



## **GRANTA SCHOOL COVID GUIDANCE**

### **HEALTH AND SAFETY PROCEDURES**

**Updated: November 2020**

#### **INTRODUCTION**

The school acknowledges the need to provide clear and specific guidance to all staff in order to ensure the safety of the entire school community during the ongoing Coronavirus pandemic. As the school provides a significant level of care for underprivileged children and young adults and those with special educational needs and disabilities, it is important to make all possible arrangements to resume education and supervision as soon as possible but to do so taking into account all necessary precautions as well as those recommended by the Government, Local Authority, Department for Education, Local and National Health Authorities.

The success of the arrangements will be subject to a significant amount of effort, cooperation and communication over a sustained period in circumstances that will likely be challenging.

Information has been sought from a number of sources including HM Government, Local Authority, NHS, Teaching Unions and Risk Management Companies in order to prepare this document.

This document has been prepared with the specific goal of ensuring the health, safety and well-being of all staff, pupils and visitors associated with the school. In the event that any of the arrangements or instructions are felt to be unclear or if clarification is needed, staff should not hesitate to contact a member of the Senior Leadership Team to highlight and discuss these issues.

#### **RISK ASSESSMENT**

A risk assessment has been prepared to identify the key hazards associated with operating the school during the pandemic. The risk assessment will be reviewed and updated on a regular basis in order to ensure the hazards associated with the lockdown being relaxed or otherwise are carefully assessed and working practices are amended as necessary.

The principle underpinning remaining open through the pandemic is to create a series of protected 'bubbles', or groups of staff and pupils who will work in and keep within specified areas in order to prevent the large scale socializing that is normally commonplace in the school but which could lead to Covid-19 spreading easily and quickly in the event of an infection being brought in.

This document has been prepared in order to make the arrangements for managing the risks on this basis as clear as possible for staff and will be formally communicated prior to work commencing.

The current risk assessment is included as an Appendix to this procedure.

#### **INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION**

Prior to work commencing, all staff will be given all necessary information on what is required of them to ensure risks are managed and minimised throughout the working day. Many arrangements



and practices that have been part of the daily routine will need to change and staff need to be given all necessary information to confirm what needs to change and why.

All staff will be given a copy of these procedures to allow them to read the arrangements and to raise questions or seek clarification from the Senior Leadership Team (SLT) about any matters that may be unclear.

Heads of Key Stage will also communicate the information to staff on a regular basis and will ensure staff are reminded of the requirements and given appropriate assistance to implement them when challenges arise.

## **SAFETY ARRANGEMENTS IN SCHOOL**

### **PREMISES**

At present, only the main school premises at Granta will be in use. Additional premises such as The Hive will not be open to students in the Autumn Term and offsite visits will be limited, dependent on nature.

Additional staff rooms have been allocated and staff should distance as much as practical by scheduling staggered breaks and separating themselves from other members of staff, particularly those in different bubbles. Staff rooms have been allocated as the current Staff Room, Food Tech Room and TEACCH Room. Where possible, outdoor areas should be used and tidied after use, such as the front of school benches, the grassy areas in the car park and the end of the field closest to our gate.

PPA spaces include the current PPA area and the library, if your classrooms cannot be used.

Shared rooms will be out of use for students unless agreed by SLT that use for one particular student is essential. These include the adventure room, sensory rooms, Art and DT rooms. The gym will operate on a timetable basis, for classes that wish to book it to support physical activity sessions.

To reduce risks and to improve conditions for the staff and pupils, staff will be encouraged to carry out activities outside, subject to suitable scheduling to prevent congestion in any areas.

The playgrounds and hall have been timetabled for break and lunch times to ensure separation of bubbles during unstructured times.

Dismissal at the end of day will happen from classrooms; transport routes will be called individually via the tannoy system and bus routes will be individually named for ease.

The hall will only be used for lunch times and classes will be called. No assemblies will take place, unless class based. A celebration assembly will take place weekly via TEAMS on Fridays at 9.30am to continue to promote a sense of community.

Bathroom and toilet areas for personal care will be as normal. EY&KS1, KS2 and 6<sup>th</sup> form will use their own nearby toilets. KS3 and 4 will be required to share their corridor toilets plus more independent students will be encouraged to use the hall toilets.



