

## Safety, Health and Environment (SHE)

### GCC COVID-19 RISK ASSESSMENT PROCESS FOR The Dean Academy



Schools completed COVID-19 risk assessments when they reopened for priority groups during the summer term and implemented protective measures recommended by DfE and PHE. Now that the Government requires schools to plan for all students in all year groups to return to school full-time from the beginning of the autumn term and implement a 'system of controls', the GCC COVID-19 Risk Assessment has been updated to support schools to prepare for this. The aim of the risk assessment is to implement protective measures to prevent COVID-19 or reduce the spread of the infection if there is a positive case, both in the school and transmission to the wider community.

Community and controlled schools must send their risk assessment to [she@gloucestershire.gov.uk](mailto:she@gloucestershire.gov.uk) by 4<sup>th</sup> September. Any other schools that would like their risk assessments to be checked by SHE can also send them but are not required to do so.

## COVID-19 Risk Assessment for reopening The Dean Academy

### ASSESS

Decide appropriate control measures for managers and employees to implement under a 'Plan', 'Do', 'Review' cycle.

\*The preventative measures in this risk assessment are not mandatory but are provided as guidance on reducing the risk of transmission and comply with DfE 'system of control' requirements. Each school/setting must consider their own situation and adapt the assessment by editing the measures where appropriate. Remove any measures that are not relevant or will not be applied in your setting and add any additional local measures that you are implementing. This format does not have to be used but your local risk assessment must be suitable and sufficient.

**Who may be at risk:** Employees, students and young people, families (parents, carers and siblings), visitors, contractors, members of public.

**Vulnerable groups:** Where schools apply the full measures in this guidance the risks to all staff will be mitigated significantly, including those who are extremely clinically vulnerable and clinically vulnerable. Some people with particular characteristics may be at comparatively increased risk from COVID-19 (due to age, deprivation, ethnicity, etc.). An individual risk assessment may be appropriate for those who are very anxious about returning to their workplace.

PLAN		DO			REVIEW
Prepare Building, timetables and lessons, policies and procedures	Prepare Employees, Parents and students and other site users	Control Access and Visitors	Minimise contacts and social distancing	Infection Control Measures	Communicate and Review Arrangements
<p><b>Buildings</b></p> <ul style="list-style-type: none"> <li>Ensure that all health and safety compliance checks have been undertaken before opening (e.g. fire alarm, emergency lighting, water hygiene, lifts, etc.).</li> <li>Reviewing emergency and evacuation procedures (e.g. fire wardens, escape</li> </ul>	<p><b>Employees</b></p> <ul style="list-style-type: none"> <li>Involve employees in plans to return to school and listen to any suggestions on preventative measures that can be taken.</li> <li>Consider personal risk factors: age, pregnancy,</li> </ul>	<p><b>Access</b></p> <ul style="list-style-type: none"> <li>Entry points to school controlled (including deliveries).</li> <li>Building access rules clearly communicated through signage on entrances.</li> <li>Different access for different year groups, buses between 8.30 and</li> </ul>	<p>Minimising contacts and mixing between people reduces transmission of COVID-19</p> <p><b>'Bubbles'</b></p> <ul style="list-style-type: none"> <li>KW/V group bubbles to be maintained for the first two days after the 8<sup>th</sup> of March and then they will re-join</li> </ul>	<p>Minimise contact with individuals who are unwell:</p> <ul style="list-style-type: none"> <li>Refer to PHE guidance and Action Cards for School Managers.</li> <li>Anyone with COVID-19 symptoms, or who has been a close contact living with someone with symptoms, is to self isolate following guidelines</li> </ul>	<p>Consultation with employees and trades union Safety Reps on risk assessments.</p> <ul style="list-style-type: none"> <li>Risk assessment published on school intranet and website.</li> <li>Nominated employees tasked to monitoring protection measures.</li> <li>Members of staff are on duty at breaks to ensure compliance with rules.</li> </ul>

