

Littleton Green Community School

Task: Reducing the risk of the spread of Covid 19 at LGCS **Assessors:** Lynn Small/ David Baker

Assessment completed 15.07.20 updated: 23.09.20 updated 03.11.20 (highlighted in green)

What are the hazards?	Who might be harmed?	What are you already doing? List the control measures already in place	What further action, if any, is necessary, if so what action is to be taken by whom and by when?	Action completed Date
<p>1. Spread of Covid 19 (minimising contact with individuals who have symptoms or live with someone who has symptoms)</p>	<p>Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils</p>	<ul style="list-style-type: none"> • Self-isolation-If staff or pupils have been symptomatic; they must self-isolate for at least 10 days and arrange to have a test. They may end their self-isolation after 10 days or if tested negative for Covid 19. The 10-day period starts from the day when staff first became ill. Follow the guidance in '<u>stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection</u>'. • Household isolation- if a member of staff or pupil lives with someone who has symptoms, they must stay at home for 14 days from the day the first person in the home started having symptoms. The 14-day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14-day isolation period. • Positive test –If a member of staff or pupil are not experiencing symptoms but have tested positive for COVID-19 they also must self-isolate for at least 10 days, starting from the day the test was taken. If they develop symptoms during this isolation period, they must restart their 10-day isolation from the day they developed symptoms. • Negative test if a member of staff or pupil begins to self-isolate because they have symptoms similar to coronavirus (COVID-19) and they get a test, which delivers a negative result, they feel well and no longer have symptoms similar to coronavirus (COVID-19), and they can stop self-isolating. Other members of their household can stop self-isolating. • Educational Support- Where a pupil is unable to attend LGCS because they are complying with clinical or public health advice they will still receive remote learning. Engagement with this activity is monitored through a weekly phone call. • Clinically Extremely Vulnerable children and adults- people who are defined, also on medical grounds, as <u>clinically extremely vulnerable</u> to coronavirus – that is, people with specific serious health conditions are advised to work from home. 	<p>Communicate track and trace guidance to staff By September</p>	<p>September 14th 2020</p>

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<p>2. Spread of Covid 19 (minimising contact with individuals who become ill on site)</p>	<p>Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils</p>	<p><u>If a child/ member of staff becomes ill on site</u></p> <ul style="list-style-type: none"> • They move immediately to the medical room, with the door opened and arrangements will be made for them to go home. Other staff or children present should immediately wash hands. • Parents of children are contacted as soon as possible. • PPE should be worn by the supervising adult if a distance of 2 metres cannot be maintained or if contact is necessary. • If a risk assessment determines that there also is a risk of splashing to the eyes, (for example from coughing, spitting, or vomiting) then eye protection should also be worn. • A separate toilet is provided (practical area). • All areas, that the patient has been in, are thoroughly cleaned and disinfected. Gloves and apron to be worn by staff member-cleaning area. 	<p>Inform staff of changes via e mail and my concern Who? DB When? By end of week commencing 14.09.20</p>	

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<p>3. Managing confirmed cases of coronavirus (COVID-19) amongst the school community-Track and Trace/ Close Contacts)</p>	<p>Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils</p>	<ul style="list-style-type: none"> • The Executive Principal or Head of School will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS Business Services Authority on 0800 046 8687. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate for 14 days or until the person receives a negative test. • Close contact means: <ul style="list-style-type: none"> ✓ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) ✓ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual ✓ travelling in a small vehicle, like a car, with an infected person • Household members of those contacts who are sent home because they have come into contact with an infected person do not need to self-isolate themselves unless the child/staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. • LGCS will not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. • The PHE local health protection team will also contact LGCS directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. 		

