



Covid-19: School Operational Risk Assessment – updated August 2021

This Risk Assessment sets out the actions taken to increase the safety of staff and pupils whilst they are on the school site. It is informed by the guidance provided by the Department of Education in the documents:

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

This risk assessment will be updated in line with changes to the guidance provided by the Department for Education (DfE) and Public Health England (PHE)

This risk assessment does not comment on the level of risk, but rather how the school has implemented the protective measures recommended by Government.

Advice line: DfE 0800 046 8687 Monday to Friday from 8am to 6pm, and 10am to 4pm on Saturdays and Sundays. PHE will deal with more complex Special School settings 0344 2253861

Main messages to remember at all times:

There may be situations that are not covered in this RA and therefore the document remains dynamic.

Anyone with symptoms, or if a pupil discloses anything or is displaying symptoms, a staff member should inform SLT as soon as possible.

Symptoms include one or more of the following:

- **a high temperature**
- **a new, continuous cough (a new cough, coughing a lot for more than an hour or 3 or more coughing episodes in 24 hours. If you usually have a cough it is worse than usual)**
- **a loss of, or change to, your sense of smell or taste**

If staff members feel at all unwell, they should alert SLT and they will be advised of next steps.

More detail is available online:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

COVID-19 info: Vaccination eligibility, bookings, cases, guidance, testing & tracing

<https://www.oxfordhealth.nhs.uk/news/coronavirus-covid-19/#:~:text=Anyone%20who%20has%20symptoms%20of,at%20gov.uk%2Fcoronavirus.>

Lateral Flow Tests

Home tests are being offered to all staff and pupils of secondary age pupils twice weekly. If a positive result is reported following a lateral flow test, the staff member or pupil will be asked to isolate as per guidelines and to take a PCR test.

Discussions with staff members are key to maintaining safety for all staff and pupils.

What to do following a test for COVID – 19

If the individual tests negative they can return to work/school.

However, in the event of positive test result, they must self-isolate at home and follow the guidance available online:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Cleaning and handwashing

Regular hand washing for at least 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Also ensure the practice of good respiratory hygiene by promoting the 'Catch it, Bin it, Kill it' approach.

<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>

The spread of the virus can also be reduced by regular cleaning of frequently touched surfaces, such as door handles, handrails, table-tops, play equipment and toys using standard products, including detergent; this is especially important following a confirmed case.

The risk assessment is written in the following 12 key areas:

- Section One School remaining open for all pupils
- Section Two School remaining open for all staff
- Section Three Infection control and prevention including cleaning
- Section Four Activities impacted on by the 2 metre socially distancing rule
- Section Five Shielding
- Section Six Fire and Visitor management
- Section Seven Transport, pickups and drop offs
- Section Eight Teaching resources
- Section Nine Safeguarding
- Section Ten Admin, Site and Finance
- Section Eleven Governance
- Section Twelve Further Lockdown

Area of Review Section One	Risk identified and management alerts	Actions taken to eliminate reduce or manage	Key person and review process
School remaining open to all pupils	<p>Emotional distress of pupils</p> <p>Anxiety of parents about children returning to school</p> <p>Pupils who may be at home feeling left out</p> <p>Children becoming unwell</p> <p>Pupils spreading the virus</p> <p>Pupils falling behind academically</p> <p>Pupils not attaining their accredited courses</p>	<p><u>Curriculum and associated activities</u></p> <ul style="list-style-type: none"> • <i>New starters for September 2021 will have received an individual transition plan in Term 6/Term 1</i> • Elements of the restorative curriculum to support mental health and well-being to remain. https://www.fitzwaryn.oxon.sch.uk/page/?title=Home+Learning&pid=53 • Staff to use interventions – ELSA support, Drawing and Talking therapy where necessary. • PHSE curriculum on <i>to continue to explore feelings about aspects of the COVID 19 situation.</i> • Ways of connecting the two groups of home and school (if pupils isolating and therefore relevant) to be explored. • Curriculum outline to be made clear to staff, pupils and parents. • Equipment appropriately cleaned after use including child specific equipment (standing frames etc) • Unnecessary equipment to be removed from classrooms and stored appropriately. • <i>Virtual assemblies to continue. F2F assemblies to be reviewed at the end of September 2021 once all pupils and staff have returned.</i> • <i>Choir to meet virtually/outside until a review takes place at the end of September.</i> <p><u>Pupil Progress and Accreditation</u></p> <ul style="list-style-type: none"> • <i>TLR with responsibility for Accreditation to liaise with accrediting bodies to ensure pathway is clear to attaining accreditation.</i> • <i>Maths and English interventions planned for those identified to be in need of them based on data and teacher assessment. Other interventions e.g. Rebound Therapy to be in place with clear outcomes defined.</i> <p><u>Timetabling and Groupings</u></p> <ul style="list-style-type: none"> • Familiar staff if possible. 	<p>HT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