<p>routes, assembly areas, etc.).</p> <ul style="list-style-type: none"> <li>• Ventilation and AC systems working optimally; (ventilation system should be kept on continuously, with lower ventilation rates when people are absent).</li> <li>• Make provision for children who display COVID-19 symptoms/ become ill during the day to be isolated. Space should be identified in addition to the usual medical room.</li> <li>• Ensure school has sufficient supplies of PPE including cleaning materials and hand washing/sanitising liquids that meet DfE/PHE requirements.</li> <li>• Provide suitable and sufficient bins to support students and staff to follow the 'catch it, bin it, kill it' approach.</li> </ul>	<p>existing health conditions and ethnicity and where necessary conduct individual risk assessments.</p> <ul style="list-style-type: none"> <li>• Employees fully briefed about the plans and protective measures identified in the risk assessment.</li> <li>• Regular staff briefings.</li> <li>• plans followed to keep in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</li> <li>• Regular communications that those who have</li> </ul>	<p>8.40 – students arriving by foot between 8.40 and 8.50. Varied times for others as explained in letter sent home</p> <ul style="list-style-type: none"> <li>• Floor markings outside school to indicate distancing rules (if queuing during peak times).</li> <li>• Screens installed to protect employees in reception.</li> <li>• Shared pens removed from reception.</li> <li>• Hand sanitiser provided at all entrances.</li> <li>• Students, staff and visitors wash hands immediately on arrival.</li> <li>• Face covers are to be worn the whole time whenever people</li> </ul>	<p>their year bubbles following negative lateral flow tests</p> <ul style="list-style-type: none"> <li>• Students to sit in the same room according to a seating plan, and use labelled personalised equipment i.e. headphones, keyboard etc</li> <li>• Whole school return is phased and each year group has a staggered start of specific days. This allows for LFT to occur and students to be kept 2m apart until a test result has been confirmed.</li> </ul> <p><b>Minimise mixing</b></p> <ul style="list-style-type: none"> <li>• Whatever the size of the bubble, they are to be</li> </ul>	<ul style="list-style-type: none"> <li>• If anyone becomes unwell at school they will be isolated, sent home and provided with information on what to do next.</li> <li>• An unwell child awaiting collection, will be isolated in The Dolphin room with or without adult supervision (depending on age and needs of the child).</li> <li>• Anyone testing positive through the LFT will be isolated from the school community and parents asked to collect. Student is not to return to the academy for 10 days and will be required to provide a negative LFT prior to re-joining the school community.</li> <li>• Staff accompanying a child awaiting collection to keep a distance of 2 metres and remain outside as much as possible,</li> </ul>	<ul style="list-style-type: none"> <li>• Staff encouraged to report any non-compliance.</li> <li>• The effectiveness of prevention measures will be monitored by school leaders.</li> <li>• This risk assessment will be reviewed if the risk level changes (e.g. following local/national lockdown or cases or an outbreak) and in light of updated guidance.</li> <li>• Most recent R/A discussed with H&amp;S safety Governor and Chair re: heating/use of masks indoors for all KW/V students and staff</li> </ul>
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<ul style="list-style-type: none"> <li>• Provide sufficient tissues in all rooms.</li> <li>• School site to be split into year bubbles</li> <li>• Create a plan of the building to mark out areas where bubbles do not mix (e.g. classrooms) and where mixing is more likely and so where distancing and other measures are required.</li> <li>• Staggered lunchtime and breaktimes to allow students to get meals and refreshments</li> <li>• Evaluate the capacity of rooms and shared areas.</li> <li>• Staggered lunches implemented to avoid mixing, allowing time for cleaning, devise seating plans, safe capacity etc.</li> <li>• implement door signs mounted to identify max number in room / toilets at one time.</li> </ul>	<p>coronavirus symptoms, or who have someone in their household who does, are not to attend school.</p> <ul style="list-style-type: none"> <li>• Information shared about testing available for those with symptoms.</li> <li>• Where there are appropriate sources of guidance (e.g. CLEAPSS, afPE, CILIP, etc.) Heads of Departments/ teachers should refer to curriculum specific guidance.</li> <li>• Heads of Departments/ teachers to identify shared resources and how to prevent mixed contact</li> </ul>	<p>are in a buildings, including staff and students in lessons.