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<p>4. Spread of Covid 19 (cleaning and hygiene)</p>	<p>Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils</p>	<p><u>Pupils/ Adults</u></p> <ul style="list-style-type: none"> • Handwashing, for both pupils and adults, takes place upon entry to the building and at regular intervals during the day (start of the day, break time, before food, after going to the toilet, before going home, after coughing and sneezing). • Handwashing posters are displayed around school to remind pupils and staff to wash with soap and water for 20 seconds or use hand sanitiser. • Staff remind children not to touch each other or their own faces. • Children and staff are encouraged to cough or sneeze into a tissue and dispose of it immediately into a sealed bin. They then wash their hands. • ‘Catch it, bin it, kill it’ posters are displayed to remind pupils and staff to cough or sneeze into a tissue and dispose of immediately into a sealed bin, and then wash your hands. • Games, songs, and repetition are used by adults to encourage young children to practise these habits. • Help is available for children and young people who have trouble cleaning their hands independently. Skin friendly wipes may be used as an alternative for some children e.g. children in pre-school and those with complex needs. <p><u>Equipment/ School Building</u></p> <ul style="list-style-type: none"> • Sufficient handwashing facilities are available and located close to classrooms where children will be based. • Hand sanitisers are available in first aid kits, classrooms and other learning environments including the entrance to the Dining Hall • Surfaces that children and young people are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, are cleaned throughout the day . These surfaces are cleaned more regularly if they are used by more than one group in a day, and receive a thorough clean daily. • Bins for tissues are emptied throughout the day by the site managers. • Children are not allocated their own toilet blocks, but toilets are cleaned regularly throughout the day. • LGCS follows the Public Health England (PHE) <u>guidance on cleaning for non-healthcare settings</u>. • Children are not allowed to use water fountains. <p><u>Disposal of Waste</u> To dispose of waste from people with symptoms of coronavirus, such as disposable cleaning cloths, tissues and PPE:</p> <ul style="list-style-type: none"> • Put it in a plastic rubbish bag and tie it when full. 		
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		<ul style="list-style-type: none"> • Place the plastic bag in a second bin bag and tie it. • Put it in a suitable and secure place marked for storage for 72 hours before usual disposal. <p>Waste is stored safely and securely kept away from children. Waste is not put in communal waste areas until it has been stored for at least 72 hours.</p>		
5. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-groupings)	Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils	<ul style="list-style-type: none"> • Children are placed in consistent Bubbles to limit the number of pupils and staff that the children meet. • Bubbles have been are created for: Pre School, Nursery/ Reception, Year1, Year 2, Year 3, Year 4, Year 5 and Year 6 • Bubbles are kept apart where possible. • Separate bubbles have also been created for 'Before and After' School clubs. • Movement around the school site is kept to a minimum for all Bubbles. • All teachers and other staff can operate across different Bubbles in order to facilitate the delivery of the school timetable. They should try to keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. • Lunchtimes are staggered to minimise contact between bubbles and staff using the staff room. • All staff training and briefings will be held in the Hall (Phase meeting can take place in classroom providing appropriate social distancing measures are in place). • Older children are encouraged to keep their distance within the Bubble (this applies to children in years 1-6). • All children are taught how to minimise contact between themselves and others. For example e.g. no hugging 		

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<p>6. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible- Learning Environments)</p>	<p>Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils</p>	<p><u>Classrooms-</u></p> <ul style="list-style-type: none"> • When circumstances allow, adults should maintain 2-metre distance from each other and from children. Where this is not possible they should avoid close face-to-face contact and minimise time spent within 1 metre of anyone. • Children in years R-6 should sit side by side and face forwards where possible. • Classrooms are well ventilated with the school’s mechanical ventilation system and the opening of windows. • Ventilation is increased when classrooms are not in use through the opening of windows <p><u>Outside Space</u></p> <ul style="list-style-type: none"> • Bubbles of children are allocated areas of outside space, which they can use for break times, lunch and for outdoor learning. They can only use this space unless otherwise directed by a supervising member of staff. The areas are allocated from the M.U.G.A, playground, outdoor area, field, bike track, and EYFS playground. • Outdoor space to be set up daily. <p><u>Dinner Hall</u></p> <ul style="list-style-type: none"> • Lunches are staggered to minimise contact between Bubbles. • Children clean their hands beforehand and after lunch. • Tables are cleaned in the hall before each Bubble arrives and after each Bubble finishes. • Children eat their lunch in the designated zone in the hall that their Bubble is allocated and are to remain in their Bubble for all of lunchtime. <p><u>Indoor Shared Space (e.g. IT Suite, Meadow, library, Dance Studio, [Practical area])</u></p> <ul style="list-style-type: none"> • Use of shared space is timetabled to minimise contact between groups of children. • Children wash/ sanitise hands before using a shared space. • See below for cleaning procedures for equipment used by more than one group of children. 		

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<p>7. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Arrival and Collection)</p>	<p>Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils Parents</p>	<p><u>Arrival of children</u></p> <ul style="list-style-type: none"> • Staggered arrival of children is in place. • Children can be dropped off at any point from 8.30- 8.45 am. • Only one parent/carer is allowed escort a child to school. • All Bubbles have their own entry point to the school. This entry point is not used by any other children. • All Bubbles have their own arrival timeslots. • The child is escorted to the entry point by the parent where they will be met by a member of staff. • The child goes straight to their base for the day. • The parent leaves the school site immediately. <p><u>Collection of children</u></p> <ul style="list-style-type: none"> • Staggered collection times are in place. • Children in Nursery to year 6 can be collected at any point between 3.15 and 3.30. • Only one parent/carer can collect a child from school. • All children are collected from their designated classroom door. • No after-school meetings between staff and parent should take place. Any correspondence is completed through ClassDojo, TEAMS and telephone calls. If a parent requests a face-to-face meeting this can only take place with permission from the Head of School or Executive Principal and be by prior appointment. 	<p>Organise staggered start for September</p>	<p>Completed July 2020</p>

