Latest Government Guidance for full opening of schools in September 20 – Updated November 2020

The Government has stated that they expect all pupils in all year groups to return to school full-time from the beginning of the autumn term.

The risk to children themselves of becoming severely ill from COVID-19 is very low.

However schools are required to implement a system of controls to ensure they minimise the number of contacts that pupils have during the school day. They must also take account of transport to and from school.

The guidance recognises that there cannot be a 'one size fits all' approach and that school leaders are best placed to understand the needs of their schools and their communities, and to make informed judgements about how to deliver the curriculum with the measures needed to manage risk.

Your health and safety and that of your students, staff and community are the most important factor in this process

Revising your COVID-19 Risk Assessment

Schools are required to revise their risk assessments to ensure that the additional control measures that are required are included and implemented in line with the latest guidance.

This is a legal requirement under health and safety law.

There is no need to produce a new risk assessment for managing the return to school as many of the existing control measures you already have in place will still apply.

Review process – Covid 19 September Openings

We have produced a list of additional control measures (see page 2) that you need to consider for your setting. These control measures have been listed in the order they appeared on our model CV19 risk assessments so that these items can be copied in to your current risk assessment.

The tables below summarise reviewed control measures in line with the updated DfE Guidance for full opening of schools

http://www.cleapss.org.uk/ gives specific guidance for practical teaching in Science, Design Technology and Art. See GL343 Guide to doing practical work during the COVID-19 Pandemic

On the Operations risk assessment the row highlighted in red is a new section for you to consider the potential issues around implementing and maintaining social distancing measures.

Groups

Educational settings must do everything possible to minimise contact and mixing whilst delivering a broad and balanced curriculum. It is recommended that you avoid contact between individual groups/bubbles; staff must maintain distance from pupils and other staff as much as possible and arrange the classrooms with forward facing desks. Smaller groups are recommended but if class-sized groups are not compatible with offering a full

range of subjects you can look to implement year group size groups/bubbles for further details see DfE Guidance for full opening of schools.

Vulnerable pupils and staff

Schools must complete individual risk assessments with additional support measures for each pupil or staff member that believes or is thought to be vulnerable.

Supply teachers, other temporary or peripatetic teachers, visiting council officers and healthcare practitioners

Educational settings can continue to engage supply teachers and other supply staff during this period. Specialists, therapists, clinicians and other support staff for pupils with SEND must continue to provide interventions. A separate risk assessment has been developed for visiting officers and healthcare practitioners. The school and visitor risk assessments must be shared.

The Head teacher has the final say on who is permitted to visit the school.

School Uniforms

It is up to the governing body to decide whether the relaxed policy for school uniform is to continue, but are encouraged to return to their usual uniform policy in the autumn term.

It goes on to say 'Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.'

Local Lockdown Procedures

The DfE has stated that every school will also need a plan for the possibility of a local lockdown.

A draft Outbreak Management plan has been produced and following consultation will be adopted by Cumbria's Local Resilience Forum and will form part of the overall Cumbria Emergency Plan framework. This includes lockdown actions for educational settings in the event of a localised incident or outbreak.

Additional Control Measures to consider for your existing COVID-19 risk assessments

Hazard Description and How are people at risk	Additional Control Measures to consider for September opening - PREMISES
Spread of COVID-19 School Operations/ Management	☐ Desks will be arranged to face forward with pupils sitting side by side ☐ All usual pre-term building checks have been carried out before school opened ☐ Staff provided with updated information and guidance in line with COVID-19 ☐ Posters displayed throughout the site to follow social distancing **The following documents are available to download from the Schools Portal** ☐ Catch it, kill it, bin it poster displayed ☐ Annual School Premises H&S inspection checklist