		<ul style="list-style-type: none"> • Class ‘bubbles’ <i>no longer required but will be reinstated under contingency planning if an outbreak has been identified.</i> • Teachers to flag any child who is anxious regarding return through the current alert system. • DSL flag to anyone in distress that comes on our radar via external agencies. <p><u>Sharing information</u></p> <ul style="list-style-type: none"> • Information to parents to include: <ul style="list-style-type: none"> – Instructions re lunch boxes and water bottles being the only equipment needed in school – Luggage restricted to one book bag and home/school liaison book – Instructions re clothing washing over night – Instructions re the home provision of material facemasks. – No toys to be brought in from home – if they do they are to be kept in bags. <p><u>Children’s Health</u></p> <ul style="list-style-type: none"> • All concerns about a child’s health, however small must be shared with a member of SLT and advice sought from the School Nurses if appropriate. All children presenting as being unwell including other than COVID 19 symptoms will be asked to go home. • Parents informed via newsletters that pupils should not attend school if they are unwell for any reason. • Thermometers to be available in school. • Pupils Year 7 and above to receive lateral flow tests at home twice weekly – a positive test will mean self-isolation in addition to receiving a PCR test <p>If a child is showing symptoms of COVID 19 or it is deemed in their best interests to self-isolate:</p> <ul style="list-style-type: none"> – SLT to be called/contacted <u>immediately.</u> – Parents should be rung to collect their child <u>immediately.</u> – The child should be taken by the shortest route to an unused room – SLT to direct. Lower School – Music/Meetings Room/Medical room. 	
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		<p>Upper School – Sensory Theatre. Senior School – Middle Classroom. Sixth Form – Spruce. If weather fine, the outside space can also be used as long as there is nobody else around.</p> <ul style="list-style-type: none"> - One pupil per isolation room at any one time. - The supporting staff member should try and maintain 2m distance at all times from the child. - Staff member supporting the child wears the appropriate PPE - Room to be closed off (signs available) and cleaned once the pupil has been collected. - Parents of the child in question must be informed of arrangements available for testing. - Home testing kits available for children - Staff members supporting to be alerted to testing procedures <i>if showing symptoms.</i> 	
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Area of Review Section Two	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
School remaining open to all staff	<p>Emotional distress of adults including anxiety</p> <p>Communication is compromised and not all staff feel well informed</p> <p>Information on safety may feel the approach is not safe for some staff</p>	<p><u>Staff Health and Well Being</u></p> <ul style="list-style-type: none"> • Sharing of support helplines frequently – employee assistance and line manager/ colleague. Numbers to be made available. • Members of SLT on site daily with numbers of SLT available to be contacted out of hours. • Individual circumstances to be taken into consideration. • All staff expected to work contracted hours to ensure flexibility. Staff supervision to be in place for incidents and welfare. • Well-being initiatives to be circulated to all staff regularly. • Agreements for staff working off site if appropriate. • Staff tea and coffee stations throughout the school and several places for staff to have lunch including staff room, art room, sensory garden or in their cars. 	<p>HT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