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<p>8. Spread of COVID-19 (Minimise contact between individuals and social distancing wherever possible-Use of equipment</p>	<p>Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils</p>	<p><u>Equipment used by Individuals</u></p> <ul style="list-style-type: none"> • Children are provided with a pencil case containing their own very frequently used items (e.g. pen, pencil, ruler etc.). • Children limit the amount of equipment they bring into the setting each day, to essentials such as lunch boxes, hats, coats, reading records and books. • Bags are allowed. • Children are not allowed to bring items from home to use at playtime. <p><u>Equipment used by Classrooms/ Bubbles</u></p> <ul style="list-style-type: none"> • Classroom based resources such as books and games can be used and shared within the Bubble. • These resources are regularly cleaned and disinfected. • Each Bubble will have access to a bag of resources to use at break time/ lunchtime. These are cleaned daily. <p><u>Equipment used by more than one Bubble</u></p> <ul style="list-style-type: none"> • Resources that are shared between classes or Bubbles are cleaned meticulously between Bubbles, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics) between uses by different Bubbles. This includes: • Sports equipment • Art equipment • Science equipment • Library books • Resources used in before and after school club • Outdoor play equipment • Equipment used by Commando Joes 	<p>Set up storage zone in library and for equipment if not being cleaned By SS When? Sep2020</p>	<p>Completed 01.09.20</p>

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9. Spread of Covid 19 (Use of PPE)	Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils	<p>First Aid- Staff continue to follow the LGCS’s First Aid Policy. They try to have minimal physical contact. They should wear gloves and an apron where appropriate. Once first aid has been administered a thorough hand wash for staff and pupils takes place. Instructions for visor assembly printed.</p> <p>Intimate Care- Staff continue to follow the Intimate Care policy and wear an apron and gloves followed by a thorough hand wash and disposing of the apron and gloves.</p> <p>PPE is only needed in a very small number of cases, including:</p> <ul style="list-style-type: none"> • If the child requires direct supervision until they can return home- a facemask is worn by the supervising adult if a distance of 2 metres cannot be maintained. • If contact with the child or young person is necessary- gloves, an apron and a facemask are worn by the supervising adult. • If a risk assessment determines that there is a risk of splashing to the eyes (for example from coughing, spitting, or vomiting) then eye protection is also worn. • In order to protect staff from the risk of infection via spitting: any child who deliberately spits at a member of staff or child must be reported to the Executive Principal/ Head of School immediately. They will make the decision to either send the child home immediately or place the child in a period of isolation in school. Parents will be notified, and the pupil may be asked to wear a face visor until the Executive Principal/ Head of School deems that the child no longer presents a risk. 		
10. Spread of Covid 19 (Contractors/ Visitors)	Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils Contractors	<ul style="list-style-type: none"> • Visitors abide by all of the control measures set out in this risk assessment. • All visitors have the school guidance on physical distancing and hygiene explained to them on or before arrival. • A record is kept of all visitors to the school. • Visitors not to enter classrooms when children are in class. • Parents Evening held using TEAMS where possible. • All staff aware of expectations for visitors. • Visitors are given the option to wear a facemask if they choose. 		

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11. Spread of Covid (Travel on school minibus)	Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils	<ul style="list-style-type: none"> • Social distancing should be maximised within vehicles. • Children either sit with their ‘bubble’ on school transport, or with the same constant group of children each day. • Children should clean their hands before boarding transport and again on disembarking. • Additional cleaning of vehicles is put in place. • Organised queuing and boarding is put in place after each group uses the bus. • Through ventilation, fresh air (from outside the vehicle) is maximised, particularly through opening windows and ceiling vents. • All adults must wear a face covering whilst travelling on the minibus that covers their nose and mouth. • (See also LGCS Risk assessment – Travel on School minibus). 		
12. Children falling behind age related expectations	Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils	<ul style="list-style-type: none"> • Children receive a broad and balanced curriculum that covers all subjects in all year groups from the start of the autumn term. • LGCS has implemented a Remote Learning Policy for children who have to self-isolate. • Additional Learning Support Assistants have been employed to support the catch up program. 		
13. After School Provision (increased risk of transmission due to mixing bubbles).	Staff Pupils - increased risk of infection (mixed bubbles)	<p>Wrap around Provision (before / after school)</p> <ul style="list-style-type: none"> • Registers each day to monitor attendees to after school club. • Only one parent to drop off / collect each day. • Increased hand washing upon arrival to after school club. • Segregated areas for EYFS / KS1 / KS2 where possible <p>Staff led after school clubs</p> <ul style="list-style-type: none"> • Registers each session to monitor attendance. • After school clubs offered by staff to be offered to year groups only. • Staff are to follow procedures for cleaning of shared spaces as stipulated above. 		

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14. Fire Register, Fire Plan and First aid.	Staff (or anyone acting as a member of staff e.g. trainee teachers) Pupils	<ul style="list-style-type: none"> • LGCs continues to follow existing Fire and Emergency Evacuation procedures. • A register of pupils and staff is completed daily. • Staff sign in using the usual procedure. • A Fire Marshall to be on site at all times. • At least one qualified First Aider is on site at all times. • Fire doors should be fully closed to prevent any spread of fire. • Emergency drills are to be completed as normal following social distancing as appropriate. 	Complete fire drill When? By end of September Who? Fire Marshalls to organise	Completed Oct 2020