



<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice</b> (REVISION 3) – 16/09/2020 <b>(Page 1 of 39)</b>		<b>DATE OF ASSESSMENT</b> 28/05/2020 16/6/2020 16/09/2020
<b>ESTABLISHMENT/SCHOOL</b>  The Beacon Centre	<b>SECTION/TEAM</b>  All	
<b>WHO MIGHT BE HARMED?</b> Employees, pupils, trainees, students and visitors		<b>HOW MANY ARE AFFECTED?</b> <b>80+</b>
<p><b>Steps of admitting more pupils (school has been open to between 2 - 8 pupils each day during lockdown)</b>  <b>This document has been produced in conjunction with all Government guidance</b>  <b>All risk has been assessed to minimise the spread of the virus as far as possible</b>  <b>The risk assessment cannot guarantee safety of pupils and staff but if followed will mitigate risk as far as possible</b>  <b>It is staff members' responsibility read and understand this document and implement the measures described</b>  <b>It is staff member's responsibility to ensure that pupils adhere to all social distancing (SD) measures</b></p>		
<pre> graph LR     A[Determine capacity of school building] --&gt; B[Determine Staff available to work on-site]     B --&gt; C[Liaise with parents regarding intention to return pupils to school]     C --&gt; D[Undertake &amp; review RAs &amp; develop action plan]     D --&gt; E[Share re-opening plans with Governing Body and staff]     E --&gt; F[Make necessary adaptations to site]     F --&gt; G[Complete identified actions]     G --&gt; H[Inform parents of re-opening plans &amp; expectations]     </pre>		
<p>This Risk Assessment sets out the decisions taken and measures put in place to prepare for the phased re-opening of the school and ensure the school continues to operate in a safe way. Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• First Aid Policy</li> <li>• Child Protection &amp; Safeguarding Policy</li> <li>• DFE Guidance relating to COVID19</li> <li>• The Health and Safety at Work etc. Act 1974</li> <li>• Management of Health and Safety at Work Regulations 1999</li> <li>• Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013</li> <li>• First Aid Regulations 1981</li> </ul>		

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<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low	
<ul style="list-style-type: none"> <li>• The Health Protection (Notification) Regulations 2010</li> <li>• Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'</li> </ul>					

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<p>Premises and equipment, water, etc. not maintained to statutory requirements:</p>	<p>Premises and utilities have been health and safety checked and building is compliant</p> <ul style="list-style-type: none"> <li>● Water treatments</li> <li>● Fire alarm testing</li> <li>● Repairs</li> <li>● PAT testing</li> <li>● Fridges and freezers</li> <li>● Boiler/ heating servicing</li> <li>● Internet services</li> <li>● Any other statutory inspections</li> <li>● Insurance covers reopening arrangements</li> <li>● Fire Risk Assessment and evacuation procedures reviewed and disseminated to all staff.</li> <li>● Crisis management policy updated</li> </ul> <p>It is important that, prior to reopening for the autumn term, all the usual pre-term building checks are undertaken to make the school safe. If buildings have been closed or had reduced occupancy during the coronavirus (COVID-19) outbreak, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease. Advice on this can be found in the guidance on <a href="#">Legionella risks during the coronavirus outbreak</a>.</p> <p>Additional advice on safely reoccupying buildings can be found in the Chartered Institute of Building Services Engineers' guidance on <a href="#">emerging from lockdown</a>.</p> <p>Once the school is in operation, it is important to ensure good ventilation. Advice on this can be found in Health and Safety Executive guidance on <a href="#">air conditioning and ventilation during the coronavirus outbreak</a>.</p>	<p>No – see highlighted in red those which are outstanding</p>	<p><b>The Beacon Centre Action:</b></p> <ul style="list-style-type: none"> <li>● Site Supervisor (SS) has continued with daily and weekly checks around school in line with his job description.</li> <li>● All external inspections have taken place as arranged.</li> <li>● All repairs have been undertaken via STC Asset Management Dept.</li> <li>● All PAT Testing conducted prior to Covid lockdown (where possible).</li> <li>● Insurance arranged via STC.</li> <li>● Fridges and microwave ovens currently available to staff to be thoroughly cleaned at the end of each day by The Beacon Centre staff.</li> <li>● Internet and computing facilities remain the responsibility of current provider - ICT in Schools. Keyboards and mice to be cleaned every day by cleaning team.</li> <li>● All current school RA reviewed.</li> <li>● Covid 19 Policy shared with staff.</li> <li>● Home/school agreement to parents to be distributed, outlining social distancing expectations of pupils in school and implications if they are not adhered to. Cover letter from Head Teacher to accompany this.</li> <li>● There may be incidents in school where social distancing is not safe to do so (e.g. in case of fire). Where</li> </ul>	<p>L</p>

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		This document will be used as our operational & building RA	<ul style="list-style-type: none"> <li>●New internal layouts (removal of furniture/equipment) and access points agreed and actioned</li> <li>●Staff entrance - reception</li> <li>●Pupil entrance and exit – side of the building (as is usual practice)</li> <li>●All internal and external fire doors to remain closed as per normal building practice.</li> <li>●All fire escapes routes to be kept clear at all times, as per normal building practice.</li> </ul>	

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<p>Risk of coronavirus infection spreading to children and staff due to inadequate infection control procedure</p>	<p>The school will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. Points to consider and implement:</p> <ul style="list-style-type: none"> <li>has the school enough hand washing or hand sanitiser 'stations' available so that all pupils and staff can clean their hands regularly</li> <li>can the school ensure that there is enough supervision when using hand sanitiser to eliminate ingestion. Small children and pupils with complex needs should continue to be helped to clean their hands properly. Skin friendly skin cleaning wipes can be used as an alternative</li> <li>the school will build these routines into school culture, supported by behaviour expectations and helping ensure younger children and those with complex needs understand the need to follow them</li> <li><b>Soap and water is more effective than using sanitisers</b></li> </ul> <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, schools must ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates. Some pupils with complex needs will struggle to maintain as good respiratory hygiene as their peers, for example those who spit uncontrollably or use saliva as a sensory stimulant. This should be considered in risk assessments in order to support these pupils and the staff working with them, and is not a reason to deny these pupils face to face education.</p>	Yes	<p><b>The Beacon Centre Action:</b></p> <ul style="list-style-type: none"> <li>Daily updates from DFE forwarded to HT &amp; DHT. Both read info within the updates and action as necessary. Info shared with wider school population as necessary.</li> <li>All government guidelines have been taken into account when assessing the school for risk and for agreeing new building layout.</li> <li>From the 22/06/2020 at the earliest, Year 10 and Year 6 will be mixed with other students in one classroom and primary students in the ICT room. Hand sanitiser to be used in in all rooms.</li> <li>Key hygiene information located around school. Prevent and symptoms information shared with pupils at the start of each day. Info shared on social media so all school population is aware of measures taken. <b>Staff must wash their hands at least every hour.</b></li> <li><b>Pedal bins for tissue waste in each room being used.</b> Yellow clinical waste bags in use until pedal bins arrive.</li> <li><b>HT to make video of school and this is to be shared on social media once all precautions in place and before 22/6/2020.</b> This will show</li> </ul>	<p>Reduced to L</p> <p style="text-align: center;">By employment of additional cleaner</p>