All non-essential movement around school should be avoided and when staff are moving around school they should wear a face covering if able. The only students who should use the whole school corridors are those who need to as part of their therapy programme. Any students requiring a break from class should use an outdoor area, taking into account scheduled breaks for bubbles.

### **STAFFING AND VISITORS**

All staff are required to work, however those falling into the extremely clinically vulnerable category should speak to their consultant, assess their own vulnerabilities and discuss any concerns with the HR Manager, Head Teacher or Deputy Head as soon as possible. A risk assessment may then require updating if deemed necessary and where it has been advised they should work from home suitable tasks will be assigned.

In the event that a member of staff displays any known symptoms of Covid-19, they should immediately inform a member of SLT and book a test, commencing self-isolation as per government recommendations until the result come through.

Staff who work across Key Stages will be assigned to a particular bubble. In the event of serious staffing shortages, staff may be asked to work in a different bubble for the day. These rare cases will be logged by SLT for Test and Trace purposes. Staff should not enter each other's bubbles for any other reason.

Administrative staff will be present on site for the purposes of facilities management and management of administrative tasks including Reception. The staff will be allocated areas where they are permitted to work. Staff will not be permitted to access areas of the school that are not in use or to enter teaching areas as this would increase the risk of contamination between areas.

Breaks and rest periods can be taken in the working area or outside and should be carried out taking into account social distancing measures.

Visiting professionals can only enter the school if their attendance has been booked in advance. Therapy staff and nursing are expected to attend as normal, however this is subject to their own organisation's guidelines. Parent meetings will continue remotely unless absolutely necessary and pre-arranged at the discretion of a senior leader.



## ACTIONS IN THE EVENT OF COVID-19 SYMPTOMS

In the event that a member of staff or pupil shows symptoms of COVID-19, the following action should be taken:

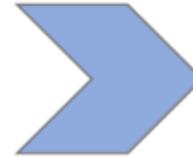


Pupil or staff member displays symptoms.  
Isolate immediately.  
Inform LA of possible case.



Pupil or staff member goes home and orders test or books test centre appointment asap. If NHS/PHE advises that a test is not necessary and there is no risk of COVID then the person can return.

Otherwise isolate for 10 days or until result comes back. Household isolates for 14 days.



If negative, pupil or staff member returns to school.

If positive, move to below.

Action to be taken in the event of a confirmed case of COVID-19 in the school:



Pupil or staff member tests positive for COVID-19.



HT or DHT rings reports to PHE. PHE devise risk assessment with leader.

PHE advise is followed, which may include instructing class/bubble to isolate.



PHE may send letters for distributing to certain groups.

Rooms used are disinfected.

LA are informed.

Isolation rooms have been allocated and will be opposite the Science lab for Secondary pupils and the Resource room next to Dalmation Class for Primary pupils. Meeting Rm 1 is the backup room.

See Appendix 1 for full flowchart from Public Health England and Appendix 2 for our confirmed case checklist.



## **SOCIAL DISTANCING**

Wherever possible and practical to do so, staff will try to implement social distancing measures within the school. This will present a challenge at times, particularly with pupils who are not able to understand the reasons for social distancing, however this does not mean that all distancing requirements should be relaxed. It is important to make every effort to distance and where necessary, this will mean re-education of pupils over a period of time and a change of staff habits. Staff will need to adjust some tasks to allow for more time and should not compromise social distancing just because it is easier or quicker.

Staff will need to regulate each other and not be afraid to positively intervene where needed if they observe an area where improvement is needed. Staff should also report any issue of concern to a senior leader quickly and effectively.

In the event that plans do not work as intended, staff should use their initiative to prevent congestion in certain areas. This may involve waiting in classrooms for a time or moving away from others whilst congestion subsides.

## **CLEANING AND HYGIENE ARRANGEMENTS**

All areas of the school that are used as part of the daily routine will be cleaned throughout the day and then thoroughly at the end of each day. This will involve cleaning using sprayed and wiped disinfectants on all hard surfaces and floors. All equipment that is used throughout the day should also be cleaned; teaching staff will also have a supply of wipes and cleaning equipment available throughout the day in classrooms locked away, in order to clean whenever it is deemed necessary.

Cleaning will involve door handles, desks, keyboards, and any other hard surfaces that have been in use.