</p> <ul style="list-style-type: none"> <li>• Medically exempt students and staff will be issued a lanyard to indicate reason for no mask.</li> <li>• Staff teaching students that lip read to access the curriculum will be issued with Face screens instead for those lessons only</li> <li>• Covered bins provided on entrances to dispose of temporary face coverings.</li> <li>• Sealable plastic bags provided for reusable face coverings to take home with them.</li> <li>• Gathering at the school gates prohibited.</li> </ul>	<p>kept apart from other groups where possible.</p> <ul style="list-style-type: none"> <li>• Bubbles of students remain in the same area of school setting throughout the day.</li> <li>• Mixing between bubbles kept to a minimum by staggering lunchtimes, breaktimes and mustering them in specific areas of the school grounds</li> <li>• Student movements around the school site, either in groups or individuals is controlled to limit contact and mixing.</li> <li>• Groups will stay within a specific “muster area” of</li> </ul>	<p>weather permitting.</p> <ul style="list-style-type: none"> <li>• PPE to be worn by staff caring for the child if 2 metres distance cannot be maintained.</li> <li>• Staff to wash their hands after caring for a child with symptoms.</li> <li>• All areas where a person with symptoms has been to be cleaned after they have left.</li> <li>• Should staff have close hands-on contact they should monitor themselves for symptoms of possible COVID-19 over the following 14 days.</li> </ul> <p>Hand washing</p> <ul style="list-style-type: none"> <li>• Frequent hand washing encouraged on entrance and exit of classroom by adults and students (following guidance on hand cleaning).</li> <li>• Sufficient handwashing facilities are</li> </ul>	
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<ul style="list-style-type: none"> <li>• COVID-19 posters/signage displayed.</li> <li>• Identify ‘crunch points’ (e.g. entrances/ exits/ corridors/ shared space and consider how movement can be staggered.</li> <li>• Consider one-way system if possible for circulation around the building.</li> <li>• Stairways to be used by one year group only</li> <li>• In areas where queues may form, put down floor markings to indicate distancing.</li> <li>• Separate doors to be used for entrance and exit of the building (to avoid crossing paths).</li> <li>• Identify doors that can be propped open (to limit use of door handles and aid ventilation) taking account of fire safety and safeguarding. Seek advice from PHE if necessary.</li> </ul>	<p>(e.g. cleaning between bubbles or rotas for equipment use).</p> <ul style="list-style-type: none"> <li>• Consider how online resources can be used to shape remote learning.</li> <li>• Plan / evaluate remote education for students, alongside classroom teaching in case of a lockdown or students having to isolate.</li> </ul> <p><b>Parents/students</b></p> <ul style="list-style-type: none"> <li>• Review EHCPs where required.</li> <li>• Educate students before they return about the need to stay apart from others and expectations around hygiene.</li> </ul>	<ul style="list-style-type: none"> <li>• Staff on duty outside school to monitor protection measures.</li> <li>• Staff communal areas to be restricted to allow for a 2m distance between staff. Signs to indicate the number of staff per area to be clearly visible</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• All meetings on a virtual platform (e.g. 1:1 sessions with professionals, recruitment interviews, parental meetings etc.)</li> <li>• Offices are single occupancy i.e. TWH/JB/reception etc</li> <li>• Parents/carers and visitors coming onto the</li> </ul>	<p>the site to minimise mixing.</p> <ul style="list-style-type: none"> <li>• The number of students in shared spaces (e.g. halls, dining areas and internal and external sports facilities) for lunch and exercise is limited to specific bubbles.</li> <li>• Large gatherings such as assemblies do not happen and all assemblies are pre-recorded.</li> <li>• Separate spaces for each group clearly indicated.</li> <li>• Multiple groups do not use outdoor equipment simultaneously.</li> <li>• Limiting the number of students who use the toilet facilities at one time.</li> </ul>	<p>available throughout the school.</p> <ul style="list-style-type: none"> <li>• Where there is no sink, hand sanitiser provided in classrooms.</li> <li>• Skin friendly skin cleaning wipes used as an alternative to hand washing or sanitiser.</li> <li>• Students to clean their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.</li> <li>• Science to teach effective hand hygiene etc.</li> </ul> <p>Respiratory hygiene</p> <ul style="list-style-type: none"> <li>• Adults and students are encouraged not to touch their mouth, eyes and nose.</li> <li>• Adults and students encouraged to use a tissue to cough or sneeze and use bins for tissue waste (‘catch it, bin it, kill it’)</li> </ul>	