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	<p>Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (for children over the age of 11) or when attending a hospital as a visitor or outpatient.</p> <p>Points to consider and implement:</p> <ul style="list-style-type: none"> <li>• putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes: <ul style="list-style-type: none"> <li>○ more frequent cleaning of rooms / shared areas that are used by different groups</li> <li>○ frequently touched surfaces being cleaned more often than normal</li> </ul> </li> <li>• different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet</li> <li>• clean surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal</li> </ul> <p>By the end of the summer term, Public Health England will publish revised guidance for cleaning non-healthcare settings to advise on general cleaning required in addition to the current advice on <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>.</p>		<p>school population the measures we have taken to allow more pupils to attend school. This will also be used by parents to prepare pupils for the changes they will see when attending.</p> <ul style="list-style-type: none"> <li>• Letter to parents - asking them to share good practice with pupils at home and to encourage the continuation of this behaviour at school. Letter lists these specific areas of advice.</li> <li>• During an incident of pupil crises, the use of physical intervention (PI) should be (as is always the case) the last recourse. Staff should use all other strategies prior to engaging (distraction, diversion, change of face, planned ignorance, etc). If PI is essential a specific to prevent significant injury then a specific team, including the HT, DHT or AHT will intervene. PPE is available for staff. A debrief will be held afterwards to risk assess the pupil and determine whether it is safe to educate them in school in light of their behaviour.</li> <li>• At additional cost to school, Employment of additional cleaner in</li> </ul>	
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			<p>school during the day to follow a specific cleaning routine. Cleaner is in addition to normal LA cleaning service the school benefits from.</p> <p><b>Cleaning Information:</b></p> <ul style="list-style-type: none"> <li>• Cleaner will work in school 9.30 - 2.30 around all areas of the school.</li> <li>• Induction of cleaner will take place by Site manager during w/c 01.06.20. Cleaner to hold radio.</li> <li>• Site manager and cleaner will agree a suitable cleaning regime as referred in building RA.</li> <li>• Cleaner to pay particular attention to telephones, copier machines, door handles and doors, light switches and keyboards.</li> <li>• After each use of school equipment, staff members are expected to wipe the item clean (e.g. photocopier, keyboard, telephone, etc). Non-classroom members of staff to wipe down their own work area, including chair, telephone, keyboard, at the end of each work shift. These areas will be cleaned by the cleaner but this is an additional cleaning measure.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• Cleaner will be provided with required PPE each day.</li> <li>• Site manager will be supervising all cleaning in the school.</li> <li>• LA cleaners will still come in at the end of the day as usual.</li> <li>• All classroom will have a hand sanitiser station and cleaning products (anti-bac spray &amp; blue roll).</li> <li>• All pupils and staff members have access to soap and water – in the toilet areas.</li> <li>• Cleaning equipment - stock take conducted on a daily basis to ensure good stocks of everything needed in school to ensure good hygiene measures.</li> <li>• All pupils issued with their own stationery and resources wallet - <b>items and bag to be cleaned by pupils at the end of each day and left in school.</b></li> <li>• Where appropriate, classes to be issued with box of PE/sporting equipment for outdoor use - items and box to be cleaned at the end of the day by pupils.</li> <li>• All pupils' work will be stored in A3 plastic zip wallet. No school exercise books will be used during this period. No marking of work is expected during this period.</li> </ul>	L
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			<ul style="list-style-type: none"> <li>• Teacher to reinforce cleaning and hygiene messages during the day.</li> <li>• Teachers to supervise hand washing and hand sanitising.</li> <li>• All classroom and work areas - windows to be open during room use.</li> <li>• Use of toilets - pupils will be supervised by classroom staff. Classroom staff to ensure no crowding of toilet areas and SD measures are maintained at all times.</li> <li>• All pupils to ensure they wear clean recently washed clothes each day.</li> <li>• All rooms to ensure windows and doors are open regularly to allow fresh air to circulate.</li> <li>• Paper towels to be provided as an alternative to towel roll.</li> <li>• Waste bins in each room and frequently emptied.</li> <li>• All waste removed at end of each day.</li> <li>• Ventilation and air conditioning units have been checked and maintained.</li> <li>• Where a known or suspected Covid 19 case has been reported, a full clean will be completed as per the specific guidelines given by the government.</li> <li>• Goods entering the site will be cleaned.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• People Carrier will be cleaned after each use.</li> <li>• Staff who volunteer to complete home to school transport will be provided with suitable PPE, gloves and face masks. This <b>MUST</b> be worn. An external bin should be used for the safe disposal of this as per government guidelines</li> </ul>	

