**Greenwood School – Update 1st September 2021**

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| --- | --- | --- | --- | --- |
| **Hazard** | **Action to be taken** | Who? | When? | ✔ |
| **Underlying health conditions** | * Identification of staff/students who have been advised by their doctor to continue to self-isolate as a result of their clinical vulnerability.   In all incidents of the above the government’s advice can be found below; this advice must be followed.  [Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) | VES/YST/CRI | w/b 6th Sept. |  |
| **Group transmission** | * Identify students who should be attending on site and those that should be accessing online learning (or combination of both). * Continuation of online (Sam Learning) or virtual classroom (A21) in instances where student cannot attend setting. * Small group (no greater than 6 students) or one-to-one teaching for individual students. * Organise small group teaching spaces encourage social distancing (as best possible). E.g. desks in rows so that students are not facing one another. * All teaching spaces to be well ventilated; windows open and door ajar if not a fire door if the teacher feels it is appropriate. * Cleaning of high touch surfaces (door handles, banisters, keyboards etc.) to be undertaken throughout the day (Teaching staff to be provided with their own cleaning kit). * Explanation of social distancing to be reinforced by any means thought appropriate (lines on floors, posters). * Staff and students to be given the opportunity to wear face coverings when moving around the school or in communal areas where social distancing is not possible. * Staff and students to be given the opportunity to wear face coverings in classrooms.   The cleaning and sanitizing of the school/workplace will be undertaken in accordance with the following Government advice.  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings> | JST  All Staff  All Staff  All Staff  TBO/YST  All  All  TBO/All staff | w/b 6th Sept.  w/b 6th Sept.  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing  Ongoing | ✔  ✔  ✔  ✔  ✔ |
| **Poor personal hygiene** | * Ensure sufficient hand washing facilities are available. * Ensure proportionate supplies of soap, anti-bacterial and cleaning products. * Provision of hand sanitizer where there is no sink available. * Establish routines for hand washing e.g. upon arrival, before and after breaks etc. * Reinforce the Government’s ‘Catch it, kill it, bin it’ message (Posters highly visible around school). * Encourage school community not to touch their mouth, eyes or nose. * Provision of tissues to catch coughs or sneezes. * Provision of bins to collect discarded tissues and these bins to be double bagged and emptied throughout the day as necessary. * Encourage the washing of clothes between each attendance on-site. * Ensure signage clearly reminds students to wash hands when entering the building * Provide face masks for students who have not arrived in school with one.   Consider the use of online informational videos such as <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> | YST/SLT Lead | Ongoing | ✔ |
| **Transmission on journey to school** | * Encourage staff and students to walk or cycle to school wherever practical/possible. * Remind students that they should wear a mask on public transport. * Hampshire County Council Passenger Transport have issued specific guidance to taxi and transport companies; check that this is being followed. * Communicate revised travel plan clearly to contractors, local authority and parents/carers. * Identify clearly to parents and carers expectations with altered arrangements for drop off points.   Setting should ensure that staff, students, parents and carers follow the Governments advice on safer travel to be found here <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> | VES/JST | Ongoing | ✔ |
| **CYP behaviour** | * Clearly articulate increased expectation with regard conduct and behaviour to all students their parents and carers (letters home reinforced by texts and website). * Create and circulate a code of conduct that must be signed before students can return to school. | All Staff | Ongoing | ✔ |
| **Staffing for emergency evacuation** | * Re-visit emergency evacuation procedures with a view to implementing social distancing. * Consider specifically muster points. * Ensure that staff on each team are clear about the new policies. | YST/TBO | Ongoing | ✔ |
| **Staffing for first aid** | * Ensure adequate cover for first aid to (a) students and (b) staff.   Ensure that designated first aiders are aware of procedures for accessing Emergency Departments during the COVID-19 pandemic advice here <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/when-to-go-to-ae/> | YST/CRI/FLE | Ongoing | ✔ |
| **Staffing for safeguarding** | * Ensure that supplementary information has been added to Child Protection and Safeguarding policies (as necessary). Particularly with regard to distance learning. * Support staff to engage with all child protection processes via telephone and video conferencing wherever possible. Ensure training for these methods of communication include safeguarding expectations. | VES/SCU | Ongoing | ✔ |
