

Supreme Education Risk Assessment - COVID-19

The table of the 5 tests set out by the Government (below) is the first consideration when deciding whether or not it is safe to open our schools more widely. The details set out in the pages further are adjustments and plans for when children are accessing the building.

If any of the five tests are not met locally we would consider it unsafe for our schools to open.



STAY HOME > PROTECT THE NHS > SAVE LIVES



Five tests for adjusting the lockdown

- 1** ➤ The NHS has sufficient capacity to provide critical care and specialist treatment right across the UK
- 2** ➤ A sustained and consistent fall in daily deaths from Coronavirus
- 3** ➤ Reliable data to show that the rate of infection is decreasing to manageable levels across the board
- 4** ➤ Operational challenges including testing and PPE are in hand with supply able to meet future demand
- 5** ➤ Confident that any adjustments to the current measures will not risk a second peak of infections that overwhelms the NHS

Supreme Education Risk Assessment - COVID-19

Guidance Material Considered	<ul style="list-style-type: none"> • DfE – Guidance for Full Opening – Schools (2 July) • DfE - Actions for early years and childcare providers during the coronavirus (COVID-19) outbreak (2 July) • DfE - Protective measures for out-of-school settings during the coronavirus (COVID-19) outbreak (1 July) • DfE - Coronavirus (COVID-19): guidance on isolation for residential educational settings (27 May) • BEIS - Working safely during coronavirus (COVID-19) Offices and Contact Centres (24 June) • NHS - Test and Trace – How it works (11 June) • DfE - Coronavirus (COVID-19): safer travel guidance for passengers (25 July) • DfE - Critical workers who can access schools or educational settings (16 June) • DfE - Managing school premises during the coronavirus (COVID-19) outbreak (7 July) • DfE - Supporting children and young people with SEND as schools and colleges prepare for wider opening (24 July) • DfE - Safe working in education, childcare and children’s social care (21 July) • Local Authority Weekly guidance and Update bulletins
------------------------------	--

Guidance for all staff:

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) Cleaning hands more often than usual - wash hands thoroughly for 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 and wrists are covered
- 3) Ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach
- 4) Cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- 5) Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- 6) MAINTAINING SOCIAL DISTANCE OF 2M OR MORE WITH OTHER ADULTS.

Supreme Education Risk Assessment - COVID-19

Staff Principles

Covering staff and pupil H&S and completion of key compliance tasks during the Covid-19 pandemic, for the opening of the school in December 2020 and for those staff who will continue to work from home. To minimise the risk of infection to all persons, the following system of controls has been applied by the school:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)
- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

- Numbers 1 to 4 are in place all the time.
- Number 5 is carefully considered with suitable management strategies deployed that account for the specific operating characteristics of the school. Details of which are included in this risk assessment.
- Number 6 applies only in specific circumstances
- Numbers 7 to 9 are followed in every case where they are relevant.

Supreme Education Risk Assessment - COVID-19

Aspect / RISK	Measures to Implement	Notes	Risk
Staffing including communication	<ul style="list-style-type: none"> • Individual support packages and interventions for staff will be implemented where necessary. • Movement into office by staff and children will be limited. Staff are urged to telephone SLT if assistance of any type is required. • All members of staff must stay 2m apart at all times. If this is not possible PPE must be worn. • There will be a maximum capacity of 5 for adults in the staffroom and seating will be spread out by 2M. • Staff assigned to own class bubbles of children to remain the same for the duration of the term or teaching timetable. • Any staff who are not required in school and can continue to work from home will continue to do so. • Health screening of staff carried out weekly (are you unwell, is anyone in your household unwell) with records held on employee file. • Any staff member with symptoms of COVID-19 is sent home to self-isolate for 7 days and instructed to undertake a COVID-19 test. Their household members are required to self-isolate for 14 days. • If the test is positive: <ul style="list-style-type: none"> - The staff member remains off for 7 days from the onset of symptoms and after that they can return if they feel well enough. They can return if a cough or anosmia persist beyond this time. - The staff member must engage with the NHS Test and Trace programme. - The staff member must notify the school immediately. - The school contacts their local Health Protection Team for advice on any further action required in school. - The school will review the case against the Group guidance on COVID-19 and ARMS to establish if it was likely that the infection was contracted as a result of occupational exposure. • If the test is returned negative the staff member can return to school when they feel well enough to do so. • Where a staff member indicates an individual in their household is unwell with symptoms compatible with COVID-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the staff member can return to school if they do not have any COVID-19 related symptoms. • Staff identified as being at risk via staff survey are not required to attend school but continue to work from home; <ul style="list-style-type: none"> - Home test kits are sent by registered post to staff to send to test centres and inform senior leaders of the outcome of this test. The tests are registered with the test centres either online or by phone 	<p>Weekly zoom meetings .</p> <p>Staff meeting to take place on zoom.</p> <p>Remove additional furniture.</p> <p>Enhance signage.</p> <p>This includes break times, lunch time, breakfast club and afterschool clubs</p> <p>Staff will be provided with individual timetables.</p> <p>All identified staff at higher risk are continuing to work from home; All staff attending site will complete questionnaire and made aware of procedure following</p>	<p>H</p>