	<p>Insufficient/Inappropriate use of PPE</p> <p>Staff levels become critical due to absence</p> <p>Staff dealing with Behavioural issues</p> <p>Insufficient/Crowded Staff Welfare facilities</p> <p>Risk of someone becoming unwell at school</p>	<ul style="list-style-type: none"> • Staff encouraged to raise any issues as soon as they become apparent if worried about themselves in anyway. • Staff wellbeing ‘events’ to be planned within guidelines. • Staff must not present themselves to work if they are at all unwell. Staff members must ring DH using the normal absence procedures. • Winter Flu vaccinations offered to all staff. • <i>Full</i> COVID vaccinations offered to all staff from Feb 2021. • Twice weekly lateral flow tests available to all staff <p><u>Communication</u></p> <ul style="list-style-type: none"> • All staff must log onto their school email accounts daily. • Regular communications from SLT. • Teams meetings to continue and be held virtually where possible <i>until a review at the end of September:</i> <p>Teacher meetings TAs <i>Mon/Fri Morning Briefings</i> <i>Governor/Directors</i></p> <p><u>PPE</u></p> <ul style="list-style-type: none"> • Staff will use routine PPE as usual for intimate care. This will be supplemented by single use Fluid Resistant face masks and visors for personal care that requires sustained close contact or involves pupils with poor saliva control. (Masks, Gloves, Visors, aprons and pocket hand sanitisers made available) • <i>From September 2021, the requirement for the use of face masks in schools has been lifted. However, staff may choose to wear them in areas where there are more people who they would not usually encounter. Face masks optional in F2F meetings with agreement of all participants, rooms to be kept ventilated.</i> • PPE will be sourced through our normal suppliers and through the OCC Emergency PPE facility if required. • Staff will be requested to familiarise themselves with the information in document “Donning and Doffing Standard Personal Protective Equipment (PPE)” Appendix 2 • Staff have the option to change outer clothes and shower using staff facilities prior to departure. 	
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		<ul style="list-style-type: none"> Some additional clothing to be purchased for staff on request when working with pupils who have poor saliva control if required. <p><u>Viability of school remaining open should staff levels become too low</u></p> <ul style="list-style-type: none"> School closure to some children if staff levels become low and the health and safety of pupils and staff are compromised. All staff, to have the option of a meeting with SLT to discuss any issues they may have with working contracted hours. Staffing levels and absence to be kept under constant review and any absences that are self-certified to be followed up with a supportive phone call from leadership. <p><u>Entry and Exit points for staff</u></p> <ul style="list-style-type: none"> All staff to enter, sign in and exit, sign out of the individual buildings and not the front entrance to ease traffic. Visitors only to use front entrance. Using hand sanitizer and hand washing regime on entry and departure. <p><u>Movement around school of staff</u></p> <ul style="list-style-type: none"> Staff will be advised to maximise the use of space both within the classroom and in other areas of the school to minimise sustained close contact <i>with those not normally mix with.</i> <p>Any onset of symptoms from a staff member, please alert SLT ASAP - they will be asked to leave the premises or wait in isolation until collected, this may be the medical room or one of the isolation rooms determined for use with pupils. Areas to be cleaned after use and SLT to decide next steps like above for child (ref advice from PHE) Advise to book a PCR test.</p>	
Area of Review Section 3	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
	Risk of infection spreading due to	<u>Managing symptoms of COVID 19 – please see above plus:</u>	COO/HT/Site Manager