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<p>Failure to manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ul style="list-style-type: none"> <li>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>travelling in a small vehicle, like a car, with an infected person</li> </ul> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see</p>			
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	<p><a href="#">section 5 of system of control</a> for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</p> <p>A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'. They should get a test, and:</p> <ul style="list-style-type: none"> <li>• if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</li> <li>• if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>'</li> </ul>			
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	<p>Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.</p> <p>Further guidance is available on <a href="#">testing and tracing for coronavirus (COVID-19)</a>.</p>			
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<p>Failure to contain any outbreak by following local health protection team advice</p>	<p>If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>			
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<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 16 of 49)</b>				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
<p>Child/Adult is unwell and it is believed that they have been exposed to COVID-19.</p>	<p>Ensure that pupils, staff and other adults do not come into the school if they have <a href="#">coronavirus (COVID-19) symptoms</a>, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.</p> <p>If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>', which sets out that they must self-isolate for at least 7 days and should <a href="#">arrange to have a test</a> to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms</p> <p>If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.</p> <p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.</p> <p>PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the <a href="#">safe working in education, childcare</a></p>	<p>✓</p>	<p><b>The Beacon Centre Action:</b></p> <ul style="list-style-type: none"> <li>• Symptom advice shared on social media. "Do not attend ..." poster displayed in windows</li> <li>• First aid /sick bay established in front meeting room to allow for ventilation.</li> <li>• Named first aider on site when pupils are present. Ensure there is an identified first aider at all times. There will be an identified additional first aider for children under 8 if possible.</li> <li>• PPE available for use by all staff and pupils in the first aid room. Posters shared to staff about how to use the equipment safely.</li> <li>• Transport staff to wear PPE and dispose of this in external bins upon arrival back at school.</li> <li>• Staff and pupils can wear face coverings if they feel this is necessary but is only compulsory when on transport and for staff giving first aid.</li> <li>• Staff and pupils wearing face covering are advised to: <ul style="list-style-type: none"> <li>○ wash hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting face covering on and after removing it.</li> <li>○ Avoid touching face or face covering as you could contaminate them with germs from hands.</li> </ul> </li> </ul>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 17 of 49)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p><a href="#">and children's social care settings, including the use of personal protective equipment (PPE) guidance.</a></p> <p>As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.</p> <p>Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></p> <p>Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).</p>		<ul style="list-style-type: none"> <li>○ Change face covering if it becomes damp or you have been touching it.</li> <li>○ Continue to wash hands regularly.</li> <li>○ Change and wash face covering daily.</li> <li>○ If the material is washable, was in line with manufacturer's instructions. If it is not washable - dispose of it carefully in the normal waste.</li> <li>○ Practise SD whenever possible.</li> </ul> <ul style="list-style-type: none"> <li>● Any child showing any symptoms will be taken to this building to await their parent collection.</li> </ul> <p><b>Procedure for pupils with symptoms</b></p> <ul style="list-style-type: none"> <li>● Classroom staff take child to first aid / sick bay area. Sit child near window and open window. <b>This will be the front meeting room.</b></li> <li>● Classroom staff phone named first aider to come over to sick bay.</li> <li>● When first aider arrives, they put on all necessary PPE equipment.</li> <li>● Once first aider is prepared, classroom staff can now return to their classroom.</li> <li>● First aider to stay with child until collected.</li> <li>● Reception staff to call parents if any child shows any symptoms.</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 18 of 49)				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
			<ul style="list-style-type: none"> <li>Parents informed that they must be available to collect their child immediately if we call them with this information. If a parent is unable or unwilling to collect their child immediately, reception staff will inform member of SLT immediately and this will be dealt with as a safeguarding issue.</li> <li>Once area is clear after use, first aider to inform reception staff and will inform cleaner of cleaning requirement.</li> <li>Full area not to be used until cleaning is carried out.</li> <li><b>NOTE - creation of do not enter - cleaning in progress signage/stand.</b></li> </ul> <p><b>Person with symptoms -</b></p> <ul style="list-style-type: none"> <li>Parent MUST organise a test</li> <li>Positive result = 14 days isolation AND all other people in their class &amp; other people they have been in contact with (eg transport) to be tested</li> <li>Negative result = proof to be given to school before anyone in the class is allowed back to school</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice ( <b>Page 19 of 49</b> )				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
			<p><b>Rest of people in contact:</b></p> <ul style="list-style-type: none"> <li>● Sent home with recommendation of having a test</li> <li>● If above person comes back positive - they <b>MUST</b> self-isolate for 7 days and others in contact for 14 days</li> <li>● If above person comes back negative - they can come back to school</li> </ul> <p><b>Normal first aid:</b></p> <ul style="list-style-type: none"> <li>● Normal first aid to be only carried out in this area.</li> <li>● Classroom staff to take child to sick bay / first aid area and telephone named first aider to come over to building.</li> <li>● When first aider arrives, they put on all necessary PPE equipment.</li> <li>● Once first aider is prepared, classroom staff can now return to their classroom.</li> <li>● Office admin staff to ensure all first aid kits are checked on a weekly basis and supplies replenished.</li> <li>● <b>Infra-red thermometer available to check a pupil's temperature: currently on order</b></li> <li>● First aiders to follow government guidelines.</li> <li>● First aiders must wash their hands or use hand sanitiser before and after treating a casualty.</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 20 of 49)				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
			<ul style="list-style-type: none"> <li>• First aiders to consider cross contamination that could occur which was covered in their training.</li> <li>• All waste will be disposed of by cleaner during the day. This is part of her work schedule.</li> <li>• First aider to ensure all protocols are followed (paperwork, informing parents, etc) before the end of the school day.</li> <li>• All trained first aiders must exercise extreme caution when treating any injury to any party as the social distancing measure of 2 metres may have to be breached to facilitate treatment by close and direct contact</li> <li>• First aiders must assess the injured party from a distance of 2 metres and where treatment has been identified as required first aiders must wear latex free protective gloves and protective face masks whilst treating any type of injury or casualty and must wash hands immediately after treatment has been completed.</li> <li>• If a casualty requires CPR then this should be administered by chest compressions only and not rescue breaths as adequate infection control for first aiders cannot be maintained.</li> <li>• First aider to clean areas used during this process before returning to classroom.</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 21 of 49)				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
			<ul style="list-style-type: none"> <li>All PPE to be taken off and left in a double bag and left for 72 hours.</li> </ul> <p><b>Administration of medication:</b></p> <ul style="list-style-type: none"> <li>Administration of medication will be performed in the usual manner, ensuring SD measures at all times.</li> <li>SLT will administer medication if medication trained is not on site as required to those pupils who require it.</li> <li>Areas used or touched during first aid will be cleaned by first aider before returning pupil to classroom.</li> <li>Gloves must be worn during this process and hands washed before and after process.</li> <li>All areas used during this process must be cleaned by staff member administering the medication.</li> </ul> <p><b>Cleaning of toilets after use:</b></p> <ul style="list-style-type: none"> <li>Following use of any toilet in the school buildings, cleaner will be asked to clean that area as soon as possible.</li> <li>After pupil use - classroom staff to inform cleaner that toilet has been used.</li> <li>Toilet to have a signed cleaning sheet on door to ensure it has been cleaned at set times.</li> <li>After adult use - inform reception staff after use and same procedure will apply.</li> </ul>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 22 of 49)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<ul style="list-style-type: none"> <li>Sick bay / first aid area -disabled toilet will be used by pupils needing to use it whilst in the sick bay/first aid area.</li> </ul>	
Risk of coronavirus infection spreading to shielded and clinically vulnerable adults	<p>Where schools apply the full measures in the Government guidance and the Building and School RAs, the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. We expect this will allow most staff to return to the workplace, although we advise those in the most at risk categories to take particular care while community transmission rates continue to fall.</p> <p>Advice for those who are <a href="#">clinically-vulnerable, including pregnant women</a>, is available.</p> <p>Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found in the <a href="#">guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>.</p> <p>School leaders should be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. Further details will be sent to all schools and available on the Intranet.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.</p>	✓	<p><b>The Beacon Centre Actions:</b></p> <ul style="list-style-type: none"> <li>HT will follow all advice given by Government and LA HR on who can return to work and who should remain at home.</li> <li>Staff rota in place - all staff aware of when they are expected to work in the school building.</li> <li>All staff have been informed that if they wish to attend the school building and they are not on the rota that day, they must seek permission from HT before doing so.</li> <li>Remote working will be completed where possible.</li> <li>Where staff are using the people carrier SD should be maintained. Vehicle cleaned after each use. Only one pupil can be transported at a time accompanied by 2 members of staff.</li> <li>HT has made welfare calls to staff. All staff have been consulted via a back to work questionnaire.</li> <li>Where shielding is required, copy of government letter presented and staff are not expected to work in school building. Staff members to keep HT up to date with developments.</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 23 of 49)				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
			<ul style="list-style-type: none"> <li>• Pregnant staff members - not to work in school - will work at home.</li> <li>• Other staff members with vulnerable health concerns have been encouraged to work at home where this is available.</li> <li>• If working on school premises, SD must be adhered to. PPE and cleaning products available to all.</li> <li>• RA to be shared with all school staff; asking all staff members to read the document and reply to say they have done so. Even if a staff member does not reply to say they have read the document, it will be assumed that they have done so and are willing to follow all guidelines outlined. It is felt that as part of the staff team of The Beacon Centre, it is staff's professional responsibility to read this document.</li> <li>• If a staff member does not agree with any part of the RA, they are to email the Head Teacher with their concerns. These will be discussed with SLT and answer given as soon as possible.</li> <li>• Staff have been and will continue to be given opportunity to raise any concerns they have around their safety with the HT.</li> </ul>	