Shared resources should be cleaned before and after every use, such as iPads, laptops and PE resources. If this is not done, the resources will be out of use for 72hrs.

Cleaning should be carried out quickly and as soon as is practicable, especially where any form of human waste is involved.

Contaminated waste will be disposed of daily.

Used classroom cloths need to be put in the central cloth bin in the Food Tech room for washing.

All staff will be expected to wash their hands regularly and thoroughly with warm water and a disinfectant solution. It is expected that hand washing will be carried out much more frequently than previously; all staff working together should be aware of this and be patient and alert to this important task. It has been recommended that washing hands at least six times per day significantly reduces the risk of infection.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE is provided for use primarily in dealing with intimate care where PPE would usually be required.



It has not been recommended or deemed to be necessary for all staff to wear PPE in the form of masks at all times, however masks should be worn in communal areas such as corridors and outside at the start and end of day.

### **FIRST AID AND OTHER EMERGENCIES**

There is at least one first aider in each bubble and in most there are several; they will be the first port of call for any first aid needs within the Key Stage. Significant medical and behaviour emergencies need to be referred to the Key Stage Leader in the first instance, who will decide if additional support is needed and if deemed necessary a non-class based senior leader can be called to assist.

All existing arrangements for managing emergencies remain in place throughout this period. The risk from fire remains as it was before the pandemic crisis and staff should continue to be vigilant to the risks present. Staff should ensure all fire exits and routes remain clear in order to ensure safe exit in the event of an emergency. Exits should not be blocked or unofficially secured, even for a short period and any objects blocking exits should be moved as a priority.

Should an ambulance need to be called, arrangements will need to be made to ensure ambulance staff can enter and access the building safely and without having to navigate crowded areas. It will likely be necessary to take classes to safe areas for a time when the ambulance crew are in attendance.

### **CLASSROOM LAYOUTS AND CURRICULUM OFFER**

To improve the working space available, some equipment will need to be moved or even put away for this period to improve access and reduce the need for cleaning. All soft furnishings will be stored away, as these cannot be wiped down. Rooms will be well ventilated.

There will be no specialist teaching in the Secondary phase, to reduce cross-contamination across bubbles. Class teachers will plan their own timetables, taking into account their assigned break and lunchtimes and PPE will be covered within bubbles. Staff breaks will be covered and the rota for this will be organised by the Key Stage leader. A set of playground equipment for break times should be taken out and brought back in by the bubble and cleaned before and after use.

Cooking activities can be carried out in class, using school ingredients and no-cook recipes, in line with usual school food hygiene protocols and ensuring students have their own sets of equipment.

Students will continue to receive their entitlement to Physical Education, which should ideally be two hours a week, in line with government guidance. This should avoid team games and include activities that lend themselves to distancing and individual equipment, such as Boccia, Yoga, Aerobics and Dance. Students will not be required to get changed for PE sessions. All equipment for PE should be cleaned before and after every use. The field may be used for the Daily Mile and football and the gym will work on a booking system.

After school clubs are organised in bubbles and Hydrotherapy sessions will follow the updated COVID pool risk assessment. A home learning offer has been setup for those students required to isolate or 'shield' during periods of lockdown.



## **REFERENCES AND FURTHER INFORMATION**

Further information on the sources of this document can be found using the following links:

Gov.uk – Guidance for Full Opening of Schools

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

Gov.uk – Protective Measures in Education and Childcare

<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>

Gov.uk – Safe Working in Education and Childcare

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care>

Gov.uk – Guidance for Full Opening of Special Schools

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

Gov.uk – Guidance for Protecting 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#parents-and-schools-with-clinically-extremely-vulnerable-children>



**Risk Assessment:** Coronavirus Outbreak

**Location:** All Areas within School

**Persons Exposed:** Employees: ✓ Contractors: ✓ Visitors / Staff: ✓ Others: ✓

## Introduction

This assessment is intended to allow for a regular assessment of the risk of a Coronavirus outbreak within the school or that may affect any pupil, visitor, parent or member of the public who may regularly interact with the school or those who attend.

The assessment process is reviewed at least weekly, or after any event that may give cause to reassess, in order to confirm the level of risk to the school and those who use it.