Supreme Education Risk Assessment - COVID-19

	<p>on NHS 119 by the staff member when they receive the test kit</p> <ul style="list-style-type: none"> • Health screening questionnaire to be completed by all staffing attending site weekly - Regular feedback from staff is requested to update senior team of suspected COVID infection • If suspected symptoms or positive test results are found, then full adherence to the isolation guidance will be followed <p>- An overcautious approach is sometimes taken that where a member of staff can self-isolate this recommendation is followed despite symptoms not always showin</p>	<p>identification of symptoms and/or positive test</p>	
<p>Pupils</p>	<ul style="list-style-type: none"> • Class Bubbles will be named with numbers will have a maximum of 5 pupils. • Children should bring a packed lunch; no other items should be brought in from home. • Where possible, school will be operating a cashless system at the moment and parents will be asked to transfer monies in the PRU bank account. 		<p style="text-align: center;">H</p>

Supreme Education Risk Assessment - COVID-19

	<ul style="list-style-type: none"> • We will be providing a breakfast, break time and hot lunch to all children. • Lunches will continue to be eaten in class bubbles. • This will be reviewed at the start of January. • Children who bring their own packed lunch will store this under their bags. • School will provide all essential stationary for the children. They will receive a pencil case, which will be left at their workstation. No sharing of essential equipment will take place. ▪ All children will have access to a breakfast snack on entry to school, in their class bubble during registration time. • Any pupil with symptoms of Covid-19 should not attend school for 7 days and is expected to undertake a test under the NHS Test and Trace programme. The pupil/parents are instructed to notify the school immediately if a positive result is obtained. • Children will enter school and exit at staggered start and end times. This is to avoid potential pinch points and lack of social distancing. See COVID handbook for parents. • Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. • A negative result means the pupil can return to school. • Where a pupil indicates an individual in their household is unwell with symptoms compatible with Covid-19, they must self-isolate for up to 14 days. Under the Test and Trace programme there is an expectation that their symptomatic household member is tested. If this test result is negative the pupil can return to school if they do not have any COVID-19 related symptoms. • All families of the school will be issued with procedure guidance in case of symptoms and/or positive test. <p style="color: red;">- A register of all students showing signs of COVID infection will be maintained by the school. The readmittance date will be monitored by the Heads of Centre and Centre Manager to ensure the appropriate periods of isolation have been met.</p> <p style="color: red;">- Where a positive case has been identified by test results then all students that have been in close contact with that student will be monitored for symptoms of the infection.</p> <p>- Where a larger number of infections (>2) have been identified in connection to a positive result then a bubble isolation will be actioned</p>	<p>Variety of items available</p> <p>Parents can drop children from 9am.</p>	
--	--	--	--

Supreme Education Risk Assessment - COVID-19

Vistors	<ul style="list-style-type: none"> • All visitors to site carefully managed and identification details recorded and held for 21 days to support the Test and Trace process if called upon. • Details of local procedures communicated to all visitors before they come to site. • Parents advised to drop children off alone, i.e. not to come with partners or family • Contractors attending while school is operational to be notified that the school is operational, and their access requirements reviewed on a case by case basis. • Staff provided with RA and updated Systems and Procedures document • Families provided with update systems and Procedures document via school communications system prior to restart date outlining drop off procedures. • All contractors only allowable on system via pre-bookings arrangements with Head of Centres. • Visitors record maintained on separate record system detailing name and contact details to be held on file for 21days <p style="color: red;">- New visitor system has been adapted to facilitate the Test and Trace requirements</p>	<p>Yes</p> <p>All visitors are required to sign in detailing all visitors to the school</p>	
Behaviour Policy/ code of conduct	<ul style="list-style-type: none"> ▪ Children who do not follow strict rules /code of conduct will be given sanctions. If they continue to disobey the strict rules on social distancing and or hygiene routines, then the leadership team may ring parents and that child may be sent home. ▪ Identify any reasonable adjustments that need to be made for students with more challenging behaviour. 		M
PPE and Hygiene	<ul style="list-style-type: none"> ▪ Staff must wear a facial covering when in close contact with children or when social distancing is impossible. ▪ Staff do not need to wear gloves unless directed to do so in medical emergencies or when treating a child who has become ill. ▪ Children may choose to wear a face covering during certain times of the day. Provided by school. 		H