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<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 24 of 49)</b>				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
			<ul style="list-style-type: none"> <li>All affected staff members have been kept up to date with developments and have spoken to HT.</li> </ul>	
Risk of coronavirus infection spreading to shielded and clinically vulnerable persons via pupil or staff attending school	<p><b>Pupils who are shielding or self-isolating</b></p> <p>We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:</p> <ul style="list-style-type: none"> <li>a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)</li> <li>shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the <a href="#">current advice on shielding</a></li> <li>if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).</li> <li>some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at <a href="#">COVID-19 - 'shielding' guidance for children and young people.</a></li> </ul>	✓	<p><b>The Beacon Centre Action:</b></p> <p>Audit of year 10 and primary parents undertaken.</p> <p>All parents were asked:</p> <ol style="list-style-type: none"> <li>have your household circumstances changed – i.e. you have been asked to return to work - and you need a place at school for your child due to childcare issues; and</li> <li>if you were offered a place at school for your child, would you accept it?</li> </ol> <p>All parents asking for a place for their child - the pupil was risk assessed, taking into account any health issues within their family at present before offering a school place.</p> <p>All parents informed of requirements within school and informed if their child cannot or will not follow procedures put in place, we will discuss this with parents and actions taken.</p> <p>Pupils not offered a place will be encouraged to continue learning with school's daily homework tasks.</p>	