Examples of issues that may give cause for reassessment would include:

- Confirmed infection of an individual known to the school or in regular contact with school users
- A local infection or outbreak
- Visitors who have visited a country or area where an outbreak is confirmed
- A recommendation from a governmental or educational authority regarding an increased risk level
- Return after a term holiday

The level of risk should be reassessed frequently and the status of the risk level clearly communicated to those who may be affected or who are responsible for monitoring health.

Known Hazards / Last Update	Risk Rating			Control Measures to Reduce Risk	Current Risk Level		
	Likelihood	Severity	Risk		Likelihood	Severity	Risk
4 <sup>th</sup> November 2020	H	H	High	<p>We will minimise contact ‘pupil to pupil’, staff to pupil’, ‘staff to staff’ and ‘staff/pupil to own family’ - using the following control measures:</p> <ul style="list-style-type: none"> <li>• Staff and pupils will work within key stage bubbles</li> <li>• MDSAs will also be attached to a key stage bubble</li> <li>• Staggered break and lunchtimes, separate toilets assigned and virtual assemblies will ensure pupils remain in bubbles</li> <li>• Staff will have use of 3 staff room spaces – the staff room, TEACCH and Food Tech room. There will also be outside spaces available for staff break times.</li> <li>• 2 spaces will be available for PPA – the PPA room and library</li> <li>• Staff to operate a ‘clean where you’ve been’ approach with packs of cleaning supplies in every classroom</li> <li>• Every staff only area has been assessed for number of bodies it can hold whilst practising social distancing of 1 metre: notice on each door making that clear</li> <li>• Staff and pupils to wash hands for 20 seconds upon arriving in the building</li> <li>• Hand washing to take place before and after eating, after personal care/using the toilet, when coming in from outside, after each lesson and before you go home at the very minimum.</li> <li>• Staff to stay 1m apart where possible including areas such as staff room and PPA. Open the windows for fresh air.</li> <li>• Staff to bring your own cup, cutlery and utensils where possible</li> <li>• Larger staff meetings/briefings will take place via TEAMS</li> </ul>	M	L	Low
Infection of Pupils and Staff							

		Severity		
		Minor	Moderate	Major
Likelihood	Probable	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium

**Key:**

**Red:** Do not proceed – risk must be reduced to a lower level

**Amber:** Proceed only if specific controls will not allow the risk to increase

**Green:** Risk controlled effectively. Proceed with operation and monitor for changes

				<ul style="list-style-type: none"> <li>• Staff to follow guidance on arriving home safely detailed in staff handbook: change your clothes/shower</li> <li>• There are several first aiders within each key stage to ensure no mixing across bubbles in emergencies. First aiders should make sure they have direct access to the PPE they require including a face mask.</li> <li>• Reusable visors or goggles are available for staff when working with particular pupils if it is outlined on the pupils MDT risk assessment that it is appropriate PPE to wear when working with that pupil.</li> <li>• All shared resources will be restricted and cleaned before and after use</li> <li>• School liaising within leaders within the LA and transport re best possible transport arrangements in line with bubbles</li> <li>• Test &amp; Trace procedures followed as per Flowchart – Pupil, Staff or Family Member displaying COVID 19 Symptoms or testing positive for COVID 19</li> <li>• Staff will wear face coverings in communal areas including corridors</li> </ul> <p>Personal Care</p> <p>If a child needs personal care, Staff to follow this guidance:</p> <ul style="list-style-type: none"> <li>• 2 staff to support if required in order to decrease the risk of unnecessary contact from the child e.g. face touching.</li> <li>• One staff to stand behind student and gently support them to keep their arms raised/next to their bodies</li> <li>• 2nd staff member to change pad and dispose of in the usually way</li> </ul>			
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	Severity			
	Minor	Moderate	Major	
Likelihood	Probable	Medium	High	High
	Possible	Low	Medium	High
	Unlikely	Low	Low	Medium