Supreme Education Risk Assessment - COVID-19

	<ul style="list-style-type: none"> ▪ Staff to have training about safe removal and application of PPE masks and other equipment. Information given about how to store masks when not in use. ▪ Staff should not deal with continence issues and soiling. Parent should be rung immediately, and children sent home. ▪ Staff who are dealing with a child who falls ill will be provided with full PPE. • Soap and running water or alcohol-based hand sanitiser to be readily available • Hands cleaned by all pupils, staff members and visitors, using soap or sanitiser on arrival, after break, when changing rooms, and before eating (at a minimum) • Skin friendly cleansing wipes used for those who need assistance in cleaning hands • Practices built into school behaviour culture. • Catch-it, bin-it, kill-it, promoted throughout school. • School provides tissues and sufficient bins to support disposal of waste. • School considers support for those who may have difficulty or those who spit or use saliva as a sensory stimulant. • Face coverings in classes are not recommended, however, when transitioning throughout school are not recommended but are required for those using public transport – will require control on entry. <p>Details of local arrangements:</p> <ul style="list-style-type: none"> • mobile stations are located throughout school particularly at entrance/exits to site as well at year group/bubble designated areas. - An additional 5 stations have been purchased to ensure full coverage of the site • Handwashing in toilets is promoted during breaks • Every classroom has been provided with a anti viral and anti bacteria tub of cleansing wipes - A 500ml bottle of alcohol based sanitiser is also provided in each classroom • Additional bins have been located throughout school but every classroom has its own waste disposal bin for wipes • Signage has been installed promoting awareness and procedures throughout the school environment 	<p>Sealable plastic bags will be provided for storage of face coverings.</p>	

Supreme Education Risk Assessment - COVID-19

<p>Enhanced Cleaning And Hygiene and Safety.</p>	<ul style="list-style-type: none"> ▪ All areas of school will be cleaned regularly by 2 full time cleaners across the two floors sites. ▪ Classroom bubbles will be cleaned when the children are out at break. ▪ In circulation areas, cleaning will include surfaces, door handles, handrails and all toilets will be cleaned at least 5 times in a day. ▪ There are scheduled times for children to clean their hands throughout the day. ▪ Rooms where children or adults have shown to be symptomatic will be immediately deep cleaned after the person has been isolated and sent home. ▪ Rooms where a child or staff member have had a positive test will be deep cleaned and quarantined for 72hours. ▪ Should any child or staff member be clinically extremely vulnerable rooms will have extra enhanced cleaning. ▪ Hand sanitiser stations are located at the entrance to school and in key locations and in all classrooms. ▪ Signage is in situ around the building reminding people to wash hands and sanitise in line with government guidance and to maintain 2m distance. ▪ Corridors, walkways and staircases have stick on arrow discs and 2m markings laid out to indicate which side to walk on (2 way traffic). 		<p>H</p>
<p>'Classroom Bubbles'</p>	<ul style="list-style-type: none"> ▪ There will be a maximum of 5 pupils in one bubble. Children should not mix with other bubbles ▪ Staff should not mix with other bubbles and should not be timetabled to be together with a bubble as much as is possible. 		<p>M</p>
<p>Physical Building</p>	<ul style="list-style-type: none"> ▪ Desks in class bubbles are facing forward. ▪ A safe 2m space will be created for the teacher. ▪ Corridors to be signed on the floor for children to follow. 		<p>M</p>

Supreme Education Risk Assessment - COVID-19

	<ul style="list-style-type: none"> ▪ Bubble doors to be wedged open at all times. ▪ Children are discouraged from bringing anything from home that is unnecessary. Only a coat and bag is required. ▪ Prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation. ▪ Classroom spaces should be accessed from a singular entrance and preferably, directly from outside if possible. ▪ Wedges to be used to keep doors open. ▪ All corridors will be marked off with 2m distancing. <p>Signage</p> <ul style="list-style-type: none"> ▪ Signage will show directions for movement around external building for parents ▪ Use tape on floor to demarcate areas and walkways. ▪ Create hand sanitiser station posters and ensure toilets have washing hands posters. ▪ Signage for entrance and exit for each bubble – a one-way system whenever possible. 		
<p>Social Distancing</p>	<ul style="list-style-type: none"> ▪ Physical contact such as handshakes and hugs MUST BE avoided between educational staff ▪ Staff, children and adults on site should endeavour to stay 2m apart. ▪ Strict adherence to this policy will be monitored. 		<p>H</p>