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<ul style="list-style-type: none"> <li>Identify rooms that can be accessed directly from outside (to avoid shared use of corridors).</li> <li>Organise classrooms for maintaining space between seats and desks.</li> <li>Arrange desks seating students side by side and facing forwards.</li> <li>Inspect classrooms and remove unnecessary items and furniture to make more space.</li> <li>Make arrangements with cleaners to put in place an enhanced cleaning schedule that includes frequent cleaning of rooms, shared areas that are used by different groups and frequently touched surfaces.</li> </ul> <p><b>Timetabling and lessons</b></p> <ul style="list-style-type: none"> <li>All online lessons and face to face lessons to be taught according to the same timetable</li> </ul>	<ul style="list-style-type: none"> <li>Communicate to parents on the preventative measures being taken.</li> <li>Post the risk assessment or details of measures on school website.</li> <li>Parents and students informed about the process that has been agreed for drop off and collection.</li> <li>Ensure parents have a point of contact for reassurance as to the plans put in place.</li> <li>Limit the equipment students bring into school each day to essentials such as lunch boxes, hats, coats, books,</li> </ul>	<p>site without an appointment is not to be permitted.</p> <ul style="list-style-type: none"> <li>Reduced movement between schools for SLT members in 2 schools</li> <li>Site guidance on physical distancing and hygiene is explained to visitors on or before arrival.</li> <li>Where possible visits arranged outside of school hours.</li> <li>A record kept of all visitors to assist NHS Test and Trace, including: <ul style="list-style-type: none"> <li>the name;</li> <li>a contact phone number;</li> <li>date of visit;</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Allow students to have access to toilets at all times during the day to prevent queues developing at social times. – toilets are cleaning on a regular schedule throughout the day.</li> <li>Staff that move between classes and year groups, to keep their distance from students and other staff.</li> <li>All after school clubs have been cancelled</li> <li>Canteen used by students at specific times during break and lunchtime – students to order cold food in the morning</li> </ul>	<ul style="list-style-type: none"> <li>Tissues to be provided.</li> <li>Bins for tissues provided and are emptied throughout the day.</li> <li>Singing, should not take place in larger groups such as school choirs and ensembles, or school assemblies.</li> <li>Singing can take place outdoors not in a classrooms. The students are to be 2m from each other.</li> </ul> <p>Cleaning</p> <ul style="list-style-type: none"> <li>Sanitising spray and paper towels to be provided in classrooms for use by members of staff.</li> <li>Thorough cleaning of rooms at the end of the day.</li> <li>Shared materials and surfaces to be cleaned frequently (e.g. toys, books, desks, chairs, doors, sinks, toilets, light switches, handrails, etc.).</li> </ul>	
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<p>and also same times. To allow KW/V students in school and students at home to access at the same time. p1/2 break, p3/4 lunch, p5 etc.</p> <ul style="list-style-type: none"> <li>From Wednesday 10<sup>th</sup> March a new structure to the day to be implemented, to allow for no split lessons. Bubble system to be maintained</li> </ul> <p><b>Policies and procedures</b></p> <ul style="list-style-type: none"> <li>Update policies to reflect changes brought about by COVID-19, including: <ul style="list-style-type: none"> <li>Safeguarding/child protection</li> <li>Behaviour</li> <li>Curriculum</li> <li>NQTs</li> <li>Special educational needs</li> <li>Visitors to school</li> </ul> </li> <li>Ensure website is compliant with regards</li> </ul>	<p>stationery and mobile phones.</p> <ul style="list-style-type: none"> <li>Bags are allowed.</li> <li>All students told to provide personal equipment (pens, pencils, rulers calculators etc.) to ensure no shared use in class.</li> <li>Parents informed only one parent to accompany child to school.</li> <li>Parents and students encouraged to walk or cycle where possible.