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<b>ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 25 of 49)</b>				<b>DATE OF ASSESSMENT</b>
<b>HAZARDS (including inadequate / lack of arrangements)</b>	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low
	<p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we expect schools to be able to immediately offer them access to remote education. Schools should monitor engagement with this activity (as set out in the section below).</p> <p>Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p>		<p>Staff will continue to call all parents/carers 3 times weekly to check in on them and ensure all is well.</p> <p>All safeguarding concerns will continue to be reported to the school's DSL for action.</p>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
<p>Risk of coronavirus infection spreading due to large class sizes and reduced space</p>	<p>The school will minimise contacts and mixing between people while delivering a broad and balanced curriculum.</p> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:</p> <ul style="list-style-type: none"> <li>children's ability to distance</li> <li>the lay out of the school</li> <li>the feasibility of keeping distinct groups separate while offering a broad curriculum (especially at secondary)</li> </ul> <p>It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.</p> <p>Points to consider and implement:</p> <p><b>How to group children</b></p> <p>Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.</p> <p>In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of</p>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> <li>Pupils within a referral unit will require more reminders of all measures than mainstream pupils.</li> <li>All rooms in use will have posters and health information on display - specifically targeted at pupils.</li> <li>Each day will start with teacher in the locker room asking - have you displayed any of these symptoms since you left school last night. Symptoms - a new, continuous cough, a high temp, loss of taste and/or smell.</li> <li>Actions performed by school to ensure contact between people is kept to a minimum:             <ul style="list-style-type: none"> <li>Staff entrance - reception                 <ul style="list-style-type: none"> <li>Pupil entrance and exit – side corridor door to locker room</li> </ul> </li> </ul> </li> </ul> <p><b>Detail:</b></p> <p><b>1. Reception area / sign in &amp; out area</b></p> <ul style="list-style-type: none"> <li>All non-essential visitors will be discouraged and the front office may not always have a staff member present. This situation will be reviewed</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 27 of 49)	<b>DATE OF ASSESSMENT</b>
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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	<p>coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.</p> <p>In secondary schools, and key stage 4 and key stage 5, the groups are likely to need to be the size of a year group to enable schools to deliver the full range of curriculum subjects and students to receive specialist teaching. If this can be achieved with small groups, they are recommended. At primary school, and in the younger years at secondary (key stage 3), schools may be able to implement smaller groups the size of a full class. If that can be achieved, it is recommended, as this will help to reduce the number of people who could be asked to isolate should someone in a group become ill with coronavirus (COVID-19).</p> <p>Schools should assess their circumstances and if class-sized groups are not compatible with offering a full range of subjects or managing the practical logistics within and around school, they can look to implement year group sized 'bubbles'. Whatever the size of the group, they should be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. Schools with the capability to do it should take steps to limit interaction, sharing of rooms and social spaces between groups as much as possible. When using larger groups the other measures from the system of controls become even more important, to minimise transmission risks and to minimise the numbers of pupils and staff who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.</p> <p>Both the approaches of separating groups and maintaining distance are not 'all-or-nothing' options, and will still bring benefits even if</p>		<p>as the number of pupils expected to attend school is increased as per government guidance.</p> <ul style="list-style-type: none"> <li>● Pens and other equipment must not be shared within reception areas – the sign in machine must be wiped after use</li> <li>● All staff must report to reception area on arrival and at the end of their shift to enable reception staff to sign them in and out.</li> <li>● Essential visitors - reception staff to sign them in and out</li> <li>● Visitors to school are discouraged but it is acknowledged that some visitors are necessary. Visitors are deemed to be any adult who is not on the school payroll (including Governors).</li> <li>● All staff to ensure if they are expecting a visitor - they must inform reception staff to add to the calendar. Visitors will not be admitted into building unless they are in the calendar.</li> <li>● All staff members and visits to use hand sanitiser upon leaving the reception area.</li> <li>●</li> </ul>	
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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 28 of 49)	<b>DATE OF ASSESSMENT</b>
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
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	<p>implemented partially. Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport, or for boarding pupils in one group residentially and another during the school day. Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. This will be particularly important for secondary schools. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and teachers in primary schools can still work across groups if that is needed to enable a full educational offer.</p> <p><b>Measures within the classroom</b></p> <p>Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.</p>		<p><b>2. Locker room door</b></p> <ul style="list-style-type: none"> <li>This is the pupil entrance and exit. .</li> <li>Pupils will walk from the rear door – hand in their belongings – walk through the middle door and straight to their classroom. Procedure for collecting pupils from rear below.</li> </ul> <p><b>3. Staff breaks</b></p> <ul style="list-style-type: none"> <li>Not timetabled – pupils only in 10am until 1pm</li> </ul> <p><b>4. Lunch From 15/06/2020, pupils will be given a hot lunch</b></p> <ul style="list-style-type: none"> <li>All staff and pupils will be entitled to receive a school lunch - to be eaten with pupils within the classroom for classroom staff or at desks for non-classroom staff.</li> <li>Non classroom staff are encouraged to bring in their own food, although food will be provided if required.</li> </ul> <p><b>Procedure:</b></p> <ul style="list-style-type: none"> <li>Lunches will be collected by Bubble support staff and taken to bubble rooms.</li> </ul> <p><b>5. On arrival at school</b></p>	
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	<p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for the youngest children and some children with complex needs and it is not feasible in some schools where space does not allow. Schools doing this where they can, and even doing this some of the time, will help.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can also be reduced by keeping pupils in the smaller, class-sized groups described above. Schools should make small adaptations to the classroom to support distancing where possible. That should include seating pupils side by side and facing forwards, rather than face to face or side on, and might include moving unnecessary furniture out of classrooms to make more space.</p> <p><b>Measures elsewhere</b> Groups should be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group. When timetabling, groups should be kept apart and movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).</p> <p>Schools should also plan how shared staff spaces are set up and used to help staff to distance from each other. Use of staff rooms should be minimised, although staff must still have a break of a reasonable length during the day.</p> <p><b>Measures for arriving at and leaving school</b></p>		<p><b>Parents dropping off:</b></p> <ul style="list-style-type: none"> <li>• Member of staff to meet child in car park</li> <li>• Pupil will follow the markings to the bike gate.</li> <li>• Staff member will be halfway between gate and yard to ensure pupils are following the markings.</li> </ul> <p><b>Pupils arriving by transport:</b></p> <ul style="list-style-type: none"> <li>• Vehicles drive up to the main entrance. Any pupil leaving the vehicle before permission given may lose their place on transport.</li> <li>• Pupils leave the transport and wait in their class group at the back door.</li> <li>• Vehicles can only transport 1 pupil at a time with 2 members of staff</li> <li>• Transport providers have their own risk assessments as requested by the LA</li> </ul> <p><b>Recording of attendance:</b> Info passed to Pastoral lead and HT for completion of LA and Government attendance forms. HT musty be emailed with pupils and staff in – action admin staff</p>	
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	<p>Travel to school patterns differ greatly between schools. If those patterns allow, schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school. Staggered start and finish times should not reduce the amount of overall teaching time. A staggered start may, for example, include condensing / staggering free periods or break time but retaining the same amount of teaching time, or keeping the length of the day the same but starting and finishing later to avoid rush hour. Schools should consider how to communicate this to parents and remind them about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.</p> <p>Schools should also have a process for removing face coverings when pupils and staff who use them arrive at school and communicate it clearly to them. Pupils must be instructed not to touch the front of their face covering during use or when removing them.</p> <p>They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on <a href="#">safe working in education, childcare and children's social care</a> provides more advice.</p> <p><b>Other considerations</b> Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so teachers and special educational needs coordinators should plan to meet these needs, for example using social stories.</p>		<p><b>End of day:</b></p> <ul style="list-style-type: none"> <li>• Pupils leave on a staggered system to enable SD: see rota</li> <li>• SD markers on floor and stairs so pupils understand 2 metre distancing.</li> </ul> <p><b>Transport</b></p> <ul style="list-style-type: none"> <li>• Masks must be worn by adults and pupils whilst on transport. Gloves will also be available.</li> <li>• The use of masks is mandatory - NB highest rate of death from virus is with bus and taxi drivers.</li> <li>• All pupils (with consent) to use hand sanitiser before entering transport.</li> <li>• All pupils will be allocated a seat on transport and they must stay in this seat, with their seatbelt on, for the duration of transport. If a pupil refuses to sit in allocated seat or refuses to wear a seat belt, this will be reported to SLT. SLT will discuss with parents.</li> <li>• Transport will have the right to refuse entry into their vehicle of any pupil who continually refuses to follow these rules.</li> </ul> <p><b>9.Classroom</b></p>	
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	<p>Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival. Where visits can happen outside of school hours, they should. A record should be kept of all visitors. Where a child routinely attends more than one setting on a part time basis, for example because they are dual registered at a mainstream school and an alternative provision setting or special school, schools should work through the system of controls collaboratively, enabling them to address any risks identified and allowing them to jointly deliver a broad and balanced curriculum for the child.</p> <p>Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>		<ul style="list-style-type: none"> <li>Each classroom allocated for use during this period has been measured</li> <li>Max occupancy of pupils per room:</li> <li>Standard classroom 4 pupils: 2 staff</li> <li>Science room – storage</li> <li>ICT room – storage</li> <li>Catering room – 4 pupils: 2 staff</li> <li>Green Room – 6 pupils: 3 staff</li> <li>Fitness suite – off limits</li> <li>Sports Hall – 8 pupils: 3 staff</li> <li>Staff room – 2 adults</li> </ul> <ul style="list-style-type: none"> <li>Sanitiser station located in each classroom - all pupils and staff must use this (with consent) on their on entry to classroom. At the beginning of the day all pupils should wash their hands.</li> <li>All rooms to be cleared of unnecessary equipment and desks in order to operate as a functioning classroom which adheres to SD and other H&amp;S requirements.</li> <li>each classroom to be set up during w/c 8/6/20</li> </ul> <p><b>10. Equipment</b></p>	

