sand pit used for allocated POD only and resources e.g. spades cleaned at end of session.
- Den building – provide clean blanket each day which should be washed and dried thoroughly at the end of the session.
- Doors and windows to be kept open as much as possible.
- Children not to bring in own toys, resources etc.
- Emergency contact details to be updated via COMIC at start of term.

Break and lunch time plan

- All breaks will be supervised by staff. Each pod will have an allocated outdoor space and outdoor equipment.

Catering staff

- School Kitchen (Naturally Nutritious) will be open and providing lunches for students and staff.

Cleaning

- In-house cleaning team. Already carrying out additional cleaning (as per deep clean requirements).
- Additional cleaning of high frequency areas e.g. door handles in school and church farm during the school day.
- Cleaning agent changed from detergent to combined detergent and disinfectant.
- Gloves used when cleaning, gloves and apron following suspected/confirmed Covid-19 case.
- Lidded bins in place throughout the school.

Toilets

- Kindergartens to use own bathrooms.
- Class 1 & 2 –lobby bathroom
- Class 3 – bathroom by SEND rooms
- Class 4 & 5 –lobby bathroom
- Class 6 & 7 – lobby bathroom
- Class 8 – student bathrooms in foyer, can also be used by other students in school with a maximum occupancy of 4 students at any 1 time.
- Class 9 & 10 – lobby bathroom
- Staff – adult bathrooms in Church Farm and Foyer.

Staff room

- Limit number of staff in staff room to 8 adults at one time and Kitchen to 1 adult at a time.
- PCs in staff room 2 metres apart, users to clean before and after use & staff room phone to be cleaned regularly using wipes provided.
- Windows and doors to be kept open as much as possible and closed at end of school day.
- Eurythmy room now an overflow staff room.

Admin office

- Screens in place and number of desks reduced to 5 to allow safe working when fully occupied.
- In principal, hot-desking not to take place in the Admin office.
- Red tape on floor to mark out visitor area
- Desks, phones etc. cleaned regularly by staff

Whole school

- Windows and doors to be kept open as much as possible and closed at the end of the school day when rooms are vacated.

Transport

- School minibuses available as well as LA provided transport and Stagecoach service from Hereford to Much Dewchurch.

Classroom expectations

- Staff will be briefed on the INSET day on 01/09/2020.
- Health and safety update in weekly staff bulletins
- Health and safety update arranged 16.09.20

Student expectations

- Students reminded by their teacher on return to school on 03/09/2020.

First Aid

- First aid qualified staff will be on on-site at all times to administer first aid as needed within main school.
- There will be at least 1 member of staff in Kindergarten at all times holding a Paediatric First Aid qualification.
- Children's care plans are up to date and available for reference.
- PPE (including CE certified/type IIR masks) will be available in the first aid bay, to be used as necessary when administering first aid.
- Emergency pack of PPE (apron, gloves and mask) available in each teaching space.

Volunteers

- Volunteers will be used to support the work of the school as would usually be the case. Volunteers working across more than 1 pod will be limited as much as possible.

Useful links:

- Safeguarding: <https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>
- Remote learning: <https://www.gov.uk/guidance/safeguarding-and-remote-education-during-coronavirus-covid-19>
- Attendance: <https://www.gov.uk/government/publications/coronavirus-covid-19-attendance-recording-for-educational-settings>
- 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>
- Prevention and control: <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- Advice: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>
- Vulnerable: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people/coronavirus-covid-19-guidance-on-vulnerable-children-and-young-people>
- Extremely vulnerable: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>
- SEND - <https://www.gov.uk/government/publications/coronavirus-covid-19-send-risk-assessment-guidance/coronavirus-covid-19-send-risk-assessment-guidance>
- Home learning support: <https://www.gov.uk/government/publications/coronavirus-covid-19-online-education-resources>
- Remote support: <https://www.gov.uk/guidance/get-help-with-technology-for-remote-education-during-coronavirus-covid-19>
- Accountability measures: <https://www.gov.uk/government/publications/coronavirus-covid-19-school-and-college-performance-measures/coronavirus-covid-19-school-and-college-accountability>
- Pupils' mental health support/pastoral care at home: <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing/guidance-for-parents-and-carers-on-supporting-children-and-young-peoples-mental-health-and-wellbeing-during-the-coronavirus-covid-19-outbreak#helping-children-and-young-people-cope-with-stress>Parents: <https://www.gov.uk/guidance/supporting-your-childrens-education-during-coronavirus-covid-19>
- Parents with pupils with SEND: <https://www.gov.uk/guidance/help-children-with-send-continue-their-education-during-coronavirus-covid-19>
- Supporting parents: <https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing#working-with-parents>
- Financial support: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care/coronavirus-covid-19-financial-support-for-education-early-years-and-childrens-social-care>
- Exceptional costs: <https://www.gov.uk/government/publications/coronavirus-covid-19-financial-support-for-schools/school-funding-exceptional-costs-associated-with-coronavirus-covid-19-for-the-period-march-to-july-2020>
- Reducing burdens: <https://www.gov.uk/government/publications/coronavirus-covid-19-reducing-burdens-on-educational-and-care-settings/reducing-burdens-on-educational-and-care-settings>
- Social distancing: <https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings/coronavirus-covid-19-implementing-social-distancing-in-education-and-childcare-settings>
- PPE: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>

- Public health England <https://www.gov.uk/government/organisations/public-health-england>
- NHS: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>
- Government advice: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- DfE <https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19>
- A detailed checklist and key guidance for action for health and safety is available at: www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak
- Information re testing: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>