<p>Infection control and prevention including cleaning</p>	<p>people with symptoms being in school</p> <p>Risk of spreading virus due to poor hygiene resulting in indirect transmission of the virus</p>	<ul style="list-style-type: none"> • Families and staff informed of isolation protocol should they or one of their household become unwell with Covid-19 symptoms • Information to be gathered from other agencies e.g. social care. • Transport services informed of any child who should be self-isolating and the duration for which they should not be attending school. • If a child presents at school whilst they should be self-isolating, then they will be treated as if they became unwell whilst in school and isolated from the school community by staff wearing appropriate PPE whilst awaiting their collection. <p><u>Movement around school</u></p> <ul style="list-style-type: none"> • Routines established in every class. • Lunch <i>rotas to take in good practice from previous terms.</i> <p><u>Room Use</u></p> <ul style="list-style-type: none"> • Well ventilated rooms to be used. • <i>Carbon Dioxide monitors to be received from DfE to be used and any advice to be followed up.</i> • Outside areas encouraged to be used as frequently as possible. • <i>Playtime rotas to be followed.</i> <p><u>Hand and respiratory hygiene</u></p> <ul style="list-style-type: none"> • Hand soap and hand sanitiser deployed in every classroom and at other key locations such as reception. • Staff and pupils to wash hands frequently - <i>posters to remain in place.</i> • Staff to be provided with small bottle of individual hand sanitizer to keep for personal use when away from other dispensers e.g. on the playground. • Staff and pupils reminded not to touch face, eyes, mouth nose. • Pupils directly instructed to wash hands throughout the day, at key routine periods and in response to pupil specific need, such as having coughed into their hand. • Videos shown to pupils about handwashing if available and appropriate. 	<p>Reviewed following an incident or when further guidance is issued by the government.</p>
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		<ul style="list-style-type: none"> • Good hygiene routines for parents to follow with children at home who have been into school – including advice regarding regular washing of clothes. • Posters displaying guidelines for hand washing in key areas - Staff reminded via briefings/meetings/emails. • Tissues and waste disposed in current hygiene bins. Extra pedal provided for disposal of tissues in all areas so not transporting used tissues across areas of the school. <p><u>Physical contact</u></p> <ul style="list-style-type: none"> • Staff to be reminded to avoid physical contact – e.g. handshakes. <p><u>Supplies</u></p> <ul style="list-style-type: none"> • Site and admin staff to manage stocks of antibac and PPE and proactively refill key points. • Additional hygiene collections to be acted upon if required. • Maintain routine cleaning by contractors, school staff to follow a class cleaning schedule – daily/weekly. <p><u>Cleaning</u></p> <ul style="list-style-type: none"> • Cleaning equipment in all rooms – staff to be given own gloves and equipment. • Regularly used objects and surfaces to be cleaned more often including photocopier. • Anti-bac wipes located in all classrooms and key locations for frequent through day use. • Clinell wipes to be in classrooms for use on children’s equipment e.g. standing frames. • All classrooms and other areas cleaned daily by contract cleaners and additional deep clean during the day. <p><u>Use of toilets</u></p> <ul style="list-style-type: none"> • Separate toilets to be allocated to staff, children and visitors – labelled accordingly. Toilets to be as near to the class base as possible to eliminate movement around school. 	
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		<ul style="list-style-type: none"> Class teachers to manage trips to toilets and wipe surfaces before and after use – please see RA attached for use of toilets. <p><u>Office spaces</u></p> <ul style="list-style-type: none"> Shared office spaces to be avoided. If an office space is to be used, 2m distance to be maintained or back-to-back working, ensure thorough cleaning procedures are in place. 	
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Area of Review Section 4	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Movement around School	<i>Overcrowding of areas leading to spread of infection</i>	<p><u>Movement around school .</u></p> <ul style="list-style-type: none"> All classrooms have direct access to outside space that can be used frequently to create more space. Rules for using corridors and shared spaces to be indicated – a ‘keep left’ rule and ‘give way’ in certain areas. Movement round school to be limited – emergency buttons and internal phones to be used to call staff if necessary. Timetables for breaks and lunches in place to minimise the interactions of children and staff. In class routines to be established with distance maintained as much as possible – e.g. lining up with distances maintained. Staff supervision of pupils throughout the day. Lunches eaten in classrooms and <i>in the hall for some pupils.</i> large gatherings in the hall e.g. assemblies <i>to be reviewed at the end of September.</i> <i>Risk Assessed</i> outings on school minibuses – SLT permissions <i>and parent consent</i> only for trips. Children who require RPI to have their behaviour plans amended. Extra risk assessments to be written. PPE available. Children with poor saliva control to be assessed and a risk assessment/management plan to be written. PPE available for staff who require it. 	<p>HT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

		<ul style="list-style-type: none"> Face to face interactions to be avoided when supporting children – side by side support given where possible. 	
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Area of Review Section 5	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Shielding – requirements for shielding have been removed as of September 2021	<p>Previously shielded and clinically vulnerable children and young people become unwell</p> <p>Previously shielded and clinically vulnerable adults become unwell</p>	<ul style="list-style-type: none"> Weekly liaison with school nurses about specific groups of children if necessary. Staff who <i>were</i> defined as clinically extremely vulnerable will be informed that they should attend school. 	<p>COO</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

Area of Review Section 6	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
<p>Fire Management</p> <p>Visitor management</p>	<p>Changes to timetables and room usage means that fire evacuation risks are higher than usual</p> <p>Visitors to school bring the virus in. Increased footfall</p>	<ul style="list-style-type: none"> Fire Drill to be carried out as routine Visitors to be kept to a minimum. Non-essential visitors will not be permitted to enter school. Meetings to be carried out via video/teleconferencing facilities. Meetings on school site to be risk assessed dynamically by SLT. Any meetings to be in a large room, well ventilated – hand sanitizer, wipes, tissues, and bins to be available, numbers to be limited. Meetings to be cancelled if isolation rooms have been used which limits the amount of available space in the school. Information to be checked regarding visitor health on entry to school (added to sign in app) 	<p>COO</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