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	<p>Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside by wraparound care providers. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources</p>		<ul style="list-style-type: none"> <li>Pupils will be given a see-through zip bag with their name on holding their own stationery/resources.</li> <li>All items and bag to be wiped down by pupil at end of each day.</li> <li>All other equipment will be wiped down by staff at the end of the day</li> <li>All pupils' work to be stored in A3 zipped plastic wallet. No work to be undertaken in school exercise books. No marking of work is expected during this period. Pupils will have a writing pad and work can be annotated by staff when it is deemed safe so to do.</li> </ul> <p><b>11. Cleaning</b></p> <ol style="list-style-type: none"> <li>1. A cleaner will be on site every day, all day to sanitise possible points of transmission (door handles, light switches, etc), a set routine will be developed by the cleaner and site manager and adhered to on a daily basis.</li> <li>2. Opening of windows and doors regularly to allow fresh air into the building is encouraged.</li> </ol>	
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			<ol style="list-style-type: none"> <li>3. Paper towels provided as an alternative to the cloth towel dispenser</li> <li>4. Regular cleaning of all areas especially frequently touched areas, such as door handles, access buttons.</li> <li>5. Waste facilities provided across the site and frequently emptied.</li> <li>6. All waste removed and disposed of at the end of each working day.</li> <li>7. Posters and reminders to staff about hygiene around the site.</li> <li>8. Ventilation and air conditioning systems have been checked and maintained.</li> <li>9. Where a known or suspected case of COVID19 has been reported a full clean will be completed as per the specific guidelines given by the government.</li> <li>10. Goods entering the sites to be cleaned.</li> <li>11. Extra cleaning procedures in place for work vehicles.</li> <li>12. Milk tokens to be redeemed by staff for pupils</li> </ol> <ul style="list-style-type: none"> <li>• Admin staff – limited on site working where required and in agreement with HT.</li> </ul>	
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			<ul style="list-style-type: none"> <li>• All staff members will be expected to wipe down their areas after use - including telephone, keyboard and chair. These areas will be cleaned by the cleaner but this is an additional cleaning action.</li> <li>• All deliveries to school - items to be taken into canteen- boxes/items to be wiped down before distribution.</li> <li>• Staff and pupils should not be working away from their designated area unless their specific role allows for this.</li> </ul>	
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Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Secondary schools and colleges, the same principle of halving classes will normally apply:</p> <ul style="list-style-type: none"> <li>It is also sensible to rearrange classrooms and workshops with sitting positions 2 metres apart.</li> <li>Where very small classes might result from halving, it would be acceptable to have more than half in a class, provided the space has been rearranged. Again, support staff may be drawn on in the event there are teacher shortages, working under the direction of other teachers in the setting.</li> <li>Ensure safe entrance and exit routes with appropriate signage in place.</li> </ul> <p>Each setting's circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:</p> <ul style="list-style-type: none"> <li>early years settings - 3 and 4 year olds followed by younger age groups</li> <li>infant schools - nursery (where applicable) and reception</li> <li>primary schools - nursery (where applicable), reception and year 1</li> </ul>	✓	As above.	
Risk of coronavirus infection	Keep cohorts together where possible and ensure:	✓	<b>The Beacon Centre Action: Classroom</b>	

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spreading due to large class sizes and reduced space	<ul style="list-style-type: none"> <li>children and young people are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days</li> <li>the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days, (secondary and college settings there will be some subject specialist rotation of staff)</li> <li>wherever possible children and young people use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. In schools and colleges, you may want to consider seating students at the same desk each day if they attend on consecutive days</li> </ul>		<ul style="list-style-type: none"> <li>staff will stay together for the duration of their time in school.</li> <li>Outdoor time timetabled – using the garden and allotment.</li> <li>Cleaning rota followed.</li> </ul>	
Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Reduce mixing within education or childcare setting by:</p> <ul style="list-style-type: none"> <li>accessing rooms directly from outside where possible</li> <li>considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors</li> <li>staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them</li> <li>staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms</li> <li>ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time</li> <li>noting that some children and young people will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols)</li> </ul>	✓	<p><b>The Beacon Centre Action:</b></p> <ul style="list-style-type: none"> <li>Separate pupil entrance and exit.</li> <li>Timetable of outdoor time.</li> <li>Use of hand sanitiser on arrival into classroom (with consent).</li> <li>Lunches taken in classroom – cooked by kitchen staff / collected by classroom staff on a staggered basis and then cleared by classroom staff and taken into kitchen</li> <li>Classroom staff to supervise toilet visits - to ensure no overcrowding of these areas.</li> <li>Classroom staff to supervise hand washing.</li> </ul>	

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Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Use outside space:</p> <ul style="list-style-type: none"> <li>for exercise and breaks</li> <li>for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff</li> <li>although outdoor equipment should not be used unless the setting is able to ensure that it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously. Read <a href="#">COVID-19: cleaning of non-healthcare settings</a></li> </ul> <p>For shared rooms:</p> <ul style="list-style-type: none"> <li>use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the <a href="#">COVID-19: cleaning of non-healthcare settings guidance</a></li> <li>stagger the use of staff rooms and offices to limit occupancy.</li> </ul>	✓	<p><b>The Beacon Centre Action:</b></p> <ul style="list-style-type: none"> <li>Outdoor gym out of bounds - taped off.</li> <li>Timetable for use outdoor space.</li> <li>No shared areas apart from toilets - and these will be used under classroom staff supervision.</li> <li>All sporting equipment cleaned at end of each day by staff.</li> </ul>	
	<p>Reduce the use of shared resources:</p> <ul style="list-style-type: none"> <li>by limiting the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff</li> <li>by seeking to prevent the sharing of stationery and other equipment where possible. Shared materials and surfaces should be cleaned and disinfected more frequently</li> <li>resources which are not easily washable or wipe-able have been removed</li> <li>although practical lessons can go ahead if equipment can be cleaned thoroughly and the classroom or other learning environment is occupied by the same children or young people in one day, or properly cleaned between cohorts</li> </ul>	✓	<p><b>The Beacon Centre Actions:</b></p> <ul style="list-style-type: none"> <li>See above re individual and classroom resources.</li> <li>no use of shared materials in reception.</li> <li>Additional cleaner employed.</li> <li>All classrooms have been developed to only have essential equipment in. All items not used removed.</li> <li>ICT room, Science lab and small waiting room to be used as storage</li> </ul>	