Hazard Description and How are people at risk	Current Control Measures in place for COVID - 19
Hazards in relation to staffing and daily operation	☐ All staff adhere to any instructions, advice, guidance and site rules provided to them including hand and respiratory hygiene and maintaining social distancing ☐ PHE COVID-19 Testing guidance communicated to staff ☐ Individual Risk Assessments carried out for staff who were previously shielding. ☐ Staff (and pupils over the age of 16 where appropriate) are encouraged to download the NHS COVID-19 app and follow the Government guidance. Whilst in the educational setting it is recommended that the 'trace' function of the app is paused. ☐ The setting will maintain records of all visitors to support the NHS Test and Trace programme. ☐ Supply teachers, peripatetic teachers and other temporary staff are permitted to move between schools. ☐ Visits to the setting to be restricted to those that are absolutely necessary. ☐ Supply teachers etc. to complete risk assessment for specialist visits prior to visit. ☐ Student work placements are permitted at the discretion of the Headteacher. ☐ Face coverings to be worn by adults and pupils when moving around the setting, such as in corridors and communal areas where social distancing cannot be maintained. A contingency of masks will be in school to ensure anyone without a face covering can be given one. ☐ Instructions are provided regarding the safe wearing of face coverings and individuals who are exempt from wearing masks will be identified. ☐ Employees advised of and offered vaccination cover **(as this becomes available and appropriate).** ☐ Where face-to-face visits are authorised, the Headteacher has the discretion of requiring visitors to wear face coverings where social distancing cannot be managed. ☐ Pupils and staff will be permitted to take home resources that are relevant to pupil education and development – rules around hand hygiene and cleaning of resources and rotation will apply. ☐ Resources such as books and games will be shared within the bubble and will be cleaned regularly, between use and by different groups and rotated where possible. ☐ Resources such as sports, art and science equipment must be cleaned frequently between bubbles or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 for plastic) by different bubbles. *As recommended by Cleapss.* ☐ Parents/carers only allowed in the school at the discretion of the Headteacher and where possible outside of school hours ☐ The amount of equipment that pupils can bring into school will be limited to essential items such as lunch boxes, hats, coats and books, stationery frequently used items such as pens and pencils and mobile phones, where permitted. ☐ School Bags are also allowed – storage for these items has been planned. ☐ Sharing individual / personal equipment will be discouraged but Staff must not share with students. ☐ All pupils must have their own water bottles. Water fountains allocated to each bubble group can be used ☐ Year groups have been allocated specific bubble bases where the majority of their lessons will occur.

	☐ Specialist teaching will carry on in subjects such as Music, PE, DT and science. ☐ Movement outside of bubble areas will be made as safe as possible to avoid mixing of bubbles through a combination of one way routes designated by floor arrows, reminders to keep to the left where this is not possible and a staggered timetable. ☐ Signage has been adapted and updated as required. ☐ The main building has been divided into east and west to ensure bubbles do not mix. ☐ The timetable for each bubble group will be staggered to provide minimal overlap at breaks, lunchtime and end of school
Infection prevention through social distancing minimising contact between groups	☐ Children will be supported to maintain social distancing and encouraged not to touch staff where possible. ☐ All staff with younger children and children with complex needs or who need close personal care will try to maintain their distance and minimise time spent within 1 metre of anyone. ☐ Designated individual rooms will be cleaned after lunch for students with specific identified allergies. ☐ All staff are to maintain a 2 metre distance between themselves, their colleagues and the pupils where possible, limiting time spent within 1 metre of anyone. ☐ Routine school assemblies will not be held. ☐ Movement around the school will be kept to a minimum and break times and lunch times will be staggered to prevent busy corridors, entrances and exits. ☐ All staff and students will register in school to comply with the government Track and Trace ☐ Student seating plans will filed centrally ☐ Access to the dining facilities will be staggered with each year group having a dedicated slot of 20minutes ☐ Food on offer to be limited to take away ☐ First break service is currently suspended ☐ Additional toilet blocks have been rented to provide each year group with dedicated facilities. Year 10 and Year 11 share toilets but they are socially distanced and labelled. ☐ Year 11 will not be given the option to go off site at lunchtime to reduce pressure on site. Parental permission required
Hazards relating to performance activities such as music, dance and drama	☐ Group numbers will be limited to ensure that social distancing measures can be observed. Risk assessments to be developed for individual performances. ☐ Where practical, performances will take place outdoors. ☐ Where performances are indoors, rooms will be well ventilated.
Hazards relating to school activities outside	☐ Group numbers will be limited to ensure that social distancing measures can be observed. Risk assessments to be developed for individual activites. ☐ Where practical, performances will take place outdoors. ☐ Where performances are indoors, rooms will be well ventilated. ☐ Pupil/staff cohorts remain together at all times. ☐ Outside spaces to be used for learning where possible. ☐ Outdoor play equipment to be taken out of use with access prevented by means of suitable barriers OR cleaned regularly, before and after use and between groups. ☐ Where possible outdoor sports will be prioritised. ☐ Any equipment used will be subject to thorough cleaning.