</li> <li>Clear messages to students about minimising the use of public transport and how to reduce the risks of</li> </ul>	<ul style="list-style-type: none"> <li>arrival and departure time;</li> <li>the name of the assigned staff member</li> </ul> <ul style="list-style-type: none"> <li>Roofing Contractors briefed regularly and monitored throughout their time on site.</li> <li>Signing in electronically and sent to staff.</li> <li>All contractors to be on site before start of school and to leave after the students have left</li> <li>No movement around the school site when children are mustering or on breaks.</li> <li>They are to remain in their own compound..</li> </ul>	<p><b>Distancing</b></p> <ul style="list-style-type: none"> <li>Staff to keep 2 metres from other adults as much as possible.</li> <li>Where possible staff to maintain distance from their students, staying at the front of the class.</li> <li>Staff to avoid close face to face contact and minimise time spent within 1 metre of anyone.</li> <li>Supply teachers, peripatetic teachers and/or other temporary staff to minimise contact and maintain as much distance as possible from other staff. Peripatetic Teachers to be 2m away from students and must wear PPE at</li> </ul>	<ul style="list-style-type: none"> <li>Resources that are shared between bubbles (e.g. sports, art and science equipment) to be cleaned frequently and meticulously and always between bubbles.</li> <li>Outdoor equipment appropriately cleaned frequently.</li> <li>Toilets to be cleaned regularly.</li> <li>Hand sanitiser provided for the operation of lifts.</li> <li>Staff providing close hands-on contact with students need to increase their level of self-protection, such as minimising close contact and having more frequent hand-washing and other hygiene measures, and regular cleaning of surfaces.</li> </ul> <p>PPE The majority of staff in education settings will not require PPE</p>	
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<p>to the publishing of policies.</p> <ul style="list-style-type: none"> <li>Establish a visitors' protocol so that parents, contactors, professionals working with individual children are clear about the infection control measures that you have in place.</li> <li>Governing boards and school leaders to constantly evaluate staff (including the headteacher) work-life balance and wellbeing. Information shared about the extra mental health support for students and teachers is available.</li> </ul> <p><b>Response to any infection</b></p> <ul style="list-style-type: none"> <li>Leadership understands the NHS Test and Trace process and how to contact their local Public Health England health protection team.</li> </ul>	<p>transmission outside of school.</p> <ul style="list-style-type: none"> <li>Staggered drop-off and collection times planned and communicated to parents.</li> <li>Message sent to parents that they cannot gather at entrance gates or doors.</li> <li>Encourage parents to phone school and make telephone appointments if they wish to discuss their child (to avoid face to face meetings).</li> <li>Communications to parents (and young people) includes advice on transport.</li> </ul>		<p>all times. They are to ensure that they only attend our school on the day they are assigned.</p> <ul style="list-style-type: none"> <li>The occupancy of departmental staff rooms and offices to be limited.</li> <li>Staff in shared spaces (e.g. office) to avoid working facing each other.</li> <li>Older children to be encouraged to keep their distance within bubbles.</li> </ul> <p><b>Minimising contact</b></p> <ul style="list-style-type: none"> <li>Doors propped open, where safe to do so to limit use of door handles. Ensure closed when</li> </ul>	<p>beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> <li>where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained</li> <li>where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.</li> </ul> <p>First Aid</p> <ul style="list-style-type: none"> <li>Monitor when qualifications run out. Consider enrolling more staff on training.</li> <li>Employees providing first aid to students will not be expected to maintain 2 metres distance. The</li> </ul>	