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Risk of coronavirus infection spreading due to large class sizes and reduced space	<p>Consideration has been given to what activity is more difficult/ not possible to be undertaken with social distancing in place?</p> <p>Each activity should be risk assessed and should not be run unless the risks can be mitigated</p> <ul style="list-style-type: none"> <li>● PE</li> <li>● Practical science lessons</li> <li>● DT/ FT</li> </ul>		<p><b>The Beacon Centre Action:</b></p> <ul style="list-style-type: none"> <li>● PPE available for all staff and pupils wishing to use it.</li> <li>● PPE must be used by first aiders</li> <li>● Masks must be used in transport</li> <li>● Staff email to circulate RA, give overview of plans and explain the safe use of PPE.</li> </ul>	
Poor Psychological / Staff / Pupil Wellbeing – due to personal, workload, returning to school issues, etc.	<ul style="list-style-type: none"> <li>● Approach to support wellbeing, mental health and resilience in place, including bereavement support</li> <li>● How staff are supported to follow this within their own situations and that of pupils and colleagues is clear.</li> </ul> <p><a href="#">covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a></p>		<ul style="list-style-type: none"> <li>● All staff have the right to say no to a requested task, please speak to HT or DHT if you find any aspect of the reopening uncomfortable.</li> <li>● HT meet regularly to ensure all staff and pupils' mental health is considered at each point of implementation of RA</li> <li>● Staff given regular updates and emails sent stating SLT are always available to speak to.</li> <li>● HT - to offer appointments to any member of staff wishing to seek advice, guidance or to talk through their thoughts.</li> </ul>	
Risk of coronavirus infection spreading due to use of transport	<p>Adjust transport arrangements where necessary including:</p> <ul style="list-style-type: none"> <li>● encourage parents and children and young people to walk or cycle to their education setting where possible</li> <li>● make sure schools, parents and young people follow the <u>Coronavirus (COVID-19): safer travel guidance for passengers</u> when planning their travel</li> </ul>	✓	<p><b>The Beacon Centre Action:</b></p> <ul style="list-style-type: none"> <li>● Transport conducted by school staff: only one pupil at a time and each person spaced out in accordance with 2m rule</li> <li>● SD measures in all cases to be followed.</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 39 of 49)	<b>DATE OF ASSESSMENT</b>
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<ul style="list-style-type: none"> <li>ensure that transport arrangements cater for any changes to start and finish times</li> <li>communicating revised travel plans clearly to contractors, local authorities and parents where appropriate (for instance, to agree pick-up and drop-off times)</li> </ul> <p><b>Dedicated school transport, including statutory provision</b> Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. The approach to dedicated transport should align as far as possible with the principles underpinning the system of controls set out in this document and with the approach being adopted for your school. It is important to consider:</p> <ul style="list-style-type: none"> <li>how pupils are grouped together on transport, where possible this should reflect the bubbles that are adopted within school</li> <li>use of hand sanitiser upon boarding and/or disembarking</li> <li>additional cleaning of vehicles</li> <li>organised queuing and boarding where possible</li> <li>distancing within vehicles wherever possible</li> <li>the use of face coverings for children over the age of 11, where appropriate, for example, if they are likely to come into very close contact with people outside of their group or who they do not normally meet</li> </ul> <p>The government is currently evaluating this position and will set out next steps shortly.</p> <p><b>Wider public transport</b> STC are currently working with transport providers and schools to plan safe, consistent transport for all staff and pupils.</p>		<ul style="list-style-type: none"> <li>Masks must be worn</li> <li>Sanitiser (with consent) to be given to pupils before entering transport.</li> <li>Escort to open doors for pupils.</li> <li>See above re: allocation of seats and seat belt use.</li> <li>SLT to inspect transport measures on a regular basis.</li> <li>A cleansing wipe down of vehicle before and after each use with products supplied by The Beacon Centre</li> </ul>	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 40 of 49)	<b>DATE OF ASSESSMENT</b>
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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	Families using public transport should refer to the <a href="#">safer travel guidance for passengers</a> .			
Risk of coronavirus infection spreading to children and staff at schools	<p>To help ensure that the risk of virus spread for both staff and children is as low as possible you should:</p> <ul style="list-style-type: none"> <li>• Ensure no visitors will be allowed entry into the building unless directed by the Head teacher or Senior Leader and agreed appointment.</li> <li>• tell children, parents, carers or any visitors, such as suppliers, not to visit the education or childcare setting if they are displaying any symptoms of coronavirus (COVID-19)</li> <li>• consider how children arrive at the education or childcare setting and reduce any unnecessary travel on coaches, buses or public transport</li> <li>• ensure class sizes reflect the numbers of teaching staff available and are kept as small as possible</li> <li>• stagger lunch times, break times and the movement of pupils around the school to reduce large groups of children gathering</li> <li>• discourage parents from gathering at school gates</li> <li>• try to follow the <a href="#">social-distancing guidelines</a></li> </ul> <p>Social distancing within education and childcare settings with very young children will be harder to maintain. Staff should implement the above measures as far as they are able, whilst ensuring children are kept safe and well cared for within their settings.</p>	✓	<p><b>The Beacon Centre Actions:</b></p> <ul style="list-style-type: none"> <li>• Visitors will be discouraged. Meetings with Matrix and other professionals will be considered on a case by case basis.</li> <li>• Visitors must sanitise their hands before leaving reception area.</li> <li>• Interactions between staff, pupils, contractors and visitors to be kept to absolute minimum and work completed remotely where possible.</li> <li>• Signage on the door to ask anyone with symptoms not to enter the premises.</li> <li>• Meetings will be scheduled into school calendar and appointments added to sign in system by reception staff.</li> <li>• No visitor will be allowed on premises unless they have an appointment in the calendar. All staff to ensure they add any appointments into school calendar.</li> <li>• Parents will not be allowed on school site. All necessary meetings will take place via telephone.</li> <li>• Deliveries to be taken directly to rear of building.</li> </ul>	
Lack of first aid provision due to staff shortages	Risk assess the current provision – the staff and pupils medical conditions need to be taken into consideration, e.g. diabetes, allergies and the use of epi-pens, how far you are away from an A&E, etc.	✓	<p><b>The Beacon Centre Action:</b></p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 41 of 49)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>Where applicable you will need to ensure least one person who has a full paediatric first aid (PFA) certificate to be on the premises. You may be able to link up with other schools near to you to share first aid provision.</p> <p><a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a></p>		<ul style="list-style-type: none"> <li>• See above re first aid / sick bay.</li> <li>• See above re first aid.</li> <li>• See above re staff sickness and in the case of no first aider being on site.</li> </ul>	
Risk of coronavirus infection spreading to children and staff due to lack of PPE	<p>Read the guidance on <a href="#">safe working in education, childcare and children's social care</a> for more information about preventing and controlling infection, including when, how PPE should be used, what type of PPE to use, and how to source it.</p> <p>The majority of staff in education settings <b>will not require PPE beyond what they would normally need for their work</b>, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:</p> <ul style="list-style-type: none"> <li>• children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way</li> <li>• if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.</li> <li>• If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting and staff cannot maintain a 2m distance and there is a risk of them being splashed with spit/saliva then there may be a case for PPE given we are now in sustained community transmission. A</li> </ul>	✓	<p><b>The Beacon Centre Action:</b></p> <ul style="list-style-type: none"> <li>• PPE is available for all to use if requested.</li> <li>• Instructional video emailed to staff.</li> <li>• All staff aware of RA and its content.</li> <li>• All staff to follow <b>all</b> advice within this document - control measures &amp; actions.</li> </ul>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 42 of 49)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>surgical mask should be worn and a risk assessment made over eye protection (it's possible that this would be needed if pupil spitting). If any direct contact/care provided then disposable aprons and gloves should also be used... a face visor may be the better option.</p> <ul style="list-style-type: none"> <li>Education, childcare and children's social care settings and providers should use their local supply chains to obtain PPE. Where this is not possible, and there is unmet urgent need for PPE in order to operate safely, they may approach their nearest local resilience forum or contact Philip Dixon <a href="mailto:PPE.Supplies@southtyneside.gov.uk">PPE.Supplies@southtyneside.gov.uk</a> for any PPE – explain your reasoning from your RA.</li> </ul>			
<p>Risk of coronavirus infection spreading to children and staff due to poor communication and lack of track trace system from Public Health</p>	<p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local <a href="#">Public Health England health protection team</a>. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> <li><a href="#">book a test</a> if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit</li> <li>provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace</li> <li><a href="#">self-isolate</a> if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</li> </ul>	✓	<p><b>The Beacon Centre Actions:</b></p> <ul style="list-style-type: none"> <li>Signage on door - do not enter if you have any of these symptoms ...</li> <li>Teacher asking all pupils on arrival at school - have you displayed any of these symptoms since you left school last night?</li> <li>Video on social media explaining procedures and measures to parents and pupils - advice to be included re: not attending if anyone has any symptoms.</li> <li>LA contract cleaning to continue</li> <li>Additional school cleaner employed - info above.</li> <li>Smoking onsite strictly prohibited.</li> </ul>	