Hazards in relation to ventilation and heating issues	☐ Classroom windows and doors (not fire doors) will be kept open to allow good ventilation in classrooms and opened wider during break and lunchtimes when the class is empty ☐ Heaters will be operating to maintain a reasonable temperature as required by The Workplace (Health Safety and Welfare) Regulations
Hazards in relation to cleaning/ hygiene/waste management	☐ Cleaning will be carried out in accordance with the current guidance COVID-19 Cleaning in non-healthcare settings ☐ Hand hygiene procedures widely promoted and adhered to with provision/promotion of the use of sanitising hand gel (60% alcohol) as required for those without easy access to suitable handwashing facilities. ☐ Staff and pupils are instructed to sanitise their hands upon entry into school, returning from breaks, when they change rooms, before and after eating and when they have been to the toilet. ☐ Face coverings must be worn by all staff and students when moving between lessons on corridors and communal areas ☐ Face coverings may be worn in lessons or assemblies and are compulsory for s a demonstrations. A demonstration should not last for longer than 15 minutes. ☐ Both of the above rules are subject to medical condition and negotiation which is aimed at ensuring full attendance of students and staff. ☐ Sufficient hand washing or hand sanitising stations available around the school. ☐ Safety data sheets are available for any sanitising products in case of ingestion. These are available on the school website. ☐ Sufficient waste bins close to the wash stations will be provided and emptied regularly by designated staff. ☐ Standard cleaning products and disinfectant will be used for cleaning. ☐ Enhanced cleaning schedules will be shared and implemented including more frequent cleaning of rooms and shared areas, frequently touched surfaces. ☐ Students sanitise hands and sanitise the work area when entering a room. This is by either wet wipes or anti-bacterial spray and paper. ☐ An additional member of cleaning staff operates during the school day to continually clean handles, bannisters, toilets and other high volume areas/surfaces. This is in addition to the regular cleaning before and after school. ☐ Where toilet facilities are shared by more than one group, cleaning will be completed between different group usages. ☐ Fogging equipment is be used out of school hours on a weekly in all areas.
Reducing the risk of infection on dedicated school transport and public transport and during organised educational visits	The updated government guidance outlines that social distancing measures WILL NOT apply on **dedicated school transport** however at QEGS: ☐ Students will sit according to a seating plan agreed with UCC on school buses with face coverings ☐ Schools will need to record how each person, pupils and staff, travels to and from school (to support Track and Trace) ☐ Pupils who have travelled to school **on public transport,** wearing face coverings, will be instructed not to touch their face covering during use or when removing them, they will be asked to wash their hands on arrival and dispose of any temporary face coverings into a lidded bin where available (or into a bag and transferred to the bin) or place reusable face coverings into a plastic bag to take home with them. They will then need to wash their hands again. ☐ Where relevant transport for SEND pupils will be subject to individual risk assessment