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<ul style="list-style-type: none"> <li>• Plan how to inform staff members and parents/ carers that they will need to be ready and willing to <ul style="list-style-type: none"> <li>○ book a test if they are displaying symptoms;</li> <li>○ inform the school immediately of the results of a test;</li> <li>○ provide details of anyone they have been in close contact with;</li> <li>○ self-isolate if necessary.</li> </ul> </li> </ul>	<p><b>Others</b></p> <ul style="list-style-type: none"> <li>• Communication with contractors and suppliers that will need to prepare to support plans for full opening (e.g. cleaning, catering, food supplies, hygiene suppliers).</li> <li>• Gather assurances that caterers comply with the guidance for food businesses on COVID-19.</li> <li>• Discussion with caterers to agree arrangements for staggered lunches (e.g. seating capacity, holding hot food, cleaning between sittings, distancing and</li> </ul>		<p>premises unoccupied.</p> <ul style="list-style-type: none"> <li>• Taking books and other shared resources home limited, with unnecessary sharing avoided.</li> <li>• Staff and students to have their own individual, frequently used equipment, such as pencils and pens.</li> </ul> <p><b>PE and School Sport</b></p> <ul style="list-style-type: none"> <li>• Students kept in same consistent bubbles where possible during PE and sport.</li> <li>• Sports equipment to be assigned to year groups, where this is not possible cleaning between us.</li> <li>• Contact sports avoided until guidance changes.</li> </ul>	<p>following measures will be adopted:</p> <ul style="list-style-type: none"> <li>• washing hands or using hand sanitiser, before and after treating injured person;</li> <li>• wear gloves or cover hands when dealing with open wounds;</li> <li>• if CPR is required on an adult, attempt compression only CPR and early defibrillation until the ambulance arrives;</li> <li>• if CPR is required on a child, use a resuscitation face shield if available to perform mouth-to-mouth ventilation in asphyxial arrest.</li> <li>• dispose of all waste safely.</li> <li>• Science and D&amp;T department staff have PPE equipment for use in Labs and work shops– as per guidance from CLEAPSS.</li> </ul> <p>Heating -The school contains blower heaters.</p>	
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	<p>minimising contacts).</p> <ul style="list-style-type: none"> <li>• Liaison with transport providers to cater for any changes to confirm protective measures during journeys.</li> <li>• Communication with other building users (e.g. lettings, extended school provision, regular visitors, etc.)</li> <li>• Limit visitors with some exceptions (e.g. for priority contractors, emergencies etc.).</li> </ul> <p><b>Lettings and non-school users</b></p> <ul style="list-style-type: none"> <li>• Out of school settings for children are</li> </ul>		<ul style="list-style-type: none"> <li>• Outdoor sports should be prioritised where possible, large indoor spaces used where it is not.</li> <li>• Distance between students from mixed bubbles will be maximised.</li> </ul> <p><b>Educational Visits and journeys</b></p> <ul style="list-style-type: none"> <li>• No Trips</li> <li>• After school clubs to start after the 8<sup>th</sup> March – Year bubbles to be maintained</li> <li>• No overnight and overseas visits until government guidance changes.</li> <li>• Students grouped together on transport in the same bubbles that are adopted</li> </ul>	<p>-Heating to be on all day, when required. Window and door to be left open to ensure ventilation at all times</p> <p><b>Covid mass Testing site</b></p> <p>All staff to have cleaned hands for minimum of 20 seconds and are to enter testing area to correct PPE. All testing staff to have correctly don PPE (Gloves, apron, face mask and face shield) SOP to be followed by all staff and regularly cleaning and changing of PPE is required by staff. Testing operative to change gloves after each test subject and processing operatives to change gloves 3 times during one test process.</p> <p>Hand gel is provided to clean hands between each glove change. Any PPE that becomes damaged to be replaced.</p>	<p><b>Covid mass Testing site</b></p> <p>Covid test leader to record quality assurance of operatives regularly.</p>
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	<p>permitted if those responsible for them are ready to do so and they can do so safely, following COVID-19 Secure guidelines.</p> <ul style="list-style-type: none"> <li>• A risk assessment should determine the maximum capacity of a hall or hire space while able to maintain social distancing according to the current relevant guidelines.</li> <li>• Outdoor sports courts and other outdoor sporting activities have also been permitted.</li> <li>• Any groups hiring the facilities must refer to relevant</li> </ul>		<p>within school where possible.</p> <ul style="list-style-type: none"> <li>• Journeys planned to allow distancing within vehicles (this may mean large vehicles or more are used).</li> <li>• The use of face coverings for children over the age of 11, if they are likely to come into very close contact with people outside of their bubble.