| **Students/staff who become symptomatic whist in school** | If anyone becomes unwell with a new, continuous cough or a high temperature whilst at school they must be sent home and advised to follow the Governments guidance for households with possible coronavirus infection which can be found here <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>   * If a child or staff member is waiting to be collected they should, if possible, be moved to a room where they can be isolated behind a closed door (as appropriate). * Ideally a window should be opened for ventilation. * The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. * PPE should be worn by the staff caring for the child/adult while they wait to be collected if a 2-metre distance cannot be maintained.   In the event that the child/adults condition deteriorates significantly 999 should be called.  If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature they do not need to go home unless they develop symptoms themselves in which case they should apply for a coronavirus test; information on how to do that is here <https://www.gov.uk/apply-coronavirus-test>  The Government has issued specific guidance for education settings which can be found here <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> | VES to share flow chart.  First Aid Staff | Ongoing  Ongoing | ✔  ✔ |
| **There is a confirmed case of coronavirus in school** | * Where a student or adult tests positive they should be told to self-isolate and get a PCR test if this has not already happened. * Any staff or students who are identified as being close contacts of a positive covid case should be told to get a PCR test. * Students will be asked to remain at home until the result of the PCT test has been confirmed. * All staff who have been double vaccinated will be asked to take daily LFT tests until their PCR result has returned. They will be allowed to remain in school unless the PCR test or LFT test comes back positive.   The Government has issued specific guidance which can be found here  [Actions for schools during the coronavirus outbreak - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak) | VES/SLT Lead | Ongoing |  |
| **There are multiple confirmed cases within the school community** | The government has produced specific guidance that should be followed in this circumstance which can be found here. The lead member of SLT on site will follow this guidance.  [Contingency framework: education and childcare settings (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1011704/20210817_Contingency_Framework_FINAL.pdf) | SLT | Ongoing | ✔ |
| **Access to site for contractors** | * Information with regards school’s expectations should be provided to contractors with regards personal hygiene and what to do in the event that the contractors becomes unwell whilst on site. * Contractors visits to schools must (a) previously notified to the school and (b) agreed with the school. | YST/TBO | Ongoing | ✔ |
| **Access to site for parents/carers** | * Visits to the school site by parents and carers should be limited to only those that are absolutely necessary and where a telephone call or video conference cannot be achieved. * If a visit to site is absolutely necessary these visits should be time-limited preferably less than 15-minutes and social distancing must be maintained. * One space within the setting should be allocated for essential meetings and this should be of a size necessary to establish social distancing. * The one space within the setting should (if possible) be well ventilated. * Usual cleaning processes should be undertaken between each visit. | All staff | Ongoing | ✔ |
| **Parents/carers possible misunderstanding of matters relating to standard national advice** | * Parents should be made aware of the school’s risk assessment (as far as it pertains to their child). * Children who are thought to be symptomatic must not attend school. * Parents should monitor their child’s health and where they suspect that their child may have contracted the coronavirus they should follow the Government’s advice which can be found here <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> * Regular updates should be provided to parents in a manner that makes the information accessible and understandable to them. | All staff | Ongoing | ✔ |
| **Negative impact on staff wellbeing** | * Social distancing should be maintained as best as possible at all times including in the staffroom. * The staffroom should remain well ventilated. * On arrival at work staff sign in at reception. * Upon arrive at work staff will need to wash/sanitise their hands. Hand sanitizer should be used on entering and leaving the staffroom. * All staff have differing circumstances with regard their own caring commitments, as far as is reasonable possible, these circumstances will be taken into account when organising rotas. * Staff will be encouraged to sanitise their own workspaces throughout the school day e.g. keyboards, mouse, light switches, door handles etc. Staff should be provided with a cleaning pack for their classroom.; full daily cleaning will continue to be undertaken by the site team. * All classroom will need to have tissues to hand. * Protocols will be written for reception to reduce contact with students (including procedure for handing in belongings and a line that students should not cross when in reception). * If a staff member becomes symptomatic whilst at work the same procedure will be followed as above (for students). * A phone will be allocated for general staff use and appropriate cleaning procedure will be in place. * Staff will be given the choice to wear face covering when moving around the school and when in communal areas where social distancing is difficult to achieve. | All staff | Ongoing | ✔ |
| **Risk Assessor** | Signature: Yvonne Sturney / Kelly Jensen Date: 01/09/21 |  | |  |
|  | Role: Business Manager / Staff Health and Safety Representative. |  | |
| **Responsible Manager** | Signature: V Essex Review date: 01/09/21 |  | |
|  | Role: Head Teacher |  | |