	Staff and pupils over the age of 11 will still be required to wear face coverings when using public transport – coronavirus-covid-19 safer travel guidance for passengers face-coverings Domestic Overnight and overseas educational visits remain suspended Local Authority schools must make use of the EVOLVE Notification and Approval System. They will be expected to follow the normal process of risk assessment and log all educational visits onto the EVOLVE database.
Hazards in relation to managing incidents and emergencies Staff or pupil becoming unwell with COVID-19 symptoms whilst on site	Where a child develops symptoms whilst at school, they will be moved to a room where they can be isolated from others until they can be collected. Adult supervision will be provided at all times by a trained member of staff Where there is no room to isolate, the child must be moved to an area where they can maintain a 2M distance PPE will be provided if a child or member of staff becomes ill with symptoms of COVID-19 and the staff who are caring for them are unable to maintain the 2m social distance. PPE measures will include a Type II Fluid Resistant Surgical Mask, apron and gloves. A separate toilet will be used if the child/adult needs to use the bathroom which will be cleaned and disinfected in line with the current guidance COVID-19 Cleaning in non-healthcare settings before anyone else can use it.
Hazards in relation to staff deemed high risk due to underlying or pre-existing health conditions	Follow the guidance provided by the Royal College of Obstetricians and Gynaecologists for pregnant staff. Staff who may have increased risk from COVID-19 must raise their concerns with the Headteacher who will explain the measures the school is putting in place to reduce the risk, e.g. for Pregnancy, Asthma etc. Staff should carry their prescribed medication with them at all times.. Staff who have previously been identified as 'Clinically Extremely Vulnerable' must follow the current Government guidance during the current lockdown period. If the person cannot undertake their normal duties, HR will discuss any reasonable adjustments
Hazards in relation to eating and safe welfare facilities	Staff spaces will be carefully reviewed to support staff to maintain social distancing measures between each other and frequent cleaning completed. Use of staff rooms will be minimised and social distancing measures implemented to limited staff use at any one time.
Hazards in relation to pupil and staff wellbeing and mental health Preventing ill health due to anxiety and work-related stress	Staff will be asked to report any concerns in relation to health and wellbeing so that these can be discussed and support provided as relevant. The school will continue to follow its normal process in relation to managing work related stress and ill health procedures. Preventing ill health due to anxiety and work-related stress Staff well-being will be monitored – weekly / monthly. Staff will be referred to occupational health as early as possible. All staff aware of their responsibilities to report safety concerns, ill health, damage, defects, accidents or incidents in line with existing school policy.
Hazards due to the lack of suitable PPE	Staff and pupils to be fit/well to attend setting. PPE that is normally needed for dealing with an individual child will be available as per health care plan Local risk assessments/individual healthcare plans/ behaviour management plans reviewed and followed to identify PPE requirements in line with current guidance. PPE to be fit for purpose/approved specification.

Training	☐ All staff will receive appropriate training and updates on the measures contained within this risk assessment.
Monitoring	☐ Current relevant national guidance will be monitored and followed. ☐ Risk Assessment and its implementation will be monitored by the SLT on at least a weekly basis, and will take account of well-being survey information, weekly LA infection reports and any critical incident reviews. ☐ Regular feedback will be provided to staff on the Risk Assessment reviews
Dissemination	☐ This document will be provided to all staff and available on request/website.

Hopefully this has summarised the key considerations to help you revise your risk assessments to allow you to fully open your school in a way that will be safe for you, your staff and your pupils however should you wish to discuss any issues or have any other queries please do not hesitate to contact the health and safety team who are on hand to support.

Name	Title	Contact Number
Judith Chandler	Health, Safety and Wellbeing Manager , Lead Advisor for Children's Services and Schools	07584 534670
Judy Hutchinson	Assistant Health, Safety and Wellbeing Advisor LA Radiation Protection Officer	07825 340473
Kevin Hewitson	Health Safety and Wellbeing Advisor	07788 396193
General Office	Health and Safety Administrators	01228 221616

Local Area Key Contacts

For staff in Educational Settings with COVID-19 queries and to notify Cumbria County Council of a confirmed case	
Cumbria COVID-19 Call Centre Monday – Friday (0900 – 1700) Saturday and Sunday (1000 – 1400)	0800 783 1968

OR suspected outbreaks (not single cases) can also be notified to Public Health England North West Health Protection Team	
Monday – Friday (0900 – 1700)	0344 225 0562
Out of Hours PHE Contact: **Public Health England first on call via the Contact People**	0151 434 4819

DFE Helpline: 0800 046 8687

- A **Direct contact** is defined as someone who has not worn Personal Protective Equipment (PPE) and had the following contact with the confirmed case:

  - being coughed on, or
  - having a face-to-face conversation within 1 metre, or
  - having unprotected skin-to-skin physical contact, or
  - travel in a small vehicle with the case, or
  - any contact within 1 metre for 1 minute or longer without face-to-face contact

- A **Close contact** is defined as someone who has not worn Personal Protective Equipment (PPE) and had the following contact with the confirmed case:

  - Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

Details required

- Name
- Date of Birth
- Address and contact telephone number (if the individual is a child, the caller will be asked to give the parent or carers name and telephone number)
- Symptoms and the date the symptoms started
- Date the individual was tested and test result
- When the individual was last in the school / other educational setting

APPENDIX 2 – Template to record incidents where a child develops symptoms whilst at school

In the event of a COVID-19 outbreak, the table will ensure that important information is recorded in one place and is easily accessible

Date	Name	Class	Date/Time of onset of symptoms	Symptoms*	Time between detection of symptoms and isolation at school	Did staff member wear PPE?** Y/N