Supreme Education Risk Assessment - COVID-19

Timetable for Day	<ul style="list-style-type: none"> ▪ Class bubbles will have staggered break times and lunch times. ▪ Each bubble groups will have its own unique timetable. ▪ Hygiene rules at the start and end of day must be strictly adhered to. ▪ Normal break will be staggered so that all children are not at the common room at the same time but socially distanced into bubbles. 		M
	<ul style="list-style-type: none"> ▪ Children to stay in designated bubble. • Lunch times will take place in bubbles. 		
Lunchtimes	<ul style="list-style-type: none"> ▪ Lunch to be eaten at the same desk in the bubbles. ▪ Lunch will take place in the common room. 		M
Movement - Children	<ul style="list-style-type: none"> ▪ Channels and internal corridors around school using masking tape and signage to show children movement. ▪ Classroom spaces to have teacher only zones. ▪ Classrooms to have channels for staff to move around 		M
Movement - Staff	<ul style="list-style-type: none"> ▪ The staffroom has a limited safe capacity. ▪ Chairs in the staffroom are spread at a 2m distance. ▪ Where social distancing is not possible staff MUST wear PPE. ▪ Staff can sit together in staffroom socially distance of 2m including tape. ▪ Staff should stay in their designated bubbles as much as possible. 		M
Movement- Parents	<ul style="list-style-type: none"> ▪ Parents may only enter the building only if absolutely necessary, through the main entrance, which will be taped for social distancing. ▪ Only one parent should drop off and collect children. ▪ Picking up points will be identified and communicated with parents. ▪ Parents/carers must wear face covering when collecting and dropping off their child/ren 		M
Working Hours	<ul style="list-style-type: none"> ▪ Staff should leave the school site 4.30pm as per rota unless directed. ▪ Full time cleaning will take place. ▪ Site Manager to open schools and do safety checks. 		L

Supreme Education Risk Assessment - COVID-19

<p>Premises checks</p>	<p>Cold water systems - including tanks, sinks/basins/showers and drinking water outlets (taps and water fountains)</p> <ul style="list-style-type: none"> ▪ Increase frequency of outlet flushing and temperature monitoring to maintain water quality within the entire system. If required, consider additional water quality testing at water outlets (closest and further from the main water source) and drinking water outlets that remain in use. <p>Domestic hot water services – including calorifiers/direct fired water heaters/ sinks/ basins/ showers</p> <ul style="list-style-type: none"> ▪ Hot water generation servicing to continue in line with manufacturers’ criteria. ▪ Water temperatures must be kept within limits recommended for the control of legionella bacteria in water systems. ▪ Regularly check hot water generation for functionality and if required, temperature recording ▪ If the hot water system has been left operational the hot water should be circulating as normal and regular checks, in line with guidance, should be carried out. <p>Gas safety</p> <ul style="list-style-type: none"> ▪ Do not isolate gas supplies to boilers and hot water generation 		<p>M</p>
-------------------------------	--	--	----------

Supreme Education Risk Assessment - COVID-19

	<ul style="list-style-type: none"> ▪ To avoid the risk of leaks and dangerous build-up of gases, isolate gas supplies where not in use, e.g. science labs and prep rooms, design and food technology classrooms, and school kitchens. Otherwise, gas services should remain in normal operation. ▪ Continue planned gas safety checks including gas detection/interlocking Fire safety ▪ Review and if necessary, update fire management plans and ensure any changes to fire escape routes are clearly identified and communicated. ▪ Carry out weekly checks of alarms systems, call points, and emergency lighting. ▪ Carry out regular hazard spotting to identify escape route obstructions. ▪ Check that all fire doors are operational. Fire drills should continue to be held as normal. <p>Kitchen equipment that holds water, for example dishwashers and combination ovens - Run through at least a full cleaning cycle per week, to remove scale build up and standing water build up, to pre-empt possible bacteria growth.</p> <p>Security</p> <ul style="list-style-type: none"> ▪ All areas of the school should be kept secure. ▪ Access to certain closed areas should only be possible by relevant staff ▪ Check that access control and lockdown systems are operational. <p>Ventilation</p> <ul style="list-style-type: none"> ▪ All systems to remain energised in normal operating mode. ▪ Where mechanical ventilation is present, re-circulatory systems should be adjusted to full fresh air. If mechanical ventilation systems cannot be adjusted to full fresh air these should be switched off. ▪ Where possible, occupied room windows should be open. ▪ Ventilation to chemical stores should remain operational. <p>Other points to consider</p> <ul style="list-style-type: none"> ▪ Core building-related electrical systems, including internal and external lighting, small power, CCTV, access control and alarm systems (fire, intruder, panic and accessible toilets) to remain in use/energised in normal operating mode. ▪ For drainage systems, check traps have not dried out and ensure water seals are in place to prevent smells within the building e.g. hygiene rooms, sports hall showers etc. ▪ Update your key holder information. ▪ Intruder alarm / lift/ fire alarm companies often have remote monitoring stations (response centres) – follow advice from these providers. <p>Continue carrying out thorough examination and testing of lifting and pressure equipment during the coronavirus outbreak following updated HSE guidance: https://www.hse.gov.uk/news/work-equipment_coronavirus.htm</p>		
--	--	--	--