	<p>from visitors means that staff and children become anxious</p>	<ul style="list-style-type: none"> • All contact details of visitors to be kept. Follow up with visitors should there be an issue raised during or after their visit. • All visitors to follow conduct 'rules' around school – signage to help them understand. • Hand sanitizer to be placed in all entrances for visitors to use on entry and exit. Hand washing facilities to be made available. • Deliveries to be handled safely, following social distancing guidelines. • Office staff to use the glass screen to communicate with anyone coming to the front entrance. • Office staff to be issued PPE. • Signpost cleaning staff to areas that need more regular cleaning, where there has been a child/member of staff in isolation or have more occupancy. • Contractors to work in school when children and staff are not in unless for emergency work. Site Manager to oversee contractors and ensure social distancing and contractor waste disposal. • Minimise social contact with parents at drop off and collection points of the day. No <i>large</i> gathering of parents to be allowed. Only one person at drop off and pick up times to be allowed. 	
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Area of Review Section 7	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
<p>Transport, pickups and drop offs</p>	<p>Failure of transport to pick children up on the required dates</p> <p>Transport is not safe</p> <p>Increased footfall in car park at drop</p>	<p><u>Infection Control</u></p> <ul style="list-style-type: none"> • Transport services have put in place their own protocols to minimise sustained close contact. • Families will be welcomed to bring their children to school where possible and a system will be instigated to minimise additional interactions with staff and children. Only one parent to drop off or pick up at any one time to minimise footfall on school premises. • No families will be able to enter the school building unless for a prearranged meeting, which will be conducted under socially distanced conditions. • Information to parents to include: 	<p>DH</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

	<p>off and pick up times</p>	<p>Children not to bring in excess baggage and toys in from home One parent to pick up/drop off – not to speak to staff at beginning and end of the day Siblings not to enter school site Communication with parents via email and phone, not face to face</p> <p><u>DROP OFF AND COLLECTION ARRANGEMENTS</u></p> <p><u>Drop Off Arrangements</u></p> <p><u>General</u></p> <ul style="list-style-type: none"> - All pupils, transport staff and parents to stay in their vehicles until instructed to do otherwise by school staff. - Vehicles to be unloaded one at a time. Staff will collect pupils from the vehicles. - Those on foot to ensure they do not arrive before 8.55 and to maintain social distance when moving around the school site. <p><u>Staff</u></p> <p>Those based in Maple, Beech, Cedar, Hazel to wait in the Pupil Entrance. Those based in Ash, Willow, Rowan, Pine to wait in the Sensory Theatre Entrance. Those based in Chestnut and Holly to wait in the Senior School Entrance. Those based in the Student Centre to wait in the Student Centre Entrance.</p> <p>Vehicles will be unloaded one at a time. Car park staff will determine the order. Staff to collect pupils from each vehicle when instructed to do so, staff to be ready to come out promptly to ensure pupils do not have to wait longer than necessary in vehicles.</p> <p><u>Collection Arrangements</u></p> <p><u>General</u></p> <ul style="list-style-type: none"> - All transport staff and parents to stay in their vehicles. - Pupils to be brought out by staff to vehicles. - Those on foot to maintain social distancing by the relevant entrance. - Car park staff will indicate when it is safe for all vehicles to leave. 	
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		Please ensure all pupils are escorted to their vehicles as quickly as possible before staff return to the school site. Please make dynamic risk assessments to avoid any unnecessary congestion i.e. wait inside for a minute if it reduces crowding at a specific vehicle.	
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Area of review Section 8	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Teaching resources	Infection spreads due to multiple use of equipment	<p>Management of Resources</p> <ul style="list-style-type: none"> • Outside equipment should be wiped or sprayed with anti-bac spray prior to use and between use by more than one child. • Equipment that has been used should also be sprayed or wiped at the end of the school day. • Staff advised to minimise the storage of resources and equipment within the classroom to maximise available floor space and circulation space. • Staff advised to remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts), unless they have a specific, emotional, behavioural, therapeutic or educational purpose for either an individual child or children within the group. • Hard toys will be washed regularly. • Reduced play equipment – taken out from class and then returned. If shared resources are to be used, ensure wiped down after use before the next group of children uses them. • Resources to be controlled – e.g. tubs of resources for maths to be washed at the end of the day and in between groups. • Resources from other areas to be wiped before and after use e.g. laptops and ipads • Outside equipment, including bikes should be wiped or sprayed with anti-bac spray prior to use and between use by more than one child. • Horticulture area equipment cleaned after use. 	<p>HT</p> <p>Reviewed following an incident or when further guidance is issued by the government.</p>

Area of review Section 9	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Safeguarding	Usual safeguarding procedures are not adhered to Increase in DV and mental health issues due to COVID situation	<ul style="list-style-type: none"> • DSL or DDSL on site. • Normal procedures used to alert safeguarding incidents used – CPOMS. • Strong links to Social Care maintained. • Staff to have completed relevant courses. • Effective communication between key staff and SLT. • Safeguarding as standing agenda items on meetings. • Visitor management system in place. 	DSL Reviewed following an incident or when further guidance is issued by the government.