</li> <li>• Use of hand sanitiser upon boarding and/or disembarking bus is recommended</li> <li>• Cleaning of vehicles between each journey.</li> <li>• Monitoring of students on the bus regarding face masks at the end of the day</li> </ul>	<p>Face masks to be put on correctly and not to be touched while wearing.</p> <p>All PPE to be disposed of in yellow hazardous waste bins provided at each work area.</p> <p>Cleaning staff to remove hazardous waste and to be stored in compounds for PHS to collect.</p> <p>Processing samples to happen on plastic trays that are cleaning after each use, processing areas to be cleaned after each use.</p> <p>Test bays to be cleaning by test subjects, this includes tables, mirror and seat. Tissues and swap packaging to be disposed of in <b>Black bin bags</b></p> <p>Alcohol wipe to be used to clean solution bottles and cuvettes to be transported between test and</p>	
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<p><b>Covid mass Testing site</b></p> <p>Sports hall to be set up for mass testing of students, with 8 testing bays, 4 processing bays, 1 registration desk and recording desk. All desks to have cleaning equipment and PPE (masks, face screen, apron and gloves) supplied for all staff performing the different roles.</p> <p>One way system for test subjects through the</p>	<p>government guidance or their own associations and national governing body for guidance on running the club or event following the COVID-19 guidelines.</p> <ul style="list-style-type: none"> <li>The school can ask any hiring organisation to provide evidence of their risk assessment.</li> <li>Review existing lettings/hire agreements and amend or supplement as necessary to include specifics of what the school will do and what the hirers are responsible for (e.g. cleaning, sharing</li> </ul>		<p><b>Covid mass Testing site</b></p> <p>Social distance between test subject and registrar – 2m</p> <p>One way system to enter and exit hall.</p> <p>All test bays to be a minimum of 2 metres apart and testing operatives to maintain a 2 metre distance and asking</p>	<p>processing bays on wooden stands.</p> <p>Test kit to be disposed of in <b>Black Bins</b></p> <p>LFT kits to be distributed to staff and staff are expected to perform these tests twice a week (Tuesday and Friday). They are required to inform Test and Trace and to complete the online forms for school records.</p> <p>LFT to be distributed to students after three initial LFT in school. Recording to Test and Trace by parents and then students to inform staff and recorded in school.</p> <p>All students are encouraged to complete the LF Testing.</p>	
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<p>testing bays, flow of air continually through the sports hall and limited number of students in sports hall at any one time.</p> <p>Students are held in sports hall until test results have come through before going to lessons for the first LFT</p> <p>All set up according to NHS T&amp;T “how to guide” instructions</p>	<p>equipment, hand washing or sanitiser, what happens if anyone shows symptoms or tests positive to COVID-19, etc.)</p> <ul style="list-style-type: none"> <li>• Re-introduction on a very small scale of essential visitors/essential parent meetings</li> <li>• Small number of lunch-time clubs being offered in PE/performance to try and reduce problems with students outdoors as poor weather develops</li> </ul> <p>CEV students and staff – advised to shield. If they want to come on site a bespoke risk assessment is to be produced.</p>	<p><b>Covid mass Testing site</b></p>	<p>test subjects to step back from bay.</p> <p>Processing operatives to be 4 metres from testing bay</p> <p>Protocols for notifying a test subject if they are N/P and advising next steps in line with guidance</p>		
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	<p><b>Covid mass Testing site</b></p> <p>All staff to have completed online training for their specific roles. Certificates of completion stored. Team leader to perform quality assurance checks on all staff regularly. Clear signage provided for test subjects and testing operatives to ensure testing bays are cleaned by subjects.</p>	<p>Test subjects to be registered on entry to the testing area, no more than 9 test subjects in the sports hall at any one time</p>			
<ul style="list-style-type: none"> <li>• <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a></li> <li>• <a href="https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak">https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak</a></li> <li>• <a href="https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace">https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace</a></li> </ul>					