Supreme Education Risk Assessment - COVID-19

Toilet facilities	<ul style="list-style-type: none"> ▪ Children should only enter one at a time into toilets ▪ Middle sinks taped off. 		H
	<ul style="list-style-type: none"> ▪ One adult should accompany children to the toilet to support management of hand washing and ensure cross over to other bubbles does not occur. Caretaker and cleaner to check soap supply is adequate 		
First Aid	<ul style="list-style-type: none"> ▪ PPE should be worn (gloves, masks and aprons) when dealing with a first aid incident. ▪ Individual staff (with first aid training) should administer basic first aid in the first instance. ▪ Serious injuries should be seen by a fully trained first aider. ▪ Vomit is required to be cleaned up as soon after incident as possible (PPE to be worn). Children to wait in the isolation room for parents. 		H

Supreme Education Risk Assessment - COVID-19

<p>Cleaning</p>	<p>Cleaning</p> <ul style="list-style-type: none"> ▪ Toilets will be deep cleaned throughout the day and at the end of each day. ▪ Tables and contact points must be cleaned regularly. ▪ Equipment that has been used (and that can be cleaned) should be identified by the staff at the end of the day to the cleaner (message on whiteboard) so that those objects can be disinfected. ▪ No toys can be brought from home. ▪ Resources that cannot be cleaned according to the instructions must be packed away or taped off until after the CO-VID-19 epidemic is over. ▪ Tablets should be wiped several times daily and between uses. Children should not share ipads. Staff to bring to charger station in staffroom when required. Class bubble colours to identify tablets. ▪ Contact points should be cleaned by cleaner at least once daily, including taps, toilet flushes, toilet seats, table surfaces, door handles, handrails, armrests, light switches etc. However, staff will be required to clean surfaces and touch points when used. ▪ Bins must be emptied before they are full and at least once daily. ▪ Cleaner to wear long gloves. ▪ Bleach to be used to clean items which cannot be done with soap which then is removed by water into a sink. <p>Classrooms</p> <ul style="list-style-type: none"> ▪ Reception: Malleable resources, such as play dough, should not be used. ▪ Art room: Resources for activities such as painting, sticking, cutting, small world play, indoor and outdoor construction activities should be washed before and after use (more detailed guidance on this will be included in the guide for early years providers) and where possible, children should be discouraged from sharing these. ▪ Classroom Bubbles will be cleaned continually throughout the day 		<p align="center">H</p>
------------------------	--	--	-------------------------

--	--

Supreme Education Risk Assessment - COVID-19

<p>Communication to and from Parents</p>	<ul style="list-style-type: none"> ▪ Essential correspondence sent out via letters home, texts, email, telephone and Twitter ▪ Any forms or messages from parents should be emailed to the school office ▪ Communicate methods of entry and exit to the school grounds. 		L
<p>Procedures for medical care, isolation and confirmed cases</p>	<ul style="list-style-type: none"> ▪ Parents to be called and children to be sent home as soon as possible if they develop symptoms and then will need to isolate with their household members for 14 days. ▪ All staff who display symptoms should access a test provided by the appropriate health care professional. ▪ If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household. ▪ If any children or staff test positive, the rest of their class and bubble should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms. ▪ Temperature checks will be used at the school. 		H
<p>Staff Individual Risk Assessments.</p>	<p>Staff have been issued with COVID 19 individual risk assessment to complete and SLT will react as appropriate.</p>		
<p>Visitors</p>	<ul style="list-style-type: none"> • Should not enter the building if they are displaying any COVID symptoms. • Visitors will be asked to complete a contact form for track and trace purpose and be kept for 21 days as per guidance. • All visitors will be asked to wear a face covering on entry and for the duration of their stay. • Hand hygiene rules should be adhered to on entry, exit and throughout their stay in the building. 		M

DATE OF REVIEW 28th November 2020.