**Key:**

**Red:** Do not proceed – risk must be reduced to a lower level

**Amber:** Proceed only if specific controls will not allow the risk to increase

**Green:** Risk controlled effectively. Proceed with operation and monitor for changes

				<ul style="list-style-type: none"> <li>Remove gloves/apron and clean area wearing a new pair of gloves.</li> </ul> <p>Individual risks</p> <ul style="list-style-type: none"> <li>Pupils who are extremely clinically vulnerable will have a MARA completed and staff will complete a risk assessment with HR</li> <li>Challenging behaviour will be minimised on a case by case basis through tried and tested techniques</li> <li>Activities and use of spaces will also be part of risk assessment: children will be offered the types of activity which minimise the need for contact as well as being engaging</li> <li>A home learning offer will ensure continuation of provision for those students isolating or shielding</li> </ul>			
4 <sup>th</sup> November 2020	<b>M</b>	<b>H</b>	<b>Medium</b>	Parent meetings will continue to be conducted remotely, unless absolute necessary and with pre-planning. No visitors will be allowed on site unless booked in advance. After school clubs are organised into bubbles and run by school staff only. Therapy and nursing staff to follow their own organisation guidelines.	<b>L</b>	<b>L</b>	<b>Low</b>
Infection Spread by Visitors							
4 <sup>th</sup> November 2020	<b>H</b>	<b>H</b>	<b>High</b>	Monitor news and information from local and governmental authorities to ensure appropriate action is taken, which may include isolation of school or possible closure if advised. To prevent loss of learning and wellbeing at the event of another outbreak, a blended learning policy and virtual offer has been developed.	<b>M</b>	<b>L</b>	<b>Low</b>
Local / National Outbreak							

	<b>Severity</b>		
	Minor	Moderate	Major
Likelihood	Probable Medium	Probable High	Probable High
Possible	Possible Low	Possible Medium	Possible High
Unlikely	Unlikely Low	Unlikely Low	Unlikely Medium

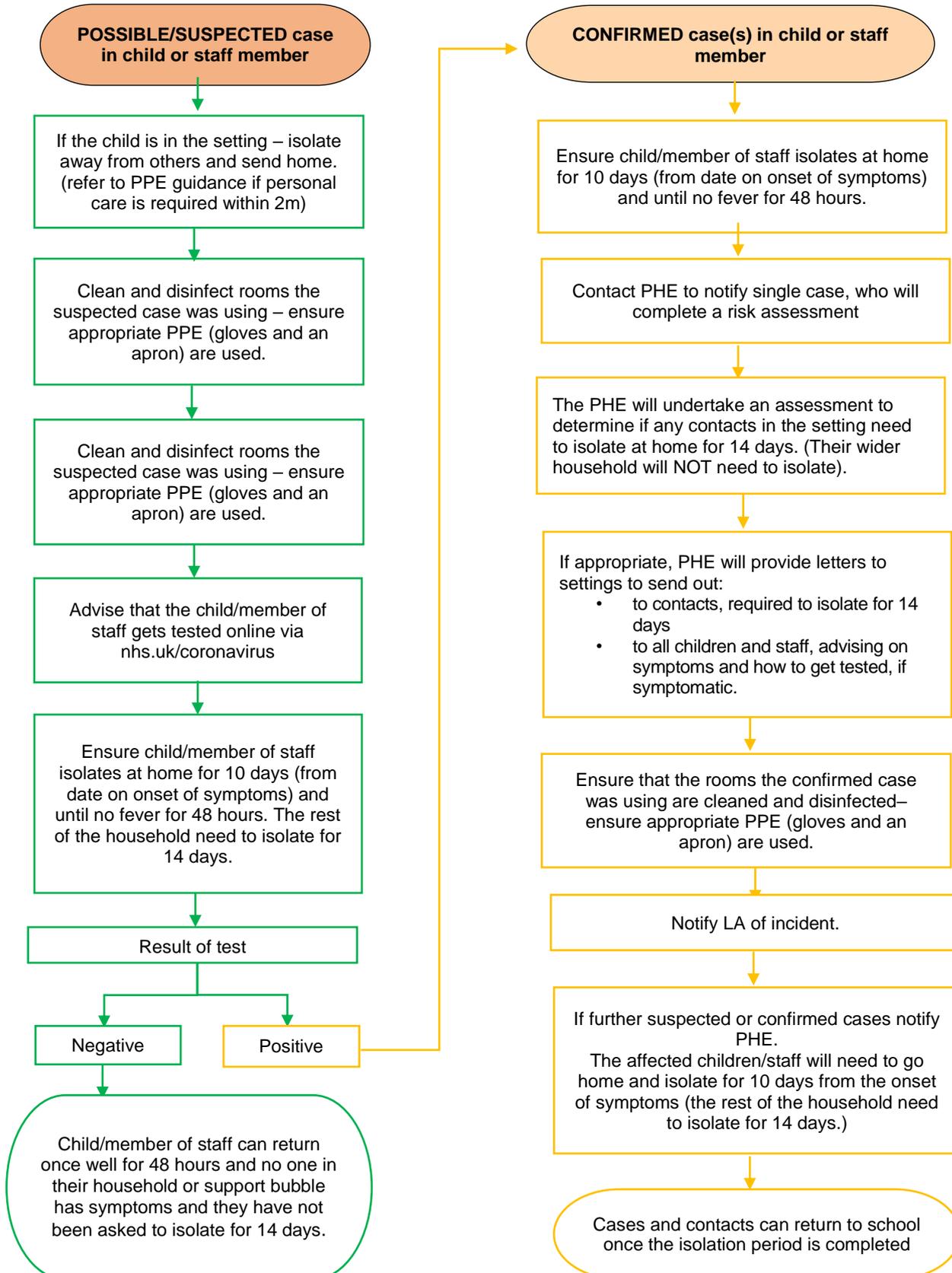
**Key:**  
**Red:** Do not proceed – risk must be reduced to a lower level  
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## APPENDIX 1



Public Health  
England

### Test & Trace process (for schools)



## APPENDIX 2

### Checklist – Positive COVID 19 Case in School

√	Action	Who
	Establish when symptoms began in the positive case and the two days preceding this. Establish last date positive case was in school.	Call taker
	Begin copying remote learning packs – ensure it has the covering letter	KS Mgr
	Look at timetables for the two days preceding onset of symptoms up to last day in school. Establish staff and children who could have been in contact with the positive case in that time. Check clubs etc	RD
	Start to complete the online RA	RD
	Make a list of staff who definitely need to isolate (close contacts), check staff moves list	RD
	Establish which children are close contacts and need to isolate. Establish who are FSM of this list.	RD Office
	Workout date close contacts will need to isolate until (14 days after positive case's last day in school)	RD
	Phone Local authority	RD
	Arrange for lunches of close contact children to be put in bags to take home and for them to be ready as soon as possible so children can take home if necessary if KS1, FSM or have ordered lunch. Arrange for FSM food parcels to be prepared so they can go home as well.	LA/AC
	Meet with staff who are close contacts to inform them of the situation.	SC
	Arrange for children, who are close contacts, to avoid any possibility of mixing with other children.	SC
	Make list of staff who may need to isolate / who could have come into contact with the individual (possible close contacts).	RD
	Meet with possible close contacts to establish if they need to isolate. Update list of staff who need to isolate based on this.	SC/RD
	Phone DFE once a clear picture has been gained	RD
	Ensure all staff close contacts remain with the children who will isolate.	SC
	Email whole school to inform them of the current situation	RD
	Create pupil list of all children who will need to isolate – Bubble List Columns: Names – Attendance Today – Spoken to Parents / Carers – Siblings to be Collected – Collected	Office
	Meet staff who will make phone calls and agree script	RD
	Ensure all children who will isolate have a home learning pack and pencil in their bag to take home. Get children to gather their things to go home including school lunch if possible.	KS Mgrs
	Send out the whole school email to all parents and email to parents of children who will need to isolate – letters to inform them about positive case.	RD
	Begin phone calls to ask parents to collect. Use mobiles with 141 / withhold caller ID. Assign a member of office staff to man phone calls into school. Staff update Bubble List	Office
	Assign a member of office staff to greet parents and phone staff with children so they can be brought to the main entrance. TAs to act as runners.	Office
	Give FSM children food parcel as they leave if possible	LA/AC
	Class teachers update bubble list to show who has been collected.	CTs
	Arrange cover for staff who will isolate – duties, sibling groups, teaching	KS Mgrs
	Remind parents that child isolating must not come on school site. Siblings however can.	Office
	Arrange for home learning packs to go to any children in an isolating bubble who are not in school today.	KS Mgrs
	Send out links for home learning videos/links.	CT/KS Mgr
	Remind parents to let us know if their child has a positive test while isolating as this may affect date isolating bubble returns to school.	Office
	Arrange regular welfare check phone calls / home learning check phone calls.	KS Mgrs
	Arrange deep clean of areas affected eg classrooms, toilets, dining hall etc	MS