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HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	<p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS <a href="#">testing and tracing for coronavirus website</a>, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.</p> <p>Schools should ask parents and staff to inform them immediately of the results of a test:</p> <ul style="list-style-type: none"> <li>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>if someone tests positive, they should follow the '<a href="#">stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</a>' and must continue to self-isolate for at least 7 days from the onset of their symptoms</li> </ul>		<ul style="list-style-type: none"> <li>LA Local Public Health procedures have not been implemented effectively at this time</li> </ul>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 44 of 49)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
	and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.			
Are there any other foreseeable hazards associated with this activity? <b>YES / NO</b>	<p align="center"><u>List any additional control measures</u></p> <p>Staff sickness procedure:</p> <ul style="list-style-type: none"> <li>• If any staff member is feeling unwell - they must inform DHT and Head Teacher (even if they are not on rota to attend school building).</li> <li>• If the illness relates to Covid 19, if they have been in school building during past 14 days, all people they have been in contact with must be informed and advised to get tested. These people will not be allowed into school unless they have produced a negative test result or have isolated for 14 days.</li> <li>• Staff member must arrange a test and will only be allowed back to work on production of negative result or after 14 days isolation.</li> <li>• If sickness is not Covid related, staff member to stay off work until they are well.</li> <li>• All staff illnesses will be added to sickness log in usual manner.</li> </ul> <p>Grounds:</p> <ul style="list-style-type: none"> <li>• SS to ensure grounds are kept in a safe and secure manner.</li> </ul>		<p><b>“What happens if there is a confirmed case of coronavirus in a setting?</b></p> <p><b>The Beacon Centre Actions:</b></p> <p>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other</p>	

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ACTIVITY: Coronavirus (COVID-19) Spread and Government Advice (Page 45 of 49)				DATE OF ASSESSMENT
HAZARDS (including inadequate / lack of arrangements)	EXISTING CONTROL MEASURES	<input type="checkbox"/> if in place <input type="checkbox"/> if not	IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES	RESIDUAL RISK RATING High, Medium, Low
			<p>household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.</p> <p>As part of the national <b>test and trace programme</b>, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.”</p> <p><b>Decision Tree to be produced by HT and presented to MC for comment</b></p>	
<p><b>Reference Documents:</b> Further information can be found at:</p> <p><a href="#">Actions for education &amp; childcare settings to prepare for wider opening from 1 June 2020</a> <a href="#">e-Bug</a></p>				

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice (Page 46 of 49)				<b>DATE OF ASSESSMENT</b>	
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF '☐' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low	
	<p><a href="#">COVID-19: cleaning of non-healthcare settings guidance</a>  <a href="#">symptoms of coronavirus</a>  <a href="#">staying at home guidance</a>  <a href="#">guidance-to-educational-settings-about-covid-19</a>  <a href="#">COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable</a>  <a href="#">staying-at-home-and-away-from-others</a>  <a href="#">Early Years Foundation Stage</a>  <a href="#">covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a>  <a href="#">Coronavirus (COVID-19): safer travel guidance for passengers</a>  <a href="#">social-distancing guidelines</a>  <a href="https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications">https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications</a>  <b>PPE</b></p> <p><a href="#">COVID-19: guidance for households with possible coronavirus infection</a>)  <a href="#">PHE schools resources</a>  <a href="#">Working safely during coronavirus</a>  <a href="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">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</a></p> <p>Sept 2020 – see SLT Google Drive</p> <ul style="list-style-type: none"> <li>• <a href="#">FAQs for Schools</a></li> <li>• <a href="#">Schools Flow Chart</a></li> <li>• <a href="#">Covid Checker – Schools</a></li> <li>• <a href="#">Schools Template</a></li> <li>• <a href="#">Mgt of single case of COVID-19 in schools 08_09_20.docx</a></li> </ul>				
<b>ASSESSED BY (Print name)</b> Katherine Walton/ Phil Wightman			<b>SIGNED</b> K J Walton	<b>DATE</b> 4/6/2020	

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<b>ACTIVITY:</b> Coronavirus (COVID-19) Spread and Government Advice ( <b>Page 2 of 49</b> )				<b>DATE OF ASSESSMENT</b>	
<b>HAZARDS</b> (including inadequate / lack of arrangements)	<b>EXISTING CONTROL MEASURES</b>	<input type="checkbox"/> if in place <input type="checkbox"/> if not	<b>IF 'X' STATE THE ACTION TO BE TAKEN WITH TIMESCALES OR INDICATE ANY ADDITIONAL CONTROL MEASURES</b>	<b>RESIDUAL RISK RATING</b> High, Medium, Low	
<b>LINE MANAGER.</b> Paul Walsh (Chair of The Management Committee)			<b>SIGNED</b> P Walsh	<b>REVIEW DATE</b> 9/6/2020	

“This document has been produced in conjunction with Government, Public Health England and Department for Education guidance. All known hazards have been identified, the risks evaluated and control measures put in place to minimise the spread of the virus, as far as reasonably practicable. We cannot eliminate all risk, but if this risk assessment is followed it will mitigate risk as far as reasonably practicable. It is the staff’s responsibility to read and understand this document and implement the control measures described to ensure, where reasonably practicable, that pupils adhere to all social distancing, infection control measures and follow school specific requirement

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