Area of review Section 10	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Admin, Site and Finance	Admin, Site and Finance functions are not continued due to staff illness and absence	<ul style="list-style-type: none"> • Regular contact is maintained to monitor health and well-being. • If necessary, working from home can be reinstated. • Across Trust working means that one school can support the other if admin/site function fails. 	COO Reviewed following an incident or when further guidance is issued by the government.

Area of review Section 11	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Governance	Governance matters are not sufficiently supported for statutory duties to be carried out	<ul style="list-style-type: none"> • Members and Directors to be informed if governance is not at a sufficient standard. • Regular communication between HT and CofG to be in place. • Regular welfare checks by CofG. • Guidance from NGA and other agencies to be reviewed and advice taken into consideration. • Governor meetings to continue virtually for the foreseeable future. • Governor visits to school to be managed within the visitor management procedures. 	HT/CoG Reviewed following an incident or when further guidance is issued by the government.

		<ul style="list-style-type: none"> Joint working across the trust schools to be in place should governance levels fall into a critical category. 	
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Area of review Section 12	Risk identified and management alerts	Actions taken to eliminate, reduce or manage	Key person and review process
Lockdown – nationally or locally	School is closed or partially closed due to national or local guidelines	<ul style="list-style-type: none"> Once a local or national lockdown has been announced, SLT will communicate plans to all stakeholders. Revert to remote learning with staff working from home (systems already in place for this to be successful) Support for families in place. Skeleton staff in school following government guidance where necessary. DSL will determine any safeguarding issues that need to be addressed and liaise with social care where necessary. 	HT Reviewed following an incident or when further guidance is issued by the government.
Contingency Framework (in case of local or school outbreak)			
Contingency Planning	School is affected by a local or school outbreak	<p><i>The school will follow all guidelines, locally, nationally and follow advice from PHE should there be an outbreak.</i></p> <p><i>Communications to be clear to parents and pupils.</i></p> <p><i>Revert to remote learning if necessary.</i></p> <p><i>Consider a more robust plan if there is significant concern that the measures in place have failed to mitigate community transmission.</i></p> <p><i>When a variant of CCOVID 19 is classed as a variant of concern, Department of Health will ramp up targeted testing within that geographical area to help suppress and control any possible new cases and better understand the new variant.</i></p> <p><i>An increase of home testing by staff may be advised.</i></p> <p><i>Re introduction of compulsory face coverings.</i></p> <p><i>Room usage to be restricted by numbers.</i></p> <p><i>Re introduce ‘bubbles.’</i></p> <p><i>Meetings to revert to Teams. Should shielding be reintroduced, by government, school should comply to ensure safety of all staff.</i></p>	

		<i>Some staff to be directed to carry out home working to ensure business side of the Academy continues. Policies including child protection should be reviewed so that it reflects the local restrictions and remains effective.</i>	
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Any concerns to be raised with SLT immediately.

Dynamic RA to be in place

Reviewed regularly especially following any COVID 19 outbreaks or release of further government/LA guidelines

Original: 1st September 2020

Reviewed: 8th March 2021, 21st May 2021, 27th August 2021



Guide to donning and doffing standard Personal Protective Equipment (PPE) for health and social care settings

Donning or putting on PPE

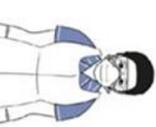
Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

- 1 Put on your plastic apron, making sure it is tied securely at the back.

- 2 Put on your surgical face mask, if tied, make sure securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.

- 3 Put on your eye protection if there is a risk of splashing.

- 4 Put on non-sterile nitrile gloves.

- 5 You are now ready to enter the patient area.


Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

- 1 Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.

- 2 Perform hand hygiene using alcohol hand gel or rub, or soap and water.

- 3 Snap or unfasten apron ties the neck and allow to fall forward.

- 4 Once outside the patient room. Remove eye protection.

- 5 Perform hand hygiene using alcohol hand gel or rub, or soap and water.

- 6 Remove surgical mask.

- 7 Now wash your hands with soap and water.


Please refer to the PHE standard PPE video in the COVID-19 guidance collection:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures

If you require the PPE for aerosol generating procedures (AGPs